First Year Guide
For New Arts Students
Congratulations on your acceptance to McGill University! We are very pleased to have you with us in the Faculty of Arts. As you embark on an exciting journey of discovery and learning at McGill, it is important that you receive all the necessary tools to start your degree on the right foot.

This is a guide prepared by students, for students. Inside you will find everything you need to know from your arrival until the end of your studies here. This guide takes you through the important dates and deadlines, what you need to do before you come to McGill, who you need to contact when you have concerns, and what you need to know about planning your B.A. degree.

We wish you the best of luck in your studies!

McGill Arts Office of Advising and Student Information Services (OASIS)
McGill Website: http://www.mcgill.ca/oasis
Facebook: https://www.facebook.com/McGillArtsOASIS/
Email: newstudentadvising.arts@mcgill.ca
Call: +1 (514) 398-1029
YOUR SUMMER CHECKLIST ✓

- **READ MCGILL’S I’VE BEEN ACCEPTED AND CAMPUS LIFE & ENGAGEMENT WEBSITES** to get an idea of what you need to do over the summer and the campus resources available to you throughout the year.

- **SET UP AND CHECK YOUR MCGILL E-MAIL ADDRESS** (or forward it to an e-mail address that you check regularly).

- **STUDENTS WITH ADVANCED STANDING**: Determine for which courses you may get an exemption/credit and make sure that your final results are sent to Service Point.

- **Need more information? View the ADVANCED STANDING VIDEO** on the OASIS website.

- **DETERMINE WHETHER YOU ARE U0 or U1** by consulting the Arts OASIS New Students Website and this guide.

- **FAMILIARIZE YOURSELF WITH THE ARTS OASIS WEBSITE** to answer any questions you have regarding your academic career at McGill University.

- **CONSULT THE E-CALENDAR** to find your program’s course requirements.

- **U1 STUDENTS**: Choose your programs (major and minor concentrations). Contact your departmental advisor for any questions about course selection. A full list of departments and programs can be found on the Faculty of Arts website.

- **CEGEP STUDENTS**: Attend CSI McGill on June 7, 2018.

- **ATTEND DISCOVER MCGILL** to learn more about the campus, the faculty and involvement opportunities.

- **REGISTER FOR YOUR COURSES USING MINERVA**: You should ensure that you have registered for at least one course in the Fall and Winter semester by August 14, 2018 to avoid late registration fees.

- **VIEW THE MCGILL 101 VIDEOS** on MyCourses as they become available throughout the year.

- **DOWNLOAD THE FREE MCGILL APP** from the App Store.
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## 1: IMPORTANT DATES - SUMMER 2018

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<th>EVENT</th>
<th>DATE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEGEP Students Information Session (CSI)</td>
<td>June 7</td>
<td>Learn everything you need to know about your first year at this info session for CEGEP students.</td>
</tr>
<tr>
<td>Registration opens for scholarship recipient CEGEP students</td>
<td>June 8</td>
<td>How to <a href="#">register</a></td>
</tr>
<tr>
<td>Registration opens for all other CEGEP students</td>
<td>June 11</td>
<td>How to <a href="#">register</a></td>
</tr>
<tr>
<td>McGill ID cards available for CEGEP students</td>
<td>June 12</td>
<td>ID cards are available at <a href="#">Service Point</a></td>
</tr>
<tr>
<td>Registration opens for scholarship recipients with U0 or U1 status</td>
<td>June 15</td>
<td>How to <a href="#">register</a></td>
</tr>
<tr>
<td>McGill ID cards available for international students</td>
<td>June 18</td>
<td>ID cards are available at <a href="#">Service Point</a></td>
</tr>
<tr>
<td>Registration opens for students with U1 status (from IB, French Bac, A-Levels, Aps, etc)</td>
<td>June 18</td>
<td>How to <a href="#">register</a></td>
</tr>
<tr>
<td>Registration for Special/Visiting Students</td>
<td>June 19</td>
<td>How to <a href="#">register</a></td>
</tr>
<tr>
<td>McGill ID cards available for Canadian students</td>
<td>June 19</td>
<td>ID cards are available at <a href="#">Service Point</a></td>
</tr>
<tr>
<td>Registration opens for all students</td>
<td>June 19</td>
<td>How to <a href="#">register</a></td>
</tr>
<tr>
<td>Saint -Jean-Baptiste Day</td>
<td>June 24</td>
<td>Administrative offices are closed</td>
</tr>
<tr>
<td>Freshman Science Courses without a lab component open to Arts students</td>
<td>June 28</td>
<td>Science students are given priority for Science registration hence, Arts students register on a later date.</td>
</tr>
<tr>
<td>Canada Day</td>
<td>July 1</td>
<td>Administrative offices closed July 2nd</td>
</tr>
<tr>
<td>Freshman Science Courses with a lab component open to Arts Students</td>
<td>July 12</td>
<td>Science students are given priority for Science registration hence, Arts students register on a later date.</td>
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<tr>
<td>Event</td>
<td>Dates</td>
<td>Details</td>
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</tr>
<tr>
<td><strong>Deadline to avoid late registration fee</strong></td>
<td>Aug. 14</td>
<td>You must register for at least one course before this date.</td>
</tr>
<tr>
<td><strong>Residence Move-In Weekend</strong></td>
<td>Aug. 25 &amp; 26</td>
<td>Check the link to see your assigned move-in day</td>
</tr>
<tr>
<td><strong>Parents Tent</strong></td>
<td>Aug. 24 - 26</td>
<td>Parents Tent is a great event for your parents to learn about the support services available to you both in Rez and at McGill</td>
</tr>
<tr>
<td><strong>Service Point Weekend Hours</strong></td>
<td>Aug. 25 &amp; 26</td>
<td>To accommodate for move-in weekend, Service Point will be open 8 am - 4 pm Aug. 27, and 8 am - 3 pm Aug. 28</td>
</tr>
<tr>
<td><strong>Orientation Week</strong></td>
<td>Aug. 27– Sep. 2</td>
<td>Orientation Week kicks off with move-in weekend, followed by Rez and Off-Campus Fest the next day, then Discover McGill, Academic Expectations Day (including the Arts Departmental Program Fair), and lastly (if applicable) Frosh.</td>
</tr>
<tr>
<td><strong>Rez Fest &amp; Off-Campus Connects</strong></td>
<td>Aug. 28</td>
<td>An event to build community spirit in residence – ask your floor fellow!</td>
</tr>
<tr>
<td><strong>Discover McGill</strong></td>
<td>Aug. 28</td>
<td>Discover McGill is your official welcome to McGill – expect a club fair, tour, Arts Faculty Orientation, and lots of sun! Engage McGill gathers the entire McGill community for an evening of food and activities to ring in the new academic year.</td>
</tr>
<tr>
<td><strong>Discover McGill’s Academic Expectations Day</strong></td>
<td>Aug. 29</td>
<td>Don’t let the title scare you – this is a great event if you have questions or concerns about a university workload or if you are unfamiliar with North American academic culture. You’ll definitely pick up some helpful tips!</td>
</tr>
<tr>
<td><strong>Departmental Program Fair</strong></td>
<td>Aug. 29</td>
<td>The one day during the year when all Arts Departmental/Program Advisors are in the same room – bring your questions and make the most of it! Location will be announced on the OASIS website.</td>
</tr>
<tr>
<td>Session d’accueil pour étudiants francophones</td>
<td>Aug. 29</td>
<td>Vous n’avez encore jamais étudié en anglais? C’est à vous que s’adresse la Session d’accueil. Nous vous attendons en grand nombre!</td>
</tr>
<tr>
<td>New transfer student info session</td>
<td>Aug. 30</td>
<td></td>
</tr>
<tr>
<td>Deadline to cancel or defer an offer of admission</td>
<td>Aug. 31</td>
<td></td>
</tr>
<tr>
<td>Labour Day</td>
<td>Sep. 3</td>
<td>University administrative offices closed</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Sep. 4</td>
<td></td>
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</table>
There are two main types of advisors in the Faculty of Arts: Faculty and Departmental. Since their advising expertise and levels of authority differ, it is important for you to know what each advisor does, and how they can help you.

**Faculty Advising: Arts OASIS**  
*(Office of Advising and Student Information Services)*

Arts OASIS is here to offer you advice and support from first year to graduation. For any and all questions concerning your B.A. degree, from course registration to degree planning, or from study abroad to post-graduation plans, consider Arts OASIS your first stop! Our advising team will be here to consult you during the summer and throughout the academic year.

**Where to find us:**  
Room 110 in Dawson Hall, located on the ground floor of the East Wing of the main Arts Building. Our main counter is open 10 am – 4pm Monday to Friday. You can also visit our website ([www.mcgill.ca/oasis](http://www.mcgill.ca/oasis)) for the most up-to-date information regarding anything presented in this guide.

**How to see an advisor:**  
Advising sessions are scheduled on a first-come, first-serve basis. On the day that you would like to meet with a Faculty advisor, arrive at OASIS in the morning (before 10 am during peak periods!) in order to secure your spot. Your drop-in will be booked through the main counter.

If you cannot see an advisor that day, don’t worry: often the person at the counter can answer your question immediately. In the case that you do need to see a Faculty advisor, you will be asked to come back the following day. Our advisors try their very best to accommodate our large Faculty, so we appreciate your understanding and patience!

**Other ways to reach us:**

<table>
<thead>
<tr>
<th>Chat Online</th>
<th>Telephone</th>
<th>In Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon–Fri, 10 – 4 Access it <a href="#">here</a></td>
<td>Mon–Fri, 10 – 4 514-398-1029</td>
<td>Mon–Fri, 10 – 4 Dawson Hall, Room 110</td>
<td><a href="mailto:advisor.arts@mcgill.ca">advisor.arts@mcgill.ca</a></td>
</tr>
</tbody>
</table>
The OASIS Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucyna M. Lach</td>
<td>Associate Dean of Arts (Student Affairs)</td>
</tr>
<tr>
<td>Demetra Pavlounis</td>
<td>Assistant to the Associate Dean</td>
</tr>
<tr>
<td>Mylissa Falkner</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Mylena Bergeron</td>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>Ruth Kuzaitis</td>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>Kanella “Nellie” Voudouris</td>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>Ines Scharnweber</td>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>Anne Nudo</td>
<td>Student Advisor, Study Away/Exchanges</td>
</tr>
<tr>
<td>Monica Hotter</td>
<td>Student Advisor, Freshman Program Advising</td>
</tr>
<tr>
<td>Brandy Jugandi</td>
<td>Career Advisor</td>
</tr>
<tr>
<td>Ahmad Oustwani</td>
<td>Administrative Student Affairs Coordinator</td>
</tr>
<tr>
<td>Pauline Perot Bonnell</td>
<td>Administrative Student Affairs Coordinator</td>
</tr>
<tr>
<td>Sara Marcil-Johnson</td>
<td>Administrative Student Affairs Coordinator</td>
</tr>
</tbody>
</table>

Peer Advising: Arts Student Advising Program (ASAP)

ASAPs are senior Arts students who provide peer advising through the OASIS Office. They have a wealth of first-hand knowledge of student life at McGill and university procedures. If you would like to speak to someone who can understand exactly what you are experiencing right now, don’t hesitate to reach out to an ASAP. They will likely be the faces you see at the counter, as well as the person on the other end of the chat, phone call, or email.

Departmental/Program Advising

Departmental/program advisors consult on specific major and/or minor concentrations. For this reason, you will have more than one departmental advisor. If you have specific questions related to your program of study, such as course selection or Honours programs, then a departmental advisor is who you need. They can also help you learn about departmental scholarships and awards, as well as field studies or research opportunities in your subject area.

Find your departmental advisors.
# Faculty or Departmental: Who Should You See?

<table>
<thead>
<tr>
<th>Faculty Advising (OASIS)</th>
<th>Departmental/Program Advising</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Degree requirements</td>
<td>• Program planning &amp; course selection for your program option only</td>
</tr>
<tr>
<td>• Academic standing</td>
<td>• Program requirements</td>
</tr>
<tr>
<td>• Course load and selection</td>
<td>• Registration for program courses</td>
</tr>
<tr>
<td>• Exchange &amp; study away</td>
<td>• Verify program requirements for graduation &amp; submit graduation recommendations for program option</td>
</tr>
<tr>
<td>• Transfer credits</td>
<td>• Suggest courses suitable to your interests</td>
</tr>
<tr>
<td>• Inter-faculty transfers</td>
<td>• Course equivalencies, substitutions, and exemptions</td>
</tr>
<tr>
<td>• Freshman Program requirements</td>
<td>• Approve &amp; pre-approve transfer credits at the departmental or program level</td>
</tr>
<tr>
<td>• Reassessments and rereads</td>
<td>• Provide information on internships, graduate programs, scholarships, awards, research fellowships, and exchange &amp; study away programs within their field</td>
</tr>
<tr>
<td>• University &amp; course withdrawals</td>
<td>• Advising on supplemental and deferred exams</td>
</tr>
<tr>
<td>• Advising on supplemental and deferred exams</td>
<td>• Academic difficulty</td>
</tr>
<tr>
<td>• Academic difficulty</td>
<td>• Help you define and develop realistic goals</td>
</tr>
<tr>
<td>• Assist you with immediate problem solving, long-range planning and courses of action</td>
<td>• Communicate with other advisors within the University and, with your permission, serve as a direct link between you and other University resources</td>
</tr>
</tbody>
</table>
U0 or U1?

All Arts students complete a 120-credit degree. In some cases, however, students have been granted advanced standing credits—credits obtained before entering McGill—that count towards this total.

At McGill, undergraduate years are designated as follows: U0, U1, U2, and U3. Some students may have enough advanced standing credits to enter McGill as a U1 student. This applies if you are coming to us from:

CEGEP
If you are a CEGEP student, you are exempt from the Freshman Program as you have been granted 30 advanced standing credits from your DEC. You can automatically register as a U1 student, and declare your major and minor concentrations while registering on Minerva. The same applies to you if you completed the French Baccalaureate.

IB/AP/A-Levels
If you are a student who did the International Baccalaureate (IB) Diploma or Certificate or any Advanced Level (AL), Advanced Placement (AP) courses, depending on whether you achieved at least 24 credits of advanced standing, you may also qualify as U1. Check with an OASIS Advisor so you can get a head start planning your B.A. degree. With this advanced standing you have the option to finish your degree in three years, but may complete four years if you wish.

Note! Your status can be verified on your Minerva transcript. It’s not showing right away, don’t worry! This is a simple processing delay and it will be there soon. In the meantime, make sure you qualify for advance standing here.

If you did not do any programs that grant advanced standing before coming to McGill, or have less than 24 advance standing credits, you will be entering as a freshman student (U0), and will follow the Freshman Program.
The Freshman Program (U0)

Students entering with fewer than 24 credits of advanced standing follow the Freshman Program. Your U0 year is your chance to explore many different programs before declaring your major and minor concentrations. Make the most of it! There are two options for the Freshman Program:

**OPTION 1: GENERAL OPTION**
In the General Option you complete a minimum of 6 credits in 3 of the following categories:

1. Social Sciences
2. Humanities
3. Languages
4. Mathematics & Science

You select all your courses from the Approved Freshman Course List.

Once you’ve ensured you have fulfilled the 6-credit requirement for 3 of the categories, you are free to choose whatever courses you wish from the Approved Freshman Course List. Note that you can take up to 18 credits in any one of the four categories (i.e. Social Sciences), and a maximum of 12 credits in any one department (i.e. History).

If you have been granted advanced standing, your advanced standing credits count towards your freshman program requirements. For example, if you have been admitted with advanced standing credits in AP French Language, these count towards your Language requirements.

**OPTION 2: En Français**
In the option En Français, you do 18 credits of courses conducted in French. These courses may be French language courses, subject courses conducted in French, or a combination of the two. Keep in mind that you can take a maximum of 12 credits of intensive French language courses. For the French Option, you may be required to take a proficiency test. The remainder of your credits must be comprised of courses from the Approved Freshman Course List.

**Course Selection**
Refer to the Approved Freshman Course List to select your courses. Remember that Minerva has the most up-to-date information about course offerings!
The Departmental Program (U1 Onwards)

If you are a student entering with 24 or more advanced standing credits, you will begin your studies as a U1 Departmental Student. You must declare your programs on Minerva and will not be required to complete the Freshman Program requirements. Instead, you will start taking courses directed towards your major and minor concentrations using the Multi-Track System.

The Multi-Track System

You may find that many programs appeal to your background and interests. The Multi-Track System allows you to customize your degree by pursuing multiple programs. (A full list of programs is on the OASIS website and on the eCalendar.) Major and Minor concentrations may be combined in any of the following ways:

Examples:
A) Major Concentration Art History (36) + Minor Medieval Studies (18) + Electives (36)
B) Major Concentration Philosophy (36) + Major Concentration Computer Science (36) + Electives (18)

Note! Your major and minor concentrations must be in different units, unless you add another minor in something completely different. As in the above example, a major concentration in Psychology is combined with minor concentrations in Behavioural Science (also in Psychology) and Sociology.
Honours
An Honours program is excellent preparation for graduate studies, since it allows you to take more courses in your department of interest. In addition to meeting certain program and Faculty requirements, you must also maintain above-average academic standing. Generally, this means you:

- Have attained a GPA and CGPA of at least 3.00 in the previous year
- Maintain a GPA and CGPA of at least 3.00
- Maintain a program GPA of at least 3.00 or 3.30 (or higher) in some departments. Check with your department.

Honours students must also complete at a minor in another department. Note that students wanting to pursue Honours in English, Psychology, and Economics must meet additional departmental requirements.

If you are interested in pursuing Honours, speak with a departmental advisor.

Example:
Honours English – Literature (60 credits) + Minor Concentration East Asian Studies (18) + Electives (12)

Joint Honours
The Joint Honours Program allows you to study two disciplines at the honours level. You do not need a minor.

To register for Joint Honours, you must:

- Have attained a GPA and CGPA of at least 3.00 in the previous year
- Maintain a minimum GPA and CGPA of 3.00
- Maintain a program GPA of at least 3.00 or 3.30 (or higher) in some departments. Check with your department.

As with the Honours program, English, Psychology, and Economics have special Joint Honours requirements.

If you are interested in pursuing Joint Honours, speak with a departmental advisor.

Example:
Joint Honours Mathematics (36) + Joint Honours Russian (36) + Electives (18)

Faculty Programs
The Faculty of Arts also offers two Faculty Programs: Industrial Relations and Environment (B.A.). These are interdisciplinary, interfaculty programs that have clearly-defined course requirements. As Faculty Programs are 54 credits (more than the typical 36-credit major), students in a Faculty Program do not need a minor.
Declaring your Program

U1 students declare their programs upon registering on Minerva. Don’t forget that you need a minor concentration or another major concentration as well!

U0 students declare their programs at the end of their first year, once registration for the next academic year opens (around mid-April).

On Minerva, select:
- Student Menu
- Student Records Menu
- Change Your Primary Curriculum

Watch a video demonstration

Not sure yet what you want to major in?
Come to the Arts Departmental Program Fair on August 29, 2018 to “shop” all the programs in Arts, meet Departmental/Program Advisors and student associations, or simply pick up some brochures to read at home. If, on the other hand, you know what you want to study but have questions about it, you can certainly ask at the Fair! Location and times will be announced on the OASIS website soon.

Remember, the McGill Arts degree is designed to be flexible and to allow you to make changes as your academic interests grow and develop. OASIS is here to offer any support you made need when making these changes, from assessing your options to revising your degree plan accordingly.
Transfer, Incoming Exchange, and Incoming Visiting Students

Transfer Students
If you have transferred to McGill from another university, you need to complete at least 60 credits and two-thirds of your program requirements at McGill in order to complete the residency requirement for your B.A. Your past student record is evaluated by Enrolment Services. Most courses you have completed at your past institution will transfer over if you have received a grade of C or better. You will need to consult with a departmental advisor to determine which of your transfer credits may count towards program requirements. For more on transfer credits, see here.

Incoming Exchange Students
If you’ve been accepted to McGill on a formal exchange program, your letter of admission from Enrolment Services notes your status as ‘Exchange.’ Normally, exchange students are accepted to McGill for a period of one year. Your course selection should be approved by your home university, and any pre-requisites can be confirmed by the course instructor at McGill. More information can be found on the OASIS website.

Incoming Visiting Students
If you are coming to McGill as a visiting student, your course selection should also be approved by your home university, whereas pre-requisites can be confirmed by the course instructor at McGill. More information can be found on the OASIS website.
Registering on Minerva

- Go to Minerva and log in with your McGill email address and password.
- Select Student Menu, then Registration Menu and follow the steps.
- The Student Registration Tutorial walks you through the course registration process on Minerva.

What to Do When a Course is Full:
If a course is full, check Minerva from time to time to see if space opens up. If the course is required for your program but is full or "reserved closed" (meaning all spots reserved for your year/program have been filled) contact the department offering the course.

If the course you want to take is full, joining a waitlist (if your course has one) is the best way to ensure you get a spot if another student drops the course. Check your McGill email frequently because once a seat opens up, you will only have 24 hours to register on Minerva before losing your spot.

Click here for more common registration problems and how to fix them.

Deciding Your Course Load
A full-time course load is 12-15 credits per term. It is recommended that new students take 4 courses, or 12 credits, at least in their first term. While you will still be full time if you take 12 credits, unless you have advanced standing you will have to make up the missing credits with either summer courses or delaying your graduation by staying an extra term or terms.

If you take fewer than 12 credits in a semester you are considered a part-time student. Note that this will prevent you from having access to McGill scholarships and awards, such as Deans List!

Also note the following for scholarship and international students:

- **Scholarship Students**
  If you received a one-year entrance scholarship or a renewable entrance scholarship, you are required to complete 27 graded credits during the regular academic year (Fall and Winter terms). This total does not include classes taken under the satisfactory/unsatisfactory option. If you are registered for only one term, you must complete at least 14 graded credits.

- **International Students**
  If you are an international student, you **must be a full-time student**, therefore you must take a minimum of 12 credits per term. Consult an international student advisor should you have any questions or concerns.
Planning Your Schedule

The Visual Schedule Builder (VSB) is a useful tool to use when planning your course schedule. Remember, though, that Minerva is still your most reliable resource for course availability.

Here is a sample U0 Fall Term as shown on VSB:

Types of Courses

Registering for Language Courses

French Placement Tests
You will certainly have many encounters with French both on and off campus! Learning the language is a great way to help you feel more at home in Montreal. Regardless of your level, you will have to take a French Placement Test in order to determine which course level is most appropriate for you.

Other Language Courses
If you are interested in taking a language course other than French, you may also have to take a placement test before registering for the course. All language courses have limited enrolment and, as such, may require departmental approval. For more information about language placement tests, please contact the department offering the language course.
**Courses in English as a Second Language (CESL)**

If your primary language is not English, and you have studied for fewer than five years in an English-language institution, you are eligible to take courses in English as a Second Language (CESL courses). You can take up to a maximum of 12 credits of CESL courses. These courses require you to take a placement test. You can refer to the McGill Writing Centre or meet with an Arts OASIS advisor if you have any further questions. Note that these courses are not included in the maximum 12 credits you are permitted to take outside the faculties of Arts and Science.

**First Year Seminars**

First-year seminars are limited-enrolment courses open only to first-year (U0 or U1) students. They are a great way to interact on a closer level with peers and professors, as opposed to large introductory courses.

As an Arts student you may only take one First-Year seminar from either the Faculty of Arts or Faculty of Science listings, which you can find on the Approved Freshman Course List as those courses with “FYS” in the title.

**Changing Courses**

**Course Change/Add-Drop**

The first two weeks of classes are known as the Course Change or “Add-Drop” period, during which students can “shop” around, adding or dropping courses without penalty. If you are trying to get into a course, a space will likely open up during add-drop. The 2018 Course Change deadline is September 18 at midnight.

**Withdrawing from a Course**

**Why would you want to withdraw?**

You may wish to withdraw for a number of personal and/or academic reasons, which may include simply not liking the course, not doing well in the course, illness, financial difficulty or personal issues.

**What is a withdrawal?**

After the Add/Drop deadline, dropping a course constitutes a withdrawal. There are two types of withdrawal: Course and University. A Course Withdrawal means you have chosen to discontinue one or more courses. A University Withdrawal means you have chosen to discontinue your entire term or year of studies.

**On your transcript**

A withdrawal will result in a grade of “W” on your transcript. A “W” does not count towards your CGPA, and a few over the course of your academic career will not affect future studies or career goals. However, we highly suggest that you consult an OASIS advisor before officially withdrawing on Minerva. Failure to do so will result in a grade of "J", which is calculated as a zero in your CGPA, meaning that you have unofficially abandoned the course. See an OASIS advisor if this is the case.
## 5: IMPORTANT DATES - FALL AND WINTER 2018-2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>McGill ID Card Pick-up for Winter Admitted Students</td>
<td></td>
<td>Dec. 1</td>
</tr>
<tr>
<td>Registration opens for students starting Winter 2019</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Winter orientation</strong></td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>Deadline to register for at least one class without fee penalty</td>
<td>Aug. 14</td>
<td>Jan. 7</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Sep. 4</td>
<td>Jan. 7</td>
</tr>
<tr>
<td>Course change (add/drop) deadline</td>
<td>Sep. 18</td>
<td>Jan. 22</td>
</tr>
<tr>
<td>Deadline to withdraw from full-year courses (only Winter term is refunded)</td>
<td></td>
<td>Jan. 22</td>
</tr>
<tr>
<td>Deadline for course or University withdrawal WITH refund</td>
<td>Sep. 25</td>
<td>Jan. 29</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Oct. 8</td>
<td>Offices closed</td>
</tr>
<tr>
<td>Deadline for course or University withdrawal WITHOUT refund</td>
<td>Oct. 30</td>
<td>Mar. 12</td>
</tr>
<tr>
<td>Reading week</td>
<td></td>
<td>Mar 4– 8</td>
</tr>
<tr>
<td>Event</td>
<td>Dates</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Easter</td>
<td>April 19 – April 22</td>
<td>University closed for Easter</td>
</tr>
<tr>
<td>Study day</td>
<td>Dec. 5</td>
<td></td>
</tr>
<tr>
<td>Examination period</td>
<td>Dec. 6 – 20</td>
<td>Apr. 15– 30</td>
</tr>
<tr>
<td>Holiday break</td>
<td>Dec. 24 – Jan. 1</td>
<td></td>
</tr>
<tr>
<td>Deadline to <strong>defer examinations</strong></td>
<td>Jan. 11</td>
<td>May 13</td>
</tr>
<tr>
<td>Victoria Day</td>
<td></td>
<td>May 22</td>
</tr>
</tbody>
</table>
To finish your degree, you need to complete 120 credits and meet your program and Faculty requirements. Remember, however, that a minimum of 60 credits, as well as two-thirds of all program requirements must be completed at McGill. Keep this in mind if you are planning on studying abroad or taking summer courses at another institution.

**Steps to Planning your Degree**

The best way to track your progress is to fill out a [Degree Planning Worksheet](#) and revise it as necessary during your degree.

**Step 1.** Select your program(s)

**Step 2.** Plan your courses for each program of study

- Review the requirements in the [eCalendar](#)
- Use the Degree Planning Worksheet
- Make sure that you have completed the correct prerequisites

**Step 3.** Consult your Departmental/Program Advisors

- Ask questions and confirm you are meeting requirements
- [Sample questions](#) to ask your Departmental/Program Advisor

→ Find more helpful resources for planning your degree can be found on the [OASIS website](#).

**Important Rules and Regulations**

**Course selection outside of Faculties of Arts and Science**

Arts students are permitted to take courses outside of the Faculties of Arts and Science under the following regulations:

- You are allowed a **maximum** of 12 credits in elective and/or complementary courses taken in faculties other than the Faculties of Arts and Science.
- Continuing Studies courses will not count towards these 12 credits of external courses*

* There are some Continuing Studies courses that Arts students are not permitted to take, such as any CEFN course. Instead, you should register for the appropriate FRSL course within the Faculty of Arts. Read more about Continuing Studies courses on our [website](#) and always check with OASIS before taking a Continuing Studies course!
Note! Certain designated programs with out of Faculty components (Industrial Relations, Minor in Management, and Education for Arts Students) allow you to take up to 30 credits in other faculties. For a complete list of these designated programs, click here. If you combine any two or more of the listed designate programs, you may not exceed 40 credits outside the Faculties of Arts or Science.

Program Courses (courses for Major and Minor requirements)
- Required courses must meet a grade of “C” or better
- A single course can only count towards one program; if there is course overlap between programs, speak to your departmental advisor and they will suggest an alternative course

Satisfactory/Unsatisfactory Option
The S/U option allows you to take courses without them being calculated in your GPA/CGPA total. Courses taken under the S/U option may be used for elective courses only (i.e. courses not intended to count towards your major/minor) and may be used for up to 10% of your total McGill credits. If you began your studies with 30 credits of advanced standing, you may take 9 credits S/U; if you had no advanced standing and will complete 120 credits, you may take 12 credits S/U.

Freshman students will not be able to select the S/U option until their U1 year.

How to add the S/U Option:
- Go to Minerva
- Select the Quick Add or Drop Course Sections (as if you were registering for courses)
- In the "course grade mode" drop down menu associated with the elective course, select the Satisfactory/Unsatisfactory grade mode
- Click submit to save the change

The deadline to add the S/U option is the same as the Add/Drop deadline
## Course Codes and Levels of Classes

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Level of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>100-199</strong> (eg. HIST 195)</td>
<td>100 level courses in Arts are either beginner level French classes (with course code FRSL) or First Year Seminars in various departments.</td>
</tr>
<tr>
<td><strong>200-299</strong> (eg. PSYC 211)</td>
<td>200 level courses are the main introductory courses in all departments, and nearly all courses you take in your first year will be at the 200 level. Most courses do not have pre-requisites and are often ‘survey’ courses. These sometimes split into smaller conferences that go into depth about class topics.</td>
</tr>
<tr>
<td><strong>300-399</strong> (eg. ECON 334)</td>
<td>300 level courses are intermediate courses, meaning they are typically smaller and provide a more in-depth look at a subject than a 200 level introductory course. Often, there will be 200 level pre-requisites you must complete before you are allowed to register for the 300 level courses.</td>
</tr>
<tr>
<td><strong>400-499</strong> (eg. ANTH 403)</td>
<td>400 level courses are advanced courses or seminar courses. They are even smaller and more topic-specific than 300 level courses. Seminar courses are usually capped at 25 students. There will often be 300 level pre-requisite courses you must complete before you are allowed to register for the 400 level courses.</td>
</tr>
<tr>
<td><strong>500-599</strong> (eg. ENGL 527)</td>
<td>500 level courses are high-level seminar courses, usually restricted to students in honours programs and graduate level students.</td>
</tr>
<tr>
<td><strong>XXXX 600-699</strong> (eg. POLI 613)</td>
<td>In almost every case, 600 level courses are restricted to graduate level students (i.e. those pursing an MA or PhD). However, some honours programs (eg. in Political Science) may offer you the opportunity to take a 600 level course. Please consult your departmental advisor for more information.</td>
</tr>
</tbody>
</table>
Your Transcript and McGill’s Assessment Policy

Grading Scale

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Points</th>
<th>Numerical Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>85 – 100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>80 – 84%</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>75 – 79%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>70 – 74%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>60 – 64%</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>60 – 64%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>55 – 59%</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>50 – 54%</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>0</td>
<td>0 – 49%</td>
</tr>
</tbody>
</table>

More information on grading

Key Terms

- **CGPA Calculation**
  Your cumulative grade point average (CGPA) is the GPA calculated using all applicable courses you have taken at McGill at the same level. If you change levels (e.g. from undergraduate to graduate) your CGPA starts again.

- **TGPA Calculation**
  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.

- **Assessment**
  Assessments are anything in a class for which you receive you grade. The University Assessment Policy protects you from unfair assessments.
**Assessment Policy**
As a student, you have various academic Assessment rights ensured by the [University Assessment Policy](#). Be sure to familiarize yourself with it so that you can identify any violations.

<table>
<thead>
<tr>
<th>A final examination must be worth no more than 75% of the final grade unless given a choice</th>
<th>Within reasonable time after receiving a mark, every student has the right to a reread of any written assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students shall be permitted to use either English or French in completing any form of assessment (except for language courses)</td>
<td>You cannot be penalized for missed assignments due during Add/Drop Week</td>
</tr>
<tr>
<td>Students shall be permitted to use either English or French in completing any form of assessment (except for language courses)</td>
<td>Every student has a right to consult and discuss any written assessment with his or her instructor once a grade has been given</td>
</tr>
</tbody>
</table>

**What should you do if you encounter any violations?**
You should first approach your professor about the issue. If he/she doesn’t agree to change it, contact the AUS VP Academic ([academic.aus@mail.mcgill.ca](mailto:academic.aus@mail.mcgill.ca)) who will determine an appropriate course of action. In addition, you can also reach out to the department/program head yourself.

**Academic Integrity**
As well as having the responsibility to know your rights as a student, you must also be familiar with the [Academic Integrity Policy](#) and hand in honest, original work. As an incoming student you will be required to complete the [Academic Integrity Tutorial](#) on MyCourses, which will show up on your transcript as either complete (CO) or incomplete (IC).

If you are struggling with an assignment, remember that your best option is to talk to your professor as soon as you can—it’s never too late. If, for whatever reason, you feel uncomfortable doing so, you can also contact your Faculty and Departmental/Program Advisors to discuss possible solutions.
Understanding your Transcript

Your transcript contains all of your attempted work and final grades. To find your Unofficial Transcript, go to Minerva and select:

- Student Menu
- Student Records Menu
- View Your Unofficial Transcript

To obtain an Official Transcript, you will have to place an order.

Sample U0 Transcript

Because this student had 6 AP credits, she can take 4 classes per term in U0 without having to worry about making up for lack of credits later.

The diamond indicates a full-year course. Your grade will appear after the winter term.

Your major in U0 is the Freshman Program, but this will change once you declare your major at the end of the academic year.
As a U1 student from CEGEP, he/she already has 30 credits. We don’t recommend taking this many program courses; between 2 and 3 is normal. As a U1 student from CEGEP, he/she already has 30 credits. Full-year course; grade will appear at the end of the winter term.
Service Point (Students Records Resource)

Service Point is where you will pick up your student ID card as a newly admitted student. It is also where you can ask questions regarding Minerva, housing and dining services, your transcript, your tuition fees, and important and legal documents (full list of services [here](#)).

Location: **3415 McTavish Street**, on the corner of Sherbrooke West

Enrolment Services

Enrolment Services, located within Service Point, is where to go if you have any questions regarding your admission to McGill or your documentation (specifically pre-McGill).

P@ge Me

Service Point can get extremely busy. To save time, add yourself to the daily queue on your smartphone or laptop from anywhere on campus with P@geMe. It will send you an email or text-message when there are less than 10 people in queue ahead of you. Make sure to check-in at the reception desk when you arrive.

Academic Resources

Scholarships and Student Aid

If you should experience financial problems during your time at McGill, stop by the Scholarships and Student Aid Office. They are responsible for administering financial support programs that are based on merit and need for all students at McGill. You will be notified if you have received a scholarship by receiving a letter from the Scholarship and Student Aid Office.

Note that applications for all McGill Financial Aid programs can be found on your Student Menu in Minerva.

The Office for Students with Disabilities (OSD)

If you experiencing barriers to your academic success related to a disability, mental health condition, chronic illness, or other impairment, the OSD may be able to help you reduce these barriers, be they temporary or permanent, visible or invisible. OSD Access Services Advisors are located at the downtown campus Monday to Friday in person or by Skype. Visit their website.
myAccess (through the Office of Students with Disabilities)
MyAccess is the student service offered by the OSD. If you are a student with a disability, they offer mentoring and learning resources, and can hire a note-taker for you should you be unable to attend your lectures (written note is required).

McGill Tutoring Program
McGill offers a tutorial program located in the Brown building (suite 4200) that you can use if you are struggling in one of your courses. Please note that there is a fee that accompanies each session. You can also apply to be a tutor!

Study/Writing Skills
Whether you are unfamiliar with university-level essay styles and conventions or just want to brush up on your writing skills, check out The Writing Centre and their University Success Workshop Series.

Libraries
As an Arts student, the McGill libraries are sure to be indispensable resources to you! The library also offers many helpful workshops throughout the year. Learning how to use the library early will be extremely beneficial when you find yourself writing more research-intensive papers later on. There are many all over campus, so explore your options and find your favourite on the following page:

1. Humanities and Social Sciences
2. Rare books and special collections
3. McGill University Archives
4. Islamic Studies Library
5. Education Curriculum Resources Centre
6. Nahum Gelber Law Library
7. Life Sciences Library
8. Osler Library of the History of Medicine
9. Schulich Library of Science and Engineering
10. Geographic Information Centre
11. Edward Rosenthall Mathematics and Statistics Library
12. Birks Reading Room
13. Marvin Duchow Music Library
Students’ Society of McGill University (SSMU)

Every undergraduate at McGill is a member of the SSMU. They are there to speak out for you and advocate for your interests. On the local university levels, this means being your representation to the McGill administration. Operating within the University Centre, the SSMU oversees a wide array of clubs, services and events. Read more about them and the work they do for students [here](#).

The Arts Undergraduate Society (AUS)

The Arts Undergraduate Society is the representative body for all undergraduate students in the Faculty of Arts. Maintained by an elected executive team, AUS provides educational, cultural, and social opportunities for its members through councils, services and events and represents constituent concerns to faculty members and external organizations. The AUS Office and Lounge is located in room B12 of the Leacock Building.

**AUS Resources for your First Year**

FEARC: Want a fun and impactful way to get involved in your first year? Apply to be a member of FEARC (First-Year Events, Academic, and Representative Council), the AUS first-year committee.

Join a Committee or Council: In addition to FEARC, the AUS operates and recruits for a handful of committees and councils. If you want to have a prominent voice in your student community while learning about McGill governance, this is the opportunity for you!

AUS Essay Centre: Have a qualified peer read over your latest paper at the AUS Essay Centre. Unlike McGill Writing Centre tutors, who provide content-oriented feedback, tutors at the AUS Essay Centre will edit for fluency, grammar, and organization. Drop-ins and appointments welcome. For more information, feel free to email aus.essay.centre@gmail.com

Residences and Student Housing

For any and all questions about Rez life, check out their website or send them an email at: housing.residences@mcgill.ca

Campus Life & Engagement

Campus Life and Engagement (CL&E) is here to assist and provide support to all new undergraduate students at McGill through Orientation activities and programs, communications and publications, and year-round programs and workshops.
First Peoples’ House
The First Peoples’ House is an on-campus community and support network for First Nations, Inuit, and Métis students at McGill. They provide a space where students can find academic support and stay connected to Indigenous culture. If you are a First Nations, Inuit, or Métis student, feel free to reach out to the First Peoples’ House.

International Students Services (ISS)
If you are an international student, ISS is there to help you with your transition to living and studying in a new country. Whether your concerns are related to study permits and other documents, or simply adapting to a new culture, ISS is sure to help. Their office is in the Brown Student Services Building, Suite 4400 (Phone: 514-398-434)

Career Services

Career and Planning Services (CaPS)
The McGill Career and Planning Service (CaPS) assists students in their career development and search for permanent, part-time, and summer jobs, as well as internships, by providing workshops, individual advising, a comprehensive job posting service, and an extensive Career Resource Centre. Their office is located in the Brown Student Services Building, Suite 2200 and they are open Monday to Friday, 9 am – 5 pm.

OASIS Career Advisor
Thanks to the generous support of McGill’s Arts donors, OASIS is pleased to be able to offer an in-house Career Advisor exclusive to our Arts Undergraduates. Linking the value of your degree to the quality of your own personal and professional development, the Career Advisor helps you connect your undergraduate experiences to “what comes next.” By learning to strategically develop oneself through access and engagement of University resources, opportunities, and experiences, Arts students learn to leverage their most important asset for life-long learning and success!

If you would like to meet with the OASIS career advisor, simply let the staff member at the OASIS counter know, and, if available, they will schedule you a same-day slot.

OASIS Success Toolkit
The recently-launched Success Toolkit on the OASIS website is designed to get you thinking about your whole person development—personal and professional, as well as how you might best make use of the many university resources and opportunities available to leverage your potential for success on the career path that you choose.

Within each of the five domains provided in this Toolkit (Health and Wellbeing, About Yourself, Degree Planning, Co-curricular Engagement, and Career Connector), you will find links to relevant resources offered through McGill University to help you not only connect more fully to your university experience but to also help you better connect this experience to the life you want after graduation.
Students face a variety of stressors from their first year to graduation. The important thing to remember is that stress is completely normal – we need it to get things done. However, if you find yourself carrying an overwhelming amount of stress, you don’t have to suffer alone. McGill has many resources to help you.

Health and Wellness

The Counselling Service
From first-year through graduate school, university students often find themselves challenged by a wide variety of stressors, both personal and academic. Whether providing assistance during a crisis, teaching relaxation techniques, or discussing a failed exam or broken heart, the McGill Counselling Service is here to help. They work to provide students with effective therapy, knowledgeable support, and the opportunity to develop the skills they need to be successful in both school and life. Just as each of our clients' situations is unique, so too are their therapy needs. For some, a brief intervention or answers to worrying questions may relieve their concerns, while others will require ongoing therapy in order to achieve their personal goals.

AHAW (Arts Health and Wellness)
AHAW Week, organized through the Arts OASIS office, is an initiative that seeks to connect students to the mental health resources available to them at McGill and in the Montreal area through workshops, talks, and giveaways. Last year we filled a classroom with students at our salad jar workshop – follow us on Facebook to see what we’ll do next!

Student Health Services
See a doctor, nurse, or dentist through Student Health Services for everything from regular check-ups, to immunizations, to emergency attention. Bring your Student ID and be early – appointments fill up fast! If you’re a Canadian resident, don’t forget to bring your Provincial Health Care Card as well, or you may be charged. Located in room 4508 of the Brown Building.

Sexual Assault Centre of the McGill Students' Society (SACOMSS)
The Sexual Assault Centre of the McGill Students’ Society (SACOMSS) is a volunteer-run organization committed to supporting survivors of sexual assault and their allies through direct support, advocacy, and outreach. Additionally, they offer sexual assault sensitivity training to McGill and Montreal groups, provide information and referrals, and organize events to raise awareness about sexual assault.
Healthy McGill

Healthy McGill offers a wealth of information including nutritious recipes, an online “Shag Shop” and safer sex resources, and workshops to help you achieve and maintain a healthy lifestyle, whatever ‘healthy’ may mean to you.

Office of Religious and Spiritual Life (MORSL)

The Office of Religious and Spiritual Life (MORSL) is dedicated to raising religious literacy and enhancing spiritual wellness at McGill. MORSL is a service you can turn to whether you want to connect with others who share your own religious roots or explore new and diverse religious and philosophical framework.

Peer Support

International Buddy Program

The International Buddy Program pairs new international students with current students who provide a friendly face, helping hand, and first Montreal friendship that can make a world of difference for new arrivals. Buddies can also offer linguistic support, cultural guidance, and information about life at McGill.

Peer Support Services

The Peer Support Centre is a group of undergraduate and graduate students who provide one-on-one support to all McGill students who come to weekly drop-in sessions. Their program aims to provide a safe space for students to share what they are going through and receive confidential and non-judgmental support, as well as information on resources that may be helpful for their situation.

Queer McGill

Queer McGill (QM) is a non-profit organization under the Student Societies of McGill University (SSMU) which aims to create a safe space and community for queer students. Through a variety of programming, including discussion groups, workshops, lecture series, and dance parties, Queer McGill provides space, opportunity, and a voice for queer students on campus and around Montreal.

Self-help resources

From apps that let you track your mood to podcasts that address issues of anxiety and depression, these Self-Help Resources – assembled by the Counselling Service – are sure to assist you in overcoming your current challenges.
McGill offers many study and work opportunities that allow you to earn credit while exploring a new environment. Don’t miss this opportunity to study in and discover a new place!

Go on Exchange!

McGill has many partnerships with universities around the globe – why not take advantage of them and go on an exchange? Not only will you earn credits, but you will also gain invaluable cultural experience. You will be exchanging places with another student at the host university for one or two terms (excluding summer term). You will also pay the same tuition fees you would at McGill while studying at the host university. Please note that students must have a minimum CGPA of 3.0 to be considered to go on exchange. Information on exchange can be found on the OASIS website as well as at the Student Exchanges and Study Abroad (SESA) Office.

International Education Week
During the first week of November, make sure to attend International Education week! It’s your best introduction to the world of study abroad. Are you ready to travel and discover other cultures as you work towards your McGill degree? Check out International Education Week to learn more about what McGill has to offer, both inside and outside of the classroom.

Field Studies
McGill Field Studies courses offer you a chance to put theory into practice through local, regional, and international field study semesters and individual courses. Field studies provide practical experience and a chance to integrate and apply knowledge gained in the classroom. In many cases, field courses can be counted towards your major program requirements. See your departmental or faculty advisor for details.

Independent Study Away
An Independent Study Away differs from an exchange in that you pay the host university’s tuition. As it sounds, an Independent Study Away requires more independent planning on your part to select and apply to your host institution of choice. Students must have at least a 2.7 CGPA.

Internships
Internships allow you to gain valuable on-the-job experience in your field with the possibility of earning pay or credits for the internship. The Arts Internship Office is your resource to find internships designated for Arts students on campus and beyond.
ARIA (Arts Undergraduate Research Internship Award)

The Arts Undergraduate Research Internship Award (ARIA) is there to support you if you decide to undertake research during the summer under the direct supervision of a faculty member. If you are awarded an ARIA, you can contribute to a professor’s research agenda while also gaining useful academic research skills.

We would like to extend our greatest thanks to Nellie Voudouris, Dr. Lucyna Lach, Monica Hotter, Sonia Masand and the rest of the Arts OASIS office for their constant support and encouragement; to the Arts Undergraduate Society for their contributions and support; to Roma Nadeem for the original concept and design of this guide; and to Ishani Mitra and Ila Astren for their revisions.

Questions? Don’t hesitate to contact us!

McGill Arts Office of Advising and Student Information Services (OASIS)

McGill Website: http://www.mcgill.ca/oasis
Facebook: https://www.facebook.com/McGillArtsOASIS/
Email: newstudentadvising.arts@mcgill.ca
Call: +1 (514) 398-1029