

## **Registration Instructions for BIOL 111/101 (Fall) and BIOL 112/102 (Winter)**

**If you need to register to Biol 101 and/or Biol 102** (prior approval must be provided),

**If you need a special approval to register for Biol 111 and/or Biol 112** (please specifying reason),

Please email [annemarie.lheureux@mcgill.ca](mailto:annemarie.lheureux@mcgill.ca) with your McGill student number and the lab section that fits in your schedule.

**If you need to register to a Biol 111 and/or Biol 112 lab section that is already full or need a lab day change due to a schedule conflict to one that is full,**

1) Logon to *Minerva* often, so you can catch a spot made available by students switching out of their current lab into other lab sections. If you find a spot made available for the needed lab day, you will have to first, drop both the lecture and currently-registered lab and then re-register to the lecture and new lab section.

2) If you cannot find a spot on your needed lab section as described above, register to any lab or keep your currently-registered lab, even though it does not fit your schedule well. As of the first day of the term, you will be able to use the course's discussion board on *myCourses* and send a request to try to find a student that can exchange his/her lab section with yours. When you find someone to switch lab with, you will have to simultaneously, first drop both the lecture and currently-registered lab and then re-register to the lecture and new lab section.

3) If you still cannot find a spot this way, come the needed lab day and wait outside room D6 of the Lyman Duff Medical Building 15 minutes before the lab begins with a printout of this email, which will be required to validate your standing for a lab space for that day. Attendance to your registered lab section is mandatory to confirm your registration in the course, otherwise your space will be given to someone else waiting for a spot and present at that time. Students not showing up for the first lab will have their space offered to students waiting for a spot that are present at that moment.

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- Attendance to the first lab, starting on the second week of the semester is compulsory to maintain your registration.
  - You will get all the information you need to know about the lab at the first lecture for the course.
  - You still must come to your registered lab, if it happens to take place earlier in the week than your desired lab day, so you do not lose your lab space.

You can contact the *Helpdesk* at 514-398-3398 for issues with *Minerva*.

### **Useful links :**

**Please see the special note for freshman registration on the Faculty of Science Homepage** at

<http://www.mcgill.ca/science/student/newstudents/u0/special-note-freshman-registration>

**Service Point** equivalent to the registrar's office at <http://www.mcgill.ca/students/servicepoint/>

**Info for Newly Admitted Students** at <http://www.mcgill.ca/science/student/newstudents>

**Program Advisers** at <http://www.mcgill.ca/science/student/newstudents/u1/adviser>

**Course registration problems - who to contact** at <http://www.mcgill.ca/science/student/newstudents/u1/course-registration-problems-who-contact>

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### **Anne-Marie L'Heureux | Laboratory Coordinator BIOL 101/111 & 102/112**

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**In August:** Lyman Duff Medical Building, Rm D6, 3775 University Street, Montreal, Qc, H3A 2B4

**Students and TAs:** please use your McGill email address and include your student ID in correspondence.