

## 4 General University Information and Regulations

### Table of Contents

- 4.1 General Policies and Information, page 54
  - 4.1.1 Authorization, Acknowledgement and Consent
  - 4.1.2 Student Rights and Responsibilities
  - 4.1.3 Language Policy
  - 4.1.4 Policy Concerning Access to Records
  - 4.1.5 E-mail Communication
  - 4.1.6 Academic Integrity
  - 4.1.7 Proper Use of Computing Facilities
  - 4.1.8 Non-smoking Policy
  - 4.1.9 Health Professions – Immunization Requirement
  - 4.1.10 Health Insurance – International Students
  - 4.1.11 Health Insurance – Canadian Residents
  - 4.1.12 Special Medical Needs
  - 4.1.13 Minerva
- 4.2 Personal Information, page 55
  - 4.2.1 Updating Personal Information
  - 4.2.2 Documentation
    - 4.2.2.1 Documentation for Permanent Code, Citizenship and Proof of Quebec Residency
    - 4.2.2.2 Proof of Canadian Citizenship or Permanent Residency in Canada
    - 4.2.2.3 Proof of Quebec Residency
    - 4.2.2.4 International Students
    - 4.2.2.5 Fee Exemptions
    - 4.2.2.6 Where To Send Documents
    - 4.2.2.7 No Retroactivity
  - 4.2.3 Identification (ID) Cards
  - 4.2.4 Legal Name
  - 4.2.5 Verification of Name
- 4.3 Registration, page 57
  - 4.3.1 Registration Periods
    - 4.3.1.1 Late Registration
  - 4.3.2 Class Schedule
  - 4.3.3 Course Load
  - 4.3.4 Quebec Inter-University Transfer Agreement (IUT)
    - 4.3.4.1 McGill Students
    - 4.3.4.2 On-line IUT Application — McGill and Visiting IUT Students
  - 4.3.5 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option
  - 4.3.6 Course Change Period
  - 4.3.7 Regulations Concerning Course Withdrawal
  - 4.3.8 Regulations Concerning University Withdrawal
    - 4.3.8.1 Deadlines for University Withdrawal
    - 4.3.8.2 Consequences of University Withdrawal
  - 4.3.9 Deferred Admission
  - 4.3.10 Summer Term/Summer Studies
  - 4.3.11 Inter-Faculty Transfer
  - 4.3.12 Readmission
- 4.4 Undergraduate Advising, page 61
  - 4.4.1 Advising and the University Mission
  - 4.4.2 The Role of the Student in Advising
  - 4.4.3 Types of Advising and Advisers
- 4.5 Fees, page 62
  - 4.5.1 Fee Information Booklet
  - 4.5.2 Access to Fee Information
  - 4.5.3 Tuition Fees (2004-2005 rates)
  - 4.5.4 Compulsory Fees (2004-2005 rates)
    - 4.5.4.1 Student Services Fees
    - 4.5.4.2 Student Society Fees
    - 4.5.4.3 Registration Charge
    - 4.5.4.4 Information Technology Charge
    - 4.5.4.5 Transcript Charge
    - 4.5.4.6 Copyright Fee
  - 4.5.5 Other Fees
  - 4.5.6 Billings and Due Dates
  - 4.5.7 Fees and Withdrawal from the University
    - 4.5.7.1 Fee Refund Deadlines
  - 4.5.8 Other Policies Related to Fees
    - 4.5.8.1 Impact of Non-Payment
    - 4.5.8.2 Acceptance of Fees vs Academic Standing
      - 4.5.8.3 Fees for Students in Two Programs
  - 4.5.9 Deferred Fee Payment
  - 4.5.10 Yearly Fees and Charges by Faculty
    - 4.5.11 Faculty of Agricultural and Environmental Sciences, and School of Dietetics and Human Nutrition – B.Sc.(Ag.Env.Sc.) and B.Eng.(Bioresource), Faculty of Agricultural and Environmental Sciences, and School of Dietetics and Human Nutrition – B.Sc.(F.Sc.), B.Sc.(Ntr.Sc.)
    - 4.5.12 Faculty of Arts – B.A.
    - 4.5.13 Faculty of Arts and Science – B.A. & Sc.
    - 4.5.14 Faculty of Arts, School of Social Work – B.S.W.
    - 4.5.15 Faculty of Education – B.Ed. & B.Sc. (Kinesiology)
    - 4.5.16 Faculty of Engineering – B.Eng. and B.S.E.
    - 4.5.17 Faculty of Engineering, School of Architecture – B.Sc.(Arch.)
    - 4.5.18 Faculty of Management – B.Com.
    - 4.5.19 Faculty of Music – B.Mus.
    - 4.5.20 Faculty of Religious Studies – B.Th.
    - 4.5.21 Faculty of Science – B.Sc.
- 4.6 Student Records, page 67
  - 4.6.1 Academic Standing
  - 4.6.2 Credit System
  - 4.6.3 Grading and Grade Point Averages (GPA)
    - 4.6.3.1 Other Grades
  - 4.6.4 Incomplete Courses
  - 4.6.5 Transfer Credits
  - 4.6.6 Verification of Student Record
  - 4.6.7 Changes to Student Records after Normal Deadlines
    - 4.6.7.1 Fee-related Changes
    - 4.6.7.2 Non Fee-related Changes
  - 4.6.8 Transcript of Academic Record
    - 4.6.8.1 Unofficial Transcripts
    - 4.6.8.2 Official Transcripts
    - 4.6.8.3 General Information
    - 4.6.8.4 Course Numbering on the Transcript
- 4.7 Examinations, page 69
  - 4.7.1 Examinations – General Information
  - 4.7.2 Final Examinations
    - 4.7.2.1 University Regulations Concerning Final Examinations
    - 4.7.2.2 Deferred Examinations
    - 4.7.2.3 Reassessments and Rereads
  - 4.7.3 Invigilation (Exams from Other Universities)
- 4.8 Internships, Exchanges and Co-op Programs, page 71
  - 4.8.1 Internships and Co-op Programs
  - 4.8.2 Exchange Programs
  - 4.8.3 Field Studies
  - 4.8.4 Canadian University Study Abroad Program (CUSAP)
  - 4.8.5 Quebec Government Ministry of Education Travel Awards for Quebec Residents
- 4.9 Scholarships and Financial Aid, page 71
  - 4.9.1 Awards to McGill Students in Course
  - 4.9.2 Work Study Program
  - 4.9.3 Students in Need
- 4.10 Graduation, page 72
  - 4.10.1 Apply to Graduate
  - 4.10.2 Graduation Approval Query
  - 4.10.3 Replacement Diploma
- 4.11 Professional and Graduate Studies, page 72
  - 4.11.1 Language Requirements for Professions

- 4.11.2 Graduate Studies
- 4.12 Student Services, page 73
  - 4.12.1 Office of the Dean of Students
  - 4.12.2 Student Services – Downtown Campus
  - 4.12.3 Student Services – Macdonald Campus
  - 4.12.4 Extra-Curricular Activities
  - 4.12.5 Ombudsperson for Students
  - 4.12.6 Bookstore
  - 4.12.7 Computer Store
  - 4.12.8 Day Care
- 4.13 Residential Facilities, page 75
  - 4.13.1 University Residences – Downtown
    - 4.13.1.1 Dormitory-style Residences
    - 4.13.1.2 Apartment-style Residences
    - 4.13.1.3 Shared-facilities Houses
    - 4.13.1.4 Residence Fees
    - 4.13.1.5 Meal Plans
    - 4.13.1.6 Student Government
  - 4.13.2 University Residences – Macdonald Campus
    - 4.13.2.1 Residence Fees – Macdonald Campus
    - 4.13.2.2 Residence Occupancy – Macdonald Campus
    - 4.13.2.3 Facilities for Non-Resident Students – Macdonald Campus
    - 4.13.2.4 Student Parking – Macdonald Campus
- 4.14 Information Technology Resources , page 76
  - 4.14.1 IST Customer Services (ICS)
  - 4.14.2 Network and Communications Services (NCS)
  - 4.14.3 Computer Labs
  - 4.14.4 Instructional Multimedia Services (IMS)
- 4.15 Resources for Study and Research, page 77
  - 4.15.1 Libraries
  - 4.15.2 University Archives
  - 4.15.3 Museums
    - 4.15.3.1 Redpath Museum
    - 4.15.3.2 McCord Museum of Canadian History
    - 4.15.3.3 Lyman Entomological Museum and Research Laboratory
  - 4.15.3.4 Other Historical Collections

## 4.1 General Policies and Information

### 4.1.1 Authorization, Acknowledgement and Consent

When applying for admission to the University, all students acknowledge that they are bound by and undertake to observe the statutes, rules, regulations, and policies in place from time to time at McGill University and the faculty or faculties in which they are registered, including those policies contained in the University Calendars and related fee documents. Their obligation as a student commences with their registration and terminates in accordance with the University's statutes, regulations, and policies.

Students should verify any information or statement provided as part of their application, realizing that an admission granted based on information in their application or supporting documents that is incorrect or untrue may be revoked at the sole discretion of the University.

### 4.1.2 Student Rights and Responsibilities

The *Handbook of Student Rights and Responsibilities* is published jointly by the Office of the Dean of Students and the University Secretariat. A compendium of regulations and policies governing student rights and responsibilities at McGill, it is distributed to new students at the Dean of Students' Orientation Sessions. The Handbook is also available on the Web at [www.mcgill.ca/secretariat/documents](http://www.mcgill.ca/secretariat/documents).

### 4.1.3 Language Policy

The language of instruction at McGill is English. Some courses are offered in French. Every student has a right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

It is recommended that students who lack proficiency in English avail themselves of the opportunity to take an intensive English as a second language course prior to, or early in, their program of studies. Information concerning second language course offerings can be found in the Faculty of Arts section of this Calendar and in the Summer Studies and Continuing Education Calendars. There are special language requirements for Faculty of Education students; please see Faculty of Education [section 7.2.1 "Undergraduate Education Programs"](#).

### 4.1.4 Policy Concerning Access to Records

Statements of account and all other correspondence are sent directly to students who retain full control as to who has access to their records or accounts. (Officers and members of the University staff may also have access to relevant parts of such records for recognized and legitimate use.) No progress report or any other information is sent to parents and/or sponsors unless specifically requested by the student in writing.

In accordance with the Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information (the "Access Act") personal information, including transcripts of academic records, may be released only with the authorization of the student. When a student applies to McGill, he/she authorizes the University to release certain personal information (name, address, telephone number, e-mail address, date of birth, program and student status) to the persons and bodies listed below.

The following persons and bodies are included in the authorization:

- a. libraries of other Quebec universities with which McGill established reciprocal borrowing agreement (ID number and bar code may also be disclosed to such libraries)
- b. the Quebec Ministry of Education, in order to create, validate and/or modify the student's Permanent Code
- c. the appropriate authorities involved with the external or internal funding of the student's fees (financial records may also be disclosed to such authorities)
- d. the Association of Universities and Colleges of Canada
- e. the Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs et des principaux des universités du Québec, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics
- f. the school(s) or college(s) which the student attended
- g. students and alumni who have volunteered to speak with admitted students
- h. the Student Associations recognized by McGill University for the category(ies) of students to which the student belongs
- i. the McGill Alumni Association
- j. professional bodies or corporations (e.g., engineers, dentists)
- k. McGill Network and Communications Services for the purposes of listing the student's McGill e-mail address in an on-line e-mail directory.

Students who choose not to authorize the University to disclose personal information to the organizations mentioned above in h,i,j and k must complete and submit an opposition form. The opposition form is available at the Admissions, Recruitment and Registrar's Office.

### 4.1.5 E-mail Communication

E-mail is one of the official means of communication between McGill University and its students. All students are assigned a Uniform E-mail Address (UEA). They should view and verify their UEA

on Minerva, under the Personal Information menu. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail mailbox, it is that student's responsibility to ensure that the alternate account is viable.

It is a violation for any user of official McGill e-mail addresses to impersonate a University officer, a member of the faculty, staff or student body, in line with the McGill University "Code of Conduct for Users of McGill Computing Facilities" and relevant federal and provincial legislation.

More information about e-mail procedures is available at [www.mcgill.ca/email-policy](http://www.mcgill.ca/email-policy). E-mail support is provided by IST Customer Support (ICS). Please see [section 4.14 "Information Technology Resources"](#).

#### 4.1.6 Academic Integrity

In submitting work in their courses, students must understand the meaning and consequences of plagiarism and cheating; these are considered to be extremely serious academic offences.

Students who have any doubt as to what might be considered plagiarism in preparing an essay or term paper should consult the instructor of the course to obtain appropriate guidelines.

Students should also consult the academic integrity Website at [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity).

The possession or use of unauthorized materials in any test or examination constitutes cheating. Responses on multiple-choice examinations are normally checked by the exam security computer monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple choice exams. Data generated by the exam security computer monitoring program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

The Code of Student Conduct and Disciplinary Procedures includes sections on plagiarism and cheating. The Code is included in the *Handbook of Student Rights and Responsibilities*, which is available at

[www.mcgill.ca/secretariat/documents](http://www.mcgill.ca/secretariat/documents).

#### 4.1.7 Proper Use of Computing Facilities

Students are required to comply with the Code of Conduct for Users of McGill Computing Facilities as approved by the University Senate. The Code is published in the *Handbook of Student Rights and Responsibilities*.

This policy (or code) is also posted on the DP-CIO Website at [www.mcgill.ca/dp-cio/governance/ist-policies/](http://www.mcgill.ca/dp-cio/governance/ist-policies/).

#### 4.1.8 Non-smoking Policy

Quebec law prohibits smoking in public buildings.

#### 4.1.9 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health professions, including Dietetics. New students in those programs must complete the immunization program well before classes begin. Further information is available from the Student Health Service, (514) 398-6017.

#### 4.1.10 Health Insurance – International Students

By Senate regulation, all students (full-time, part-time, special, exchange and visiting) and their accompanying dependents who do not have Canadian citizenship or Permanent Resident status must participate in the University's compulsory sickness and accident plan. For enrolment procedures and details on the health insurance plan, students should consult the International Student

Services Website. For information concerning rates, see [section 4.5.5 "Other Fees"](#).

All inquiries related to this University policy must be directed to International Student Services.

Health Insurance Telephone: (514) 398-6012

E-mail: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

Website: [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health)

#### 4.1.11 Health Insurance – Canadian Residents

Canadian students from outside the province of Quebec should check with their own provincial medicare office to ensure the validity of their health coverage while studying at McGill.

Canadian students who have been living abroad may not be eligible for provincial health insurance coverage. To ensure adequate health insurance coverage, you may enroll in the group plan offered through International Student Services.

All undergraduate students who pay the non-Quebec Canadian rate of fees and who are members of the Students' Society of McGill University (SSMU) are automatically covered by the Students' Society's Health and Dental Plan. For details on fees and on what is covered by this plan, please refer to the information contained on the Web at [www.aseq.com](http://www.aseq.com).

#### 4.1.12 Special Medical Needs

Students who have particular medical needs are requested to have their physician submit appropriate information on a confidential basis to the Student Health Service; see [section 4.12 "Student Services"](#).

#### 4.1.13 Minerva

Minerva is McGill's Web-based information system serving students, staff and faculty. Students view class schedules, including course descriptions and spaces available in course sections, register and make course changes using Minerva at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva). Some of the other options available to students on Minerva include viewing their unofficial transcript and degree evaluation reports; viewing citizenship and Quebec residency status and fee information; updating their personal information such as address, telephone number and emergency contacts; for some faculties, changing their major or minor; applying to graduate and viewing their graduation status; viewing their McGill log-in information to access the Internet and e-mail; ordering official transcripts; retrieving tax receipts; submitting an on-line course evaluation; applying to McGill and viewing their application status.

## 4.2 Personal Information

### 4.2.1 Updating Personal Information

It is important that all students keep their official records up to date, especially their mailing or student billing address as these are used by the University year round. If all addresses on file are invalid or incomplete, a student's mail will be held. Once the addresses are updated, future mail will be sent.

Students must update their addresses and/or telephone number and emergency contact information using Minerva.

Students who are away from campus and do not have access to the Internet may make the changes by writing to their Student Affairs Office or to the Admissions, Recruitment and Registrar's Office. A written request must include the student's signature.

Changes requiring verification of official documents, e.g., change of name or citizenship or correction of birthdate, must be reported to the Admissions, Recruitment and Registrar's Office as soon as possible. Such changes can only be made in person.

## 4.2.2 Documentation

### 4.2.2.1 Documentation for Permanent Code, Citizenship and Proof of Quebec Residency

The Ministry of Education in Quebec requires that McGill collect documentation from all students to ensure tuition fees are assessed correctly and to ensure a permanent code is issued by the Ministry for all students. Students should take steps to mail or fax this documentation prior to arriving on campus. International students must bring additional documents with them when they come to have their McGill identification card issued before the start of lectures.

Students can check if McGill has received their Permanent Code after they have accepted the University's offer of admission on Minerva under the Personal menu.

Students can consult their citizenship and Quebec residency status on Minerva. Select Student Menu -> Student Accounts Menu -> View Your Citizenship and Quebec Residency Status.

#### 4.2.2.2 Proof of Canadian Citizenship or Permanent Residency in Canada

As per the Ministry of Education of Quebec, all students who are citizens or permanent residents of Canada must provide proof of their status in order to avoid being charged the international rate of tuition fees. The proof must be a clear and complete photocopy of one of the following documents:

- Certificate of Indian Status card
- Canadian birth certificate
- Canadian citizenship card (both sides)
- Valid Canadian passport (with place of birth clearly shown)
- Record of Permanent Resident status in Canada (i.e., IMM 1000 document/IMM 5292 and PR card — both sides)

Students must also provide a signed Permanent Code form available at [www.mcgill.ca/student-records/fees/permcode](http://www.mcgill.ca/student-records/fees/permcode) if we do not already have a Permanent Code on record for you. Students can verify if McGill has received their Permanent Code on Minerva under the Personal Menu.

#### 4.2.2.3 Proof of Quebec Residency

Students who are Canadian citizens or Permanent Residents of Canada and who wish to qualify for the Quebec rate of tuition fees must provide proof of Quebec residency along with their proof of citizenship. There are two ways of establishing Quebec residency status:

1. **Without** an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated below and submit proof to that effect:
  - a. Student was born in Quebec. Document required: Quebec birth or baptismal certificate (issued prior to January 1, 1994) with place of birth clearly shown, or a valid Canadian passport indicating Quebec as the place of birth.
  - b. Student had Quebec residency status in college and is continuing on to university without interrupting studies for more than two semesters (not including the Summer semester). Document required: Proof of Canadian citizenship
  - c. Student is a member of an aboriginal/Inuit community in Quebec. Document required: Letter from the band council official, band membership card (including Makivik card — both sides)
2. **With** an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated on the form, and send it along with all the documents requested on the attestation. A copy of the guidelines and the form as established by the Ministry of Education of Quebec (MEQ) can be obtained from our Website at the following address: [www.mcgill.ca/student-records/fees/poc](http://www.mcgill.ca/student-records/fees/poc).

Students should ensure that all the clear and legible photocopies sent in, such as proof of citizenship or permanent residency of Canada, and Quebec residency, indicate their McGill

ID number, faculty name and contact information (telephone number, e-mail, etc.).

These should be mailed or faxed to:

Admissions, Recruitment and Registrar's Office  
Documentation Centre  
688 Sherbrooke Street West  
Montreal, QC H3A 3R1 CANADA  
Fax: (514) 398-3227

The Student Accounts Office will send students a fee statement based on the citizenship information and documentation on file at the time the statement is issued. If the appropriate proof required to support a citizenship or Quebec residency status is not received by the fee deadline indicated on the statement, students will be billed at the international rate of tuition. Late payment and interest charges may also incur on the unpaid balance. Students who submit their proof of status after the payment deadline indicated will have the international supplement waived, but will be responsible for the late payment and interest charged to their account.

Students should note that all proofs of citizenship, requests for Quebec residency, immigration status changes and fee exemptions must be received by the end of the last day of classes of a current term to take effect for that term. All documents received after that date will be updated for the following term only.

Further information regarding proof of citizenship or the Attestation of Quebec Residency can be obtained from the Admissions, Recruitment and Registrar's Office Service Centre on the second floor of the James Administration Building.

Telephone: (514) 398-4474

E-mail: [que-can@mcgill.ca](mailto:que-can@mcgill.ca)

It should be noted that the Quebec residency form and the associated regulations are the property of the Ministry of Education of Quebec (MEQ).

#### 4.2.2.4 International Students

New international students must provide a clear and complete photocopy of:

- a. One of the following **if studying for more than 6 months in Canada**:
  - Study permit issued by Immigration Canada AND Certificate of Acceptance of Quebec (CAQ)
  - Convention Refugee status document
- Or
- b. One of the following **if studying for less than 6 months in Canada**:
  - Visitor's Permit issued by Immigration Canada
  - Valid Passport (including the page(s) stamped by Immigration Canada at port-of-entry) AND birth certificate (official English or French translation if necessary)

And for all students:

- c. A signed Permanent Code form, available at [www.mcgill.ca/student-records/fees/permcode](http://www.mcgill.ca/student-records/fees/permcode), indicating the names of the student's father and mother, or a Permanent Code. Students can verify if McGill has received their Permanent Code on Minerva under the Personal Menu.

#### 4.2.2.5 Fee Exemptions

Exemptions from International Tuition Fees may be claimed by students in certain categories. As well, both international and non-Quebec Canadian students or permanent residents in certain language programs leading to a degree in French may be eligible for a fee exemption from international or the non-Quebec Canadian rate. Please note that the list of language programs is limited and subject to change by the Ministry of Education. Students, if eligible for one of the exemption categories, are then assessed at the Quebec student rate. A list of categories and the required application forms are available at [www.mcgill.ca/student-records/fees/exemption](http://www.mcgill.ca/student-records/fees/exemption) and also at the Admissions, Recruitment and Registrar's Office where the application forms must be submitted.



#### 4.2.2.6 Where To Send Documents

**Students should mail or fax copies of documents prior to arrival on campus.** The student's McGill ID number and contact information must show clearly on all documentation, and be mailed or faxed prior to arrival on campus. If McGill has not received this information prior to arrival, ID cards will not be issued and the student will be assessed international fees.

This information should be mailed or faxed to:

Admissions, Recruitment and Registrar's Office  
Documentation Centre  
688 Sherbrooke Street West  
Montreal, QC H3A 3R1 CANADA  
Fax: (514) 398-3227

Questions should be addressed to:

Telephone: (514) 398-4474

E-mail: [que-can@mcgill.ca](mailto:que-can@mcgill.ca)

#### 4.2.2.7 No Retroactivity

The Student Accounts Office will send students a fee statement based on the citizenship information and documentation on file at the time the statement is issued. If the appropriate proof required to support a citizenship or Quebec residency status is not received by the fee deadline indicated on the statement, students will be billed at the international rate of tuition. Late payment and interest charges may also incur on the unpaid balance. Students who submit their proof of status after the payment deadline indicated will have the international supplement waived, but will be responsible for the late payment and interest charged to their account.

Students should note that all documentation must be received by the end of the last day of classes of a current term to take effect for that term. All documents received after that date will be updated for the following term only, and the higher fees cannot be retroactively reversed for a previous term.

#### 4.2.3 Identification (ID) Cards

Students registered at McGill are required to present an ID card when writing examinations and when using libraries, Student Services, certain laboratories, and many residences.

An ID card cannot be issued until at least 3 hours after the student has registered. When requesting the card, new students must present Permanent Code information and proof of legal status in Canada (for a list of documents please see [section 4.2.2 "Documentation"](#)).

*ID cards will not be issued if any of the legal documents are missing.*

Registered students may obtain an ID card at these times and locations:

Wednesday, August 3 to  
Monday, August 17, 2005  
Open 9:00 a.m. to 5:00 p.m.  
(except Fridays and weekends)  
*Canadian and Quebec students are encouraged to come during this period to avoid line-ups later in August. No international students can be carded before August 18.*

Thursday, August 18 to  
Wednesday, August 31, 2005  
Open 9:00 a.m. to 5:00 p.m.  
including Friday, Saturday and  
Sunday, August 19-21  
Closed Saturday and Sunday,  
August 27-28.  
*All students, including international students*

Admissions, Recruitment  
and Registrar's Office,  
James Administration  
Building, Room 205

Lorne M. Trotter Building  
3630 University Street

Starting September 1, 2005  
Normal office hours

Admissions, Recruitment  
and Registrar's Office,  
James Administration  
Building, Room 205

On the Macdonald Campus, registered students may obtain an ID card from the Student Affairs Office, Room 106, Laird Hall, from Monday, August 22 to Wednesday, August 31 by appointment through the Orientation Schedule. From Thursday, September 1 to Friday, September 9 (closed Monday, September 5), service is available between 9:00 a.m. and 11:30 a.m.

Other notes:

- students who do not register for consecutive terms should retain their ID card to avoid having to replace it when they re-register.
- if your card has expired there is no charge for a replacement as long as you hand in the ID card.
- if you change programs or faculties there is no charge as long as you hand in the ID card.
- if your card has been lost, stolen or damaged, there is a \$20 replacement fee.

The Student Identification Card is the property of the University and students withdrawing from all of their courses must attach their ID card to the withdrawal form or return their ID card to the Admissions, Recruitment and Registrar's Office (or the Faculty of Agricultural and Environmental Sciences Student Affairs Office, Macdonald Campus).

Students who need security access to labs or other facilities should refer to [www.mcgill.ca/security/access](http://www.mcgill.ca/security/access).

#### 4.2.4 Legal Name

All students are registered under their legal name as shown in one of the following documents:

1. Canadian birth certificate.
2. Canadian Immigration Record of Landing (IMM1000 or IMM5292 and Permanent Residence card, both sides).
3. International passport (for Canadians, a Canadian citizenship card is acceptable).
4. Canadian Immigration Study or Work Permit document.
5. Certificate of Acceptance of Quebec (CAQ).
6. Letter from the International Students' consulate or embassy in Canada.
7. Marriage certificate translated into English or French by a sworn officer.

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list.

**Note:** This is the name that will appear on the student's diploma or certificate on graduation, and on the student's transcript.

#### 4.2.5 Verification of Name

Students should verify the accuracy of their name on McGill's student records via Minerva and make any necessary corrections to formatting, e.g., upper/lower case letters, accents and spacing.

Students **cannot** change the name on their record via Minerva. Requests for such changes must be made by presenting official documents (see [section 4.2.4 "Legal Name"](#)) in person at the Admissions, Recruitment and Registrar's Office.

### 4.3 Registration

Once students have confirmed their intention to attend McGill on Minerva, they may register during the registration periods listed below by using Minerva, McGill's Web-based information system, to add courses to their record. They may continue to register throughout the registration period by adding and dropping courses until they have finalized their schedule. Registration is performed on-line at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva).

**Please note that Minerva will be closed to returning students for registration and course change from Tuesday, August 2 to Monday, August 8 inclusive.**

Refer also to Registration information in each faculty section. All course descriptions are in a separate section at the back of the Calendar. New students in particular should refer to **section 16 "Course Information, Regulations and Descriptions"** to familiarize themselves with McGill's course numbering system, multi-term course rules, and course terminology.

For fee policies related to registration and withdrawal from courses or withdrawal from the University, please refer to all parts of **section 4.5 "Fees"**.

### 4.3.1 Registration Periods

The dates given below were accurate when this Calendar was published. Although changes are not anticipated, students are advised to confirm the dates on the Web at [www.mcgill.ca/student-records](http://www.mcgill.ca/student-records).

#### Returning Students

Registration will take place between Thursday, March 31 and Monday, August 1, 2005.

Registration will be phased in, opening in the following order:

**Year 3 and Year 4 students:** Thursday, March 31

**Year 2 students:** Tuesday, April 5

**All other returning students:** Thursday, April 7

Some faculties and departments set their own schedules for advising and registration within these dates. Further information is distributed from the faculty Student Affairs Offices.

Successful completion of registration is contingent upon acceptable academic standing in the previous session and payment of any previous outstanding fees and fines.

#### Newly Admitted Students Entering in September 2005

Registration will take place between Tuesday, August 2 and Thursday, September 1.

Registration will be phased in, opening in the following order:

**Tuesday, August 2**, registration opens for: students whose highest level of education prior to registering at McGill is a CEGEP Diploma, French Baccalaureate, International Baccalaureate or at least one year of university. This also includes special, visiting, and exchange students as well as those students from other Quebec universities registering in a course at McGill as part of the Quebec Inter-University Transfer Agreement.

**Thursday, August 4**, registration opens for: students admitted from High School. Some faculties and departments require that students attend an advising session or meet with an adviser before registration and set specific dates for advising and registration within these dates. Please refer to the Faculty sections of this Calendar, as well as to the *Welcome to McGill* booklet or the *Essential Guide for New Students, Macdonald Campus*, which are included with the acceptance package.

A newly admitted student entering in September 2005 who wishes to register for courses in the Summer of 2005 may do so on Minerva. Please check the Summer Studies calendar for further information or refer to [www.mcgill.ca/summer](http://www.mcgill.ca/summer).

#### Newly Admitted Students Entering in January 2006

Registration will take place between Tuesday, December 6, 2005 and Tuesday, January 3, 2006.

Some faculties and departments require that students be advised before registration and set specific dates for advising and registration within these dates. Please refer to the Faculty sections of this Calendar, as well as to the *Welcome to McGill* booklet or the *Essential Guide For New Students, Macdonald Campus*, which are included with the acceptance package.

#### 4.3.1.1 Late Registration

Students who fail to register during the normal registration period may do so within the period designated by the University for late registration. They will be assessed a late registration fee as listed below:

**Returning Students:** May register late from Tuesday, August 9 until and including Thursday, September 1 with the payment of a late registration fee of \$50 (\$20 for Special Students).

**New and Returning Students (Fall):** Students may register late via Minerva from Friday, September 2 until Tuesday, September 13 with the payment of a late registration fee of \$100 (\$40 for Special Students).

**New and Readmitted Students (Winter):** May register late via Minerva from Wednesday, January 4 until Tuesday, January 17 with the payment of a late registration fee of \$100 (\$40 for Special Students).

**Special Late Registration:** Students whose records are not available for registration on-line during the late registration period, usually due to late admission, may receive special permission to register in person. This information is included with their letter of acceptance.

### 4.3.2 Class Schedule

The Class Schedule for the upcoming Fall and Winter terms normally becomes available in mid-March at [www.mcgill.ca/courses](http://www.mcgill.ca/courses). (The Summer term schedule is normally made available in January).

The Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and informational remarks and comments. The calendar entries of scheduled courses can be accessed by clicking on the CRN (course reference number) that appears with each course section shown.

Students should make special note of any pre-registration requirements for a course, such as placement tests, or departmental approval/permission required.

Class Schedule information is subject to change and is updated as courses are added, cancelled, rescheduled or relocated.

It is the responsibility of all students to consult the Class Schedule at the time of registration, and again before classes begin, to ensure that changes have not resulted in conflicts in their schedule.

### 4.3.3 Course Load

It is the student's responsibility to follow the faculty regulations listed below. When registering on Minerva, students *must not* exceed the maximum credits permitted by their faculty.

For information on course load requirements for entrance scholarships renewal and in-course awards refer to **section 4.9.1 "Awards to McGill Students in Course"**.

The normal course load in most undergraduate faculties is five courses, or 15 credits per term. For students in the Faculty of Engineering, Faculty of Education, and Faculty of Music, however, the normal course load is 15 to 18 credits per term.

Students in satisfactory standing may take up to 17 credits per term (18, in Music and Engineering).

Students in Arts, Management, Religious Studies, or Science whose CGPA is above 3.00 may take 18 credits per term. Students with a CGPA above 3.00 who wish to take a course overload are strongly urged to consult an adviser.

*Students in probationary standing* take a maximum of 12 credits per term, with the following exceptions:

Agricultural and Environmental Sciences: 14 credits.

Arts and Science: up to 14 credits, with special approval of the Associate Dean.

Engineering: 13 credits, including repeated courses.

Music: 14 credits.

Management: 12 credits maximum of new material.

In some cases they may add a repeated course in which a grade of D or F was obtained.

**Note:** Students who carry fewer than 12 credits per term are considered to be part-time in that term.

#### 4.3.4 Quebec Inter-University Transfer Agreement (IUT)

The IUT Agreement permits concurrent registration at McGill and another Quebec institution.

##### 4.3.4.1 McGill Students

Regular undergraduate and graduate degree, diploma or certificate candidates registered at McGill may, with the written permission of the Dean of their faculty or delegate, register at any university in the province of Quebec for three (3), or exceptionally six (6), credits per term in addition to their registration at McGill. These courses, subject to faculty regulations, will be recognized by McGill for the purpose of the degree for which the student is registered up to the limit imposed by the residency requirements of the program. (Normally, a minimum residency requirement of 60 credits must be completed at McGill in order to qualify for a McGill degree — students should check with their faculty.) This privilege will be granted if there are valid academic reasons.

Students wishing to take advantage of this agreement should consult their Student Affairs Office for details, and are informed that this agreement is subject to the following conditions:

- The other universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- The obligation of the student to complete their faculty and program requirement.
- The student is responsible for ensuring that the McGill Class Schedule permits these courses to be taken without conflict.
- The universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages.
- Students who are attending McGill as exchange students from outside Quebec are not eligible to take courses at another Quebec institution through the IUT agreement.
- Be aware that late results received from host universities may delay your graduation.

Scholarship holders should consult with their Student Affairs Office and the Scholarships Coordinator concerning eligibility for continuation or renewal of their awards.

##### 4.3.4.2 On-line IUT Application — McGill and Visiting IUT Students

Students must initiate an on-line Inter-University Transfer (IUT) application to request the required authorizations. McGill students are advised to access the IUT application via the Web at [www.mcgill.ca/student-records/transfers](http://www.mcgill.ca/student-records/transfers). Students may also find additional information posted at their faculty Website.

**Note:** Once the IUT application is approved by both the home and host universities, the student remains responsible for registering in the same course for which they have obtained electronic approval. The method of registration of the host university will vary (e.g., Web, in-person, phone, etc.). **The student is advised to initiate the electronic application allowing enough time to meet the host university's registration deadlines. Furthermore, the student is responsible for adhering to all registration deadlines of the host institution.**

#### 4.3.5 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option

Where permitted by faculty and program regulations, students may take one elective course per term to be graded under the Satisfactory/Unsatisfactory option, to a maximum of 10% of the student's credits taken at McGill to fulfil the degree requirements.

The decision to have an elective course graded as S/U must be made by the student before the Course Change deadline on Minerva as part of the course add/drop menu. **No change can be made thereafter** even if the student selected the option in error. If the course is a multi-term course, the S/U option must be selected by the course change deadline of the first part of the course.

Grades will be reported in the normal fashion by the instructor. Grades of A through C will be converted to "Satisfactory" (S), and grades of D and F will become "Unsatisfactory" (U). The courses taken under the S/U option will be excluded from the grade point average calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.

##### Notes:

1. **Faculty of Management students:** The S/U option is not available on Minerva for Management students. Please see the B.Com. Office for details on the conditions that apply.
2. **Faculty of Engineering students :** If the S/U option is selected for a core course and not removed by the Course Change deadline, the Student Affairs Office will remove the option and notify the student of the change.
3. **Faculty of Music students :** The S/U Option is only applicable to non-Music electives.
4. To be considered for in-course awards, including Dean's Honour List designations, and/or the renewal of entrance scholarships, students must complete at least 27 graded credits in the regular academic session, exclusive of courses completed under the S/U option.
5. Visiting students are responsible for ensuring that a course taken under the S/U option is acceptable by their home university and that the credits are transferable.
6. Special Students are not eligible to use the S/U grade mode.
7. The S/U option is not available via Minerva to Visiting, Exchange and Quebec Inter-University Transfer Agreement (IUT) students. These students must consult with their faculty student affairs office for approval.

For further information, students should contact their Departmental Adviser or student affairs office, as appropriate.

#### 4.3.6 Course Change Period

During the initial "Registration Periods", see section 4.3.1, students may make changes to their course registrations (add or drop courses), subject to the requirements and restrictions of their program and of individual courses.

The Course Change deadline coincides with the deadline for late registration. Please refer to the Calendar of Dates, see "Calendar Of Dates 2005-06" chapter 2.

Students who drop their last Fall course **after** the end of August or drop their last Winter course **after** the end of December are considered to be withdrawn from the University. They must follow the procedures for readmission.

Students who are registered in the Fall term may continue to add and drop courses that will begin in the Winter term throughout the Fall term until the deadline for course change/late registration in the Winter term.

After the Course Change deadline, courses may be added according to each faculty's regulations and only with written permission of the instructor and the Office of the Associate Dean of the student's faculty. A fee will be charged for each course added.

#### 4.3.7 Regulations Concerning Course Withdrawal

Following the Course Change deadline there is a period of a few days during which students may withdraw, with a grade of W and full refund of course fees, from courses that start in that term.

After the Withdrawal (with refund) deadline, there is a period during which withdrawal from a course will also result in a grade of W but no course fees will be refunded.

**Courses that begin in the Fall Term**

Deadline for withdrawal (grade of 'W') with refund:  
 Sunday, September 18, 2005

Deadlines for withdrawal (grade of 'W') without refund:

- Single-term courses: Sunday, October 9, 2005
- Multi-term courses: Tuesday, January 17, 2006

**Courses that begin in the Winter Term**

Deadline for withdrawal (grade of 'W') with refund: Sunday,  
 January 22, 2006

Deadline for withdrawal (grade of 'W') without refund:

- Single-term courses: Sunday, February 12, 2006
- Multi-term courses: Monday, May 15, 2006\*

\*Please note that students in multi-term courses with course numbers ending in N1 and N2 (begin in the winter, skip the summer, are completed in the subsequent Fall term) may withdraw after May 15 and until the end of the Fall term course change period by contacting their faculty student affairs office. After the withdrawal (without refund) deadline, but before the end of term, the student may, under exceptional circumstances, be granted permission to withdraw from a course. (Permission will not be granted merely because a student is doing unsatisfactory work.) A grade of W or WF, as appropriate, will appear on the transcript but will not be calculated in the GPA. For further information students should consult their faculty student affairs office.

**Note:**

1. Students who wish to withdraw from required or complementary courses should also secure permission from their adviser. A course withdrawal form is available from the faculty student affairs office. (Additional restrictions for Music courses are indicated in the Faculty of Music section.)
2. The responsibility for initiating withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student's withdrawal is entered on Minerva is the official date of withdrawal, even if the student stopped attending lectures earlier.
3. Fee refunds, if any, will be in accordance with [section 4.5.7 "Fees and Withdrawal from the University"](#).

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**4.3.8 Regulations Concerning University Withdrawal**

Students considering University withdrawal are strongly urged to consult with their adviser and student affairs office before making a final decision.

**Student's responsibility**

The responsibility for initiating University withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student drops or withdraws from all courses on Minerva or the date the request for withdrawal is submitted to the student affairs office is the official date of withdrawal, even if the student stopped attending lectures earlier.

**4.3.8.1 Deadlines for University Withdrawal**

All students who have accessed Minerva to register must officially withdraw within deadlines if they decide not to attend the term(s) for which they have registered. See Withdrawal (W) deadline dates in the Calendar of Dates. Students who drop their last Fall or Winter course by the end of the add/drop period of that term are considered withdrawn from the University. They must follow the procedures for readmission.

Students who wish to withdraw from the University by the deadlines indicated below must drop or withdraw from all courses on Minerva.

**Fall Term:**

Deadline for University withdrawal with refund (minus \$100 for returning and \$200 for new students):  
 Sunday, September 18, 2005

Deadline for University withdrawal without refund:  
 Sunday, October 9, 2005

**Winter Term:**

Deadline for University withdrawal with refund (minus \$100 for returning and \$200 for new students):

Sunday, January 22, 2006

Deadline for University withdrawal without refund:

Sunday, February 12, 2006

Students who are blocked from dropping or withdrawing from their last course on Minerva are required to contact their student affairs office. The student affairs office will supply any forms necessary to complete the University withdrawal where the deadline for University **withdrawal has not been passed**.

**Special Note for Faculties of Arts, Science, and Management:**

Students who wish to withdraw after the deadlines indicated above may under exceptional circumstances be granted permission to withdraw from the University. Such students should contact the Student Affairs Office for further information.

**Special Note for Faculty of Agricultural and Environmental Sciences:**

In addition to the above procedures, all students in the Faculty of Agricultural and Environmental Sciences must contact their Student Affairs Office for further information on University withdrawal procedures.

**Special Note for Faculty of Engineering:**

Students who wish to withdraw after the deadlines indicated above may under exceptional circumstances be granted permission to withdraw from the University.

**4.3.8.2 Consequences of University Withdrawal**

Fee refunds, if any, for the term in which the student withdraws will be in accordance with [section 4.5.7 "Fees and Withdrawal from the University"](#).

Upon withdrawal, students are required to return their ID card to the University as stated in [section 4.2.3 "Identification \(ID\) Cards"](#).

Students who withdraw from the University and wish to re-enroll in a subsequent term must follow the procedures for readmission, [section 4.3.12 "Readmission"](#).

Students who withdraw during the Fall term are considered withdrawn from the entire academic year, regardless of whether Winter term courses are dropped. If they wish to return for the Winter term, they must follow the procedures for readmission.

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**4.3.9 Deferred Admission**

Students wishing to defer admission to McGill must make an official request no later than Sunday, August 31 (December 31 for January session) to:

Deferral Coordinator  
 Admissions, Recruitment and Registrar's Office  
 James Administration Bldg.

Fax: 398-5544  
 E-mail: [deferral@mcgill.ca](mailto:deferral@mcgill.ca)

Please note that several conditions apply for deferral. These conditions and deadlines will be communicated to students at the time of the request.

Applicants who accepted the offer and registered for courses must withdraw from McGill by dropping those courses via Minerva by the same deadline as above before submitting a deferral request. If your request for deferral is granted, your deposit of \$200 will be transferred to the Deferred Session.

If students do not request a deferral by the deadline, they will be required to reapply for the next available admission cycle. Registered students who withdraw after the deadline must request readmission through their Faculty.

Please note that applicants to the Faculty of Music are not eligible to apply for deferred admission.

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**4.3.10 Summer Term/Summer Studies**

The Summer term at McGill covers the months of May to August. During that period a wide array of credit courses from McGill



degree programs is offered. Most are month-long courses with lectures every day. These courses are usually accepted for transfer credit by other universities. For more details, consult the Summer Studies Calendar or Website at [www.mcgill.ca/summer](http://www.mcgill.ca/summer) or the Summer Studies Office at (514) 398-5212.

Students taking Summer Studies courses to complete their graduation requirements at McGill will receive their degrees at the Fall Convocation (normally held in November).

It is the student's responsibility to follow the University and faculty regulations. When registering, students must not exceed the maximum credits permitted by their faculty.

Students may enroll in no more than 12 credits (Management or Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of their Associate Dean.

Students registering under the "Quebec Inter-University Transfer Agreement (IUT)", see section 4.3.4, are limited to 6 credits.

#### 4.3.11 Inter-Faculty Transfer

McGill students who wish to transfer into one of the faculties or schools listed below should proceed as follows:

<b>Architecture:</b>	Students must apply to the School of Architecture, Macdonald-Harrington Building. The deadline for applications is May 1 for the Fall term. (There is no admission to the first year of the B.Sc.(Arch.) program for the Winter term.)
<b>Agricultural and Environmental Sciences, Dietetics and Human Nutrition:</b>	Information and Inter-Faculty Transfer forms are available at the Student Affairs Office. The deadline for applications is June 1 for the Fall term and November 1 for the Winter term.
<b>Arts and Science:</b>	Information and Inter-Faculty Transfer forms are available at the Student Affairs Office. The deadline for applications is June 1 for the Fall term. (There are no Winter term transfers into Arts or Science.)
<b>Education:</b>	Applications should be made to the Student Affairs Office, Faculty of Education. The deadline for applications for the Fall term is June 1. There are no Winter term transfers into Education.
<b>Engineering (except Architecture):</b>	Students must apply to the Faculty Student Adviser, Student Affairs Office, Faculty of Engineering, Room 378, Macdonald Engineering Building. Deadlines for applications are June 1 for the Fall term and November 1 for the Winter term. (There is no admission to the first year of the Computer, Electrical, Mechanical or Software Engineering programs for the Winter term.)
<b>Management:</b>	Students must apply in writing to the Associate Director, B.Com. Program. The deadline for applications is June 1 for the Fall term. (There is no admission to Management for the Winter term.)

<b>Music:</b>	Students must complete an Inter-Faculty Transfer form as well as appropriate Music forms and submit them to the Music Admissions Office prior to January 15 for the Fall term. There is no admission to Music for the Winter term.
<b>Religious Studies:</b>	Information and Inter-Faculty Transfer forms are available from the B.Th. Program Coordinator, Faculty of Religious Studies. The deadline for applications is June 1 for the Fall term and November 1 for the Winter term.

For more detailed information on the required documents, forms and the conditions of transfer, students should refer to the Website of the faculty to which they wish to transfer. For the faculty Websites and to obtain a copy of the Inter-Faculty Transfer form, students should refer to

[www.mcgill.ca/student-records/inter-faculty-transfers](http://www.mcgill.ca/student-records/inter-faculty-transfers).

#### 4.3.12 Readmission

Students wishing to return after an absence of a portion of an academic year or more must write a letter to the Associate Dean of the appropriate faculty (not to the Admissions, Recruitment and Registrar's Office) to be readmitted, stating the reasons for their absence from the University and giving a summary of their activities during that period.

Students in the Faculty of Agricultural and Environmental Sciences and the School of Dietetics and Human Nutrition must complete the Readmit Form available in the Student Affairs Office, Laird Hall, Room 106.

Students who withdrew because of illness should provide a medical note stating that they are ready to resume studies.

Students should also note time limits for the completion of degrees.

Students wishing to return to a different faculty should refer to the Website of the new faculty for information on Readmission and Faculty Transfer.

### 4.4 Undergraduate Advising

#### 4.4.1 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer to students "the best education available". An essential component of this is the advising process. Because advising takes place in many ways and locations at McGill, it is important that students learn about the different types of advisers (see below) and how each of them can provide students with assistance in reaching their goals.

#### 4.4.2 The Role of the Student in Advising

The active participation of students in the advising process is essential in order for them to access the full range of academic opportunities during their studies. They must be proactive in seeking meetings with various advisers, professors, counsellors, and such to ensure that they receive the advice they need to formulate a personal plan of study and to meet their academic goals. It should be noted that, while advisers are there to provide students with guidance, students are ultimately responsible for meeting the requirements of their degree or diploma. It is their responsibility to inform themselves about the rules and regulations of the University, their faculty, and their program. With the students' cooperation, all advisers and counsellors will work together to help students throughout their undergraduate studies.

### 4.4.3 Types of Advising and Advisers

While at McGill, students have access to a variety of advisers, mentors, and counsellors who have different skills, expertise, and levels of authority. Students should ensure that they seek academic and personal advice from the adviser most closely attuned to their academic needs or personal situations. All advisers provide an atmosphere of trust where students can talk about their situation in complete confidentiality. Typical types of advisers are described below. Students should refer to their faculty's section of the Undergraduate University Calendar for additional advising information specific to their degree program. It should be noted that some academic matters require approval of more than one adviser, e.g., the faculty adviser and the department/school academic adviser.

**Faculty Advisers** are normally located in the student affairs office of each faculty and are available throughout the calendar year.

Faculty Advisers:

- are experts in the rules, regulations, and requirements pertaining to specific degree programs;
- will provide ongoing advice and guidance on program selection, course registration, credit load, deadlines, and majors and minors;
- will offer help managing academic situations during periods of personal, financial, or medical problems, by working with students to identify various possibilities and strategies for making informed decisions;
- will communicate with other advisers within the University and, with a student's permission, serve as a direct link to other University resources.

**Department/School Academic Advisers** are normally located closer to the offices of professors in a student's particular area of study and may only be available during specific times of year (e.g., prior to registration for the next session or during the drop/add period) or during regularly scheduled office hours. Students who are completing a major or minor in more than one unit will often have an adviser in each unit. The academic adviser may be either a professor or member of the administrative staff. Students should contact their department administrative offices to determine the identity and availability of their academic adviser. Students should ensure that they check their progress with their academic adviser from time to time — and certainly before their final year.

The academic adviser:

- will guide students through course selection to meet the subject matter requirements of the major or minor;
- will consider requests for course equivalencies, recommend prior approval for inter-university transfer credits, or explain the rationale for the design of a department/school program;
- may assist in planning for, and applying to, university exchange programs, and may also provide, or direct students to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- is a valuable source of information about the various resources available at McGill;
- can provide support, guidance, and appropriate referrals for students experiencing academic or personal difficulties while studying at McGill;
- will often be responsible for confirming that students have met major or minor program requirements for graduation.

**Professors/Lecturers** may act in a voluntary capacity to mentor students as they progress through their program. The faculty adviser or department/school academic adviser may be able to help students identify a good resource person in their area of study.

Professors/lecturers:

- may provide advice on the latest trends in a specific field of study and make recommendations on related advanced readings;
- may discuss opportunities for a student research experience and help students connect with a professor or lecturer who best suits their interests or learning style;

- will refer a student back to the faculty adviser or academic adviser for signatures and permissions related to program requirements.

**Peer Advisers** are student volunteers who have been trained by faculty advisers or department/school academic advisers. They often offer drop-in hours for advice on University life and will help students find the information they need in the Undergraduate University Calendar or through other University resources. Peer advisers are only available in some faculties or departments.

### RELATED SERVICES

**The First-Year Office (FYO)** (Brown Student Services Building; [firstyear@mcgill.ca](mailto:firstyear@mcgill.ca)) can help new students navigate their way through the Undergraduate Course Calendar and the information contained in the *Welcome to McGill* book. They will help students prepare for the course registration period, which begins in August when the Minerva registration system opens for newly admitted students. To maximize this help, it is strongly recommended that students first read the sections in the *Welcome to McGill* book specific to their faculty. The FYO staff are always available to provide advice and referrals to the many support mechanisms at McGill.

**Student Services Counselling Service** (Brown Student Services Building; [counselling.service@mcgill.ca](mailto:counselling.service@mcgill.ca)) has professional counsellors who are available to discuss personal, academic and career goals or problems. They can provide individual or group study skills sessions or guide students through financial, or other, crises by means of interventions or referrals.

**Career and Placement Service** (Brown Student Services Building; [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)) provides career education, guidance, and individual advising to students in their search for permanent, part-time, or summer jobs and internships.

**Admissions, Recruitment and Registrar's Office** (James Administration Building; (514) 398-3910) is the place to start for questions related to credits on entrance or advanced standing based on previous studies.

On the Macdonald Campus, information will be provided by the Student Affairs Office, Laird Hall, Room 106.

## 4.5 Fees

**The University reserves the right to make changes without notice in the published scale of fees.** (Note: The information in this section was prepared in early February 2005. At this time, the Quebec government has not notified the University with regards to tuition fee increases for the 2005-06 year)

**Further information regarding fees can be found on the Student Accounts Website: [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).**

For information on financial support, see [section 4.9 "Scholarships and Financial Aid"](#).

### 4.5.1 Fee Information Booklet

The *Fee Information* booklet, published in June of each year by the Student Accounts Office, contains additional information as well as any fee adjustments which may have been made after the publication of this Calendar. Students are bound by the policies and procedures contained therein. In the event of any discrepancy, the *Fee Information* booklet supersedes the Calendar.

A copy of the booklet will be sent to all new students. The contents are also available on the Student Accounts Website at [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).

### 4.5.2 Access to Fee Information

Students can view their Account Summary by Term on Minerva. The Fall 2005 term fees become accessible as of August 1.

### 4.5.3 Tuition Fees (2004-2005 rates)

Tuition fees vary according to the residence and citizenship status of the student. The rates described below only refer to credit activities.

#### Quebec Students

Tuition fees for Quebec students who are Canadian citizens or Permanent Residents are \$55.61 per credit or \$1,668.30 for 30 credits.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec rate; see section 4.2.2.1 "Documentation for Permanent Code, Citizenship and Proof of Quebec Residency" for details.

**Note:** Students who do not submit appropriate documentation by the stipulated deadline are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted.

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Any late payment and/or interest charges accumulated during the documentation evaluation period *will not* be waived.

#### Non-Quebec Students (Canadian or Permanent Resident)

Tuition fees for non-Quebec students who are Canadian citizens or Permanent Residents are \$146.71 per credit or \$4,401.30 for 30 credits.\*

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the non-Quebec Canadian rate; see section 4.2.2.1 "Documentation for Permanent Code, Citizenship and Proof of Quebec Residency" for details.

**Note:** Students who do not submit appropriate documentation by the stipulated deadline will be billed at the international rate.

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Any late payment and/or interest charges accumulated during the documentation evaluation period *will not* be waived.

#### International Students

Tuition fees for undergraduate international students range from \$369.50 to \$500 per credit (\$11,085 - \$15,000).

The international fees listed in section 4.5.10 "Yearly Fees and Charges by Faculty" are representative of fees that students could expect to be charged in each degree program.

Exemption from International Tuition Fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate.

A list of these categories and the required application forms can be obtained from the Admissions, Recruitment and Registrar's Office. Information is also available on the Web at

[www.mcgill.ca/students](http://www.mcgill.ca/students).

### 4.5.4 Compulsory Fees (2004-2005 rates)

#### 4.5.4.1 Student Services Fees

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and University staff.

Through the Dean of Students' Office these services are available on campus to help students achieve greater academic, physical and social well-being. They include athletics facilities, student health and mental health, financial aid, counselling, tutorial service, off-campus housing, services for students with disabilities, chaplaincy, the Career and Placement Service, International Student Services, and the administration of the *Handbook of Student Rights and Responsibilities*.

#### 4.5.4.2 Student Society Fees

Student Society fees are compulsory fees collected on behalf of student organizations. Fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society.

Changes to Student Society fees are voted upon by the students during the Spring referendum period.

**Note:** For international students, the Student Society fee includes the SSMU Dental Insurance Plan of \$76.91. International students will be obliged to participate in the University's compulsory International Health Insurance Plan, which, at the 2004-05 rate, cost \$663 for single coverage. For more information, please contact International Student Services, (514) 398-6012.

#### 4.5.4.3 Registration Charge

The University charges a per credit registration charge to all students in courses and programs. This is assessed as follows: \$6.50 per credit to a maximum of \$97.50 per term.

#### 4.5.4.4 Information Technology Charge

The purpose of the information technology charge is to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology. The fee is assessed as follows: \$5.83 per credit to a maximum of \$87.45 per term.

#### 4.5.4.5 Transcript Charge

The University charges a per credit transcript charge to all students. This entitles students to order transcripts free of charge and is assessed as follows: \$.58 per credit to a maximum of \$8.70 per term.

#### 4.5.4.6 Copyright Fee

All Quebec universities pay a per credit fee to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy material protected by copyright. The fee is assessed as follows: \$.58 per credit to a maximum of \$8.70 per term.

#### 4.5.5 Other Fees

International Student Health and Accident Plan (compulsory) (based on 2004-05 rates)	
Single	\$663
Dependent (one student with one dependent)	\$1,680
Family (one student with two or more dependents)	\$3,189
Application for Admission	
All faculties except MBA	\$60
MBA	\$100
Admission appeals charge	\$100
Late Registration	
<i>After regular registration deadline:</i>	
• All eligible returning students, except Special students and Graduate part-time and additional session students.	\$50
• Special students and Graduate part-time and additional session students.	\$20
<i>As of the second day of classes:</i>	
• All students except Special students and Graduate part-time and additional session students.	\$100
• Special students and Graduate part-time and additional session students.	\$40
Late Course Change Fee	\$25
Minimum charge upon withdrawal	\$100
Rereading Examination Paper (refundable if the letter grade is increased)	\$35
Supplemental Examinations, each written paper	\$35
Graduation Fee (charged at the end of the first term of the student's U3 year)	\$60
Duplicate ID Card	\$20
Late Payment	\$25
charged on balances >\$50 as of the end of October (end of February for the Winter term)	
Interest on outstanding balances (rate determined in February, to be applicable on June 1)	
Returned cheque charge	\$20
Faculty of Music Fees:	
Audition Fee	\$60
Late Music Placement Examination Fee	\$50
Late application fee for Music Performance examination (requires permission from Chair, Performance Dept.)	\$25
Supplemental Practical Examination in Music.	\$150

#### 4.5.6 Billings and Due Dates

##### Confirmation of Acceptance Deposit

Students admitted to the University will be required to confirm their acceptance of the offer of admission on [www.mcgill.ca/minerva/applicants](http://www.mcgill.ca/minerva/applicants) and pay the required \$200 deposit by credit card (Visa or MasterCard) at that time.

##### Invoicing of Fees

Students may request that their fee invoice be sent to a Student Billing Address, such as that of their parents, by updating their personal information on Minerva. Otherwise invoices will be sent to the current Mailing address.

Interest *will not* be cancelled due to non-receipt of fee invoices. Students should access the Student Accounts Website at [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts) for information on payment due dates.

For most returning students who register during the regular registration period, an invoice will be mailed in early August, due on August 29.

New students who register during the month of August will receive their invoice in early September, due on September 28.

All students returning to the University for the Winter term must pay their fees by January 5, 2006.

New students starting in the Winter term will receive their invoice in early January, due on January 31.

**Late Payment Fees:** Students who still have an outstanding balance greater than \$100 on their account as of October 28 (February 28 for the Winter term) will be charged a late payment fee of \$25 over and above interest.

#### 4.5.7 Fees and Withdrawal from the University

All students who have accessed Minerva to register must officially withdraw in accordance with [section 4.3.8 "Regulations Concerning University Withdrawal"](#) if they decide not to attend the term(s) for which they have registered. **Otherwise they will be liable for all applicable tuition and other fees.**

Students who have accessed Minerva and who drop their last course from September 1 through to the withdrawal period with full refund will be deemed to have withdrawn from the University. They will be automatically charged a minimum charge of \$100 (or their registration deposit fee, whichever is higher) to cover administrative costs of registration.

**Students who discontinue their classes without taking steps to drop their courses will be liable for all applicable tuition and other fees.**

##### 4.5.7.1 Fee Refund Deadlines

The deadline dates for course refunds are independent of the deadline dates given for withdrawal from courses.

##### Fall Term – up to and including September 18:

Returning students – 100%\* refund (Less minimum charge of \$100 in the case of complete withdrawal.)

New students – 100%\* refund (Less registration deposit or \$100, whichever is higher.)

**Fall Term – after September 18:** No refund.

##### Winter Term – up to and including January 22:

Returning students – 100%\* refund (Less minimum charge of \$100 in the case of complete withdrawal.)

New students – 100%\* refund (Less registration deposit or \$100, whichever is higher.)

**Winter Term – after January 22:** No refund.

\* Including tuition fees, society and other fees, student services, registration and transcripts charges, and information technology charge.

If students wish to discuss the refund policy applicable to a special case, they must contact Student Records in the Admissions, Recruitment and Registrar's Office.

**Music students** who, in special circumstances such as illness or injury, are given permission to withdraw from practical instruction after the end of the Course Change period will be charged \$65 per week for 1-hour lessons (\$97.50 for 1½ hours) up to a maximum equivalent to the total fees charged for the course.

Full refunds for practical instruction will be given up to the last Friday of the Course Change period.

#### 4.5.8 Other Policies Related to Fees

##### 4.5.8.1 Impact of Non-Payment

The University shall have no obligation to issue any transcript of record, award any diploma or re-register a student in case of non-payment of tuition fees, library fees, student housing fees or loans on their due date. Access to Minerva for registration functions will be denied until these debts are paid in full or arrangements made to settle the debt.

Students who register for a given term who have amounts owing from previous terms must make payment arrangements with the Student Accounts Office or request a fee deferral or financial aid through the Student Aid Office by the end of the course add/drop period. **Failure to do so will lead to the current term's registration being cancelled.**



#### 4.5.8.2 Acceptance of Fees vs Academic Standing

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that the academic standing does not permit the student to continue, all fees paid in advance will be refunded on application to the Student Accounts Office.

#### 4.5.8.3 Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs, e.g., one at the undergraduate vs one program at the graduate level, students may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts Website for further details.

Students in two programs may consult the Admissions, Recruitment and Registrar's Office for information on tuition fees. Adjustments to bills will be made throughout the term when fees cannot be automatically calculated.

#### 4.5.9 Deferred Fee Payment

##### Students with Sponsors

Students whose fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or their University department (i.e., teaching assistants or demonstrators), must have written evidence to that effect. Students in any of the above categories should go to the Student Accounts Office with the appropriate documentation.

When a third party has agreed to pay fees on behalf of a student, payment will be recorded on the fee account, thereby reducing the balance the student must pay. The University reserves the right to insist upon payment. If the third party does not pay the promised fees within 90 days of invoicing, the student will be responsible for paying the fees plus the late payment fee and accrued interest.

##### Students Receiving McGill Scholarships/Awards

**Fall Term:** McGill scholarships or awards are normally credited to the recipient's fee account by mid-August. These awards have the effect of reducing the student's outstanding balance.

**Winter Term:** Students will be able to view upcoming Winter term scholarships or awards on Minerva once processed by the Student Aid Office. These awards are post-dated and will be released to the student's fee account by January 3.

##### Students Receiving Government Aid

Students are encouraged to pay their tuition promptly upon receipt of their government assistance. Interest on outstanding tuition is charged monthly beginning in August for returning students and in September for new students. Students who have applied for government assistance for full-time studies by June 30 will be entitled to an exemption of interest and/or late payment charges effective upon receipt of their aid at the Student Aid Office/Macdonald Campus Student Services.

Students are reminded that tuition and student housing fees have first call upon financial aid received from any source.

#### 4.5.10 Yearly Fees and Charges by Faculty

Tuition fees at the undergraduate level are based on the number of credits taken. The following tables reflect the 2004-05 fees for a normal full-time course load of 30 credits per year.

Part-time students will be charged tuition fees at the per credit rate and will be subject to student society fees, student services fees, registration and transcripts charges, and information technology charges.

Any changes to these charges will be updated as they become known via the Student Accounts Website: [www.mcgill.ca/student-accounts/](http://www.mcgill.ca/student-accounts/).

#### 4.5.11 Faculty of Agricultural and Environmental Sciences, and School of Dietetics and Human Nutrition – B.Sc.(Ag.Env.Sc.) and B.Eng.(Bioresource), Faculty of Agricultural and Environmental Sciences, and School of Dietetics and Human Nutrition – B.Sc.(F.Sc.), B.Sc.(Nutr.Sc.)

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	321.60	321.60	253.92
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,737.60</b>	<b>\$5,470.60</b>	<b>\$13,318.12</b>

#### 4.5.12 Faculty of Arts – B.A.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,085.00
Society and Other Fees	455.08	455.08	387.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,871.08</b>	<b>\$5,604.08</b>	<b>\$12,289.10</b>

#### 4.5.13 Faculty of Arts and Science – B.A. & Sc.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,666.40
Society and Other Fees	459.84	459.84	392.16
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,875.84</b>	<b>\$5,608.84</b>	<b>\$12,875.26</b>

**4.5.14 Faculty of Arts, School of Social Work – B.S.W.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,085.00
Society and Other Fees	389.08	389.08	321.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,805.08</b>	<b>\$5,538.08</b>	<b>\$12,223.10</b>

**4.5.15 Faculty of Education – B.Ed. & B.Sc. (Kinesiology)**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,085.00
Society and Other Fees	376.08	376.08	308.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,792.08</b>	<b>\$5,525.08</b>	<b>\$12,210.10</b>

**4.5.16 Faculty of Engineering – B.Eng. and B.S.E.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	697.08	697.08	629.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$3,113.08</b>	<b>\$5,846.08</b>	<b>\$13,693.60</b>

**4.5.17 Faculty of Engineering, School of Architecture – B.Sc.(Arch.)**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,274.50
Society and Other Fees	543.08	543.08	475.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,959.08</b>	<b>\$5,692.08</b>	<b>\$13,539.60</b>

**4.5.18 Faculty of Management – B.Com.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	15,000.00
Society and Other Fees	520.08	520.08	452.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,936.08</b>	<b>\$5,669.08</b>	<b>\$16,269.10</b>

**4.5.19 Faculty of Music – B.Mus.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	692.08	692.08	624.39
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$3,108.08</b>	<b>\$5,841.08</b>	<b>\$13,688.59</b>

**4.5.20 Faculty of Religious Studies – B.Th.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,085.00
Society and Other Fees	333.50	333.50	265.82
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,749.50</b>	<b>\$5,482.50</b>	<b>\$12,167.52</b>

**4.5.21 Faculty of Science – B.Sc.**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	464.58	464.58	396.90
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.40	212.40	212.40
Copyright Fee	17.40	17.40	17.40
Information Technology Charge	174.90	174.90	174.90
<b>TOTAL</b>	<b>\$2,880.58</b>	<b>\$5,613.58</b>	<b>\$13,461.10</b>

## 4.6 Student Records

### 4.6.1 Academic Standing

Students enter the University in satisfactory standing and their academic standing is determined soon after the end of a term in accordance with the regulations of their faculty. Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term. Students who are placed in unsatisfactory standing must apply to the faculty for re-admission. Consult the appropriate section of this Calendar for the Regulations on Academic Standing that apply to a particular faculty.

### 4.6.2 Credit System

The faculties listed in this Calendar use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of students and generally assume two hours of personal study for each contact hour.

The credit weight of each course is indicated in parentheses beside the course title.

**Note:** Credit for multi-term courses (courses with the suffix sets: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified timeframe. For example, a student would have to take D1 and D2 components in consecutive terms and successfully complete them both in order to obtain credit.

Some faculties have specific policies on course credit, so students should consult the faculties' sections of the Calendar for more information (e.g., Engineering: [see section 8.3.5.4 "Course Credits"](#); Science: [see section 12.3.6.8 "Course Credit Weight"](#)).

### 4.6.3 Grading and Grade Point Averages (GPA)

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Effective with the Fall term of 2002, all verification forms, transcripts and other documents show only letter grades for all subsequent terms. Where appropriate, a class average will be calculated and appear on transcripts expressed as the letter grade most representative of the class performance.

Grades A through C are termed satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate elective courses to be graded under the S/U option; [see section 4.3.5 "Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option"](#).

Students must obtain grades of C or better in courses used to fulfil program requirements. Students may not register in a course for which they have not passed all the prerequisite courses with a grade of C or better, except by written permission of the Departmental Chair concerned.

Grades	Grade Points	Numerical Scale of Marks
A	4.0	85 - 100%
A-	3.7	80 - 84%
B+	3.3	75 - 79%
B	3.0	70 - 74%
B-	2.7	65 - 69%
C+	2.3	60 - 64%
C	2.0	55 - 59%
D	1.0	50 - 54%
F (Fail)	0	0 - 49%

Letter grades are assigned grade points according to the table shown above. A student's academic standing will be determined on the basis of a grade point average (GPA), which is calculated

by dividing the sum of the course credit times the grade points by the total course GPA credits.

GPA credits are the credits of courses with grades that are assigned grade points.

$$\text{GPA} = \frac{\sum (\text{course credit} \times \text{grade points})}{\sum (\text{GPA course credits})}$$

The term grade point average (TGPA) will be the GPA for a given term calculated using all the applicable courses at the same level in that term. The cumulative grade point average (CGPA) will be the GPA calculated using the student's entire record of applicable courses at McGill at the same level; if the level is changed, e.g., from undergraduate to graduate, the CGPA starts again. This policy took effect January 2003. Prior to January 2003, if a student's degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting. If courses are repeated, all results are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after the course is repeated or if a supplemental examination is taken. Students should note that additional credit will not be granted for a course completed with a passing grade, even if the grade was a D.

#### 4.6.3.1 Other Grades

- J** – unexcused absence (failed): the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA (see note below).
- K** – incomplete; deadline extended for submission of work in a course ([see section 4.6.4 "Incomplete Courses"](#)).
- KE or K\*** – further extension granted ([see section 4.6.4 "Incomplete Courses"](#)).
- KF** – failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
- KK** – completion requirement waived. Not calculated in TGPA or CGPA.
- L** – deferred examination.
- LE or L\*** – permitted to defer examination for more than the normal period.
- NR** – no grade reported by the instructor (recorded by the Registrar).
- P** – pass; not calculated in TGPA or CGPA.
- Q** – course continued in next term (applicable only to courses taken pre-Fall 2002).
- S** – satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA. ([See section 4.3.5 "Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option"](#))
- U** – unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA. ([See section 4.3.5 "Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option"](#))
- W** – withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
- WF** – withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used in Music.)
- WL** – faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
- NA or &&** – grade not yet available.
- W-- or --** – no grade: student withdrew from the University, not calculated in TGPA or CGPA.

**Note re J grade:** All students who miss a final exam will be given a grade of J. The student will then have the following options:

- a) ask to be assigned the grade earned up to the final exam. The grade earned will be calculated on 100% and will be put on the student's record unless the professor has stipulated in the course outline that the final exam is a required part of the evaluation;
- b) request a deferred exam, if the student has the appropriate reasons and documentation.

Students must make their request for option a) no later than four months after the end of the examination period of the original course. Requests for deferred exams (option b) must be made by the faculty deadlines as indicated in the faculty sections of this Calendar. Students wishing to appeal a J grade should write to the Associate Dean of their faculty.

#### 4.6.4 Incomplete Courses

If, in the instructor's opinion, there is sufficient reason to permit a delay in the submission of required term work, an extension of the deadline after the end of the course may be granted to the student. In this case, the instructor will submit a grade of K (incomplete).

If a grade of K is submitted, the instructor will also indicate the date by which the student must complete the work. Consult the faculty sections for maximum extensions.

If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on the student's faculty reports and verification forms. However, on the student's official transcript the new grade will replace the K.

If the required work is not completed before the deadline, a grade of KF will be updated on the student's record. A KF denotes a failed course and is calculated in the TGPA and CGPA the same as an F.

In exceptional circumstances, and with the approval of the Associate Dean, the deadline may be extended further, in which case the grade of KE (further extension granted) will appear. If the extended deadline is not met, a grade of KF will replace the KE. Music students who have marks of K not cleared by mid-May are ineligible for scholarships.

Students who have not, without a valid excuse, participated in or written a final examination or submitted required term work for any courses they were registered in shall be assigned a final grade of J (unexcused absence). For more information, see note regarding J grade above.

#### 4.6.5 Transfer Credits

Students may be granted credit for courses passed with a grade of C or better at other universities, as long as they are within the number of credits imposed by McGill's residency requirements and program requirements in some faculties. In general, a maximum of 30 transfer credits may be granted. Students must be in satisfactory standing in order to be granted the transfer credits. Courses with grades of C-, P, and S will not be considered for transfer credits. The letter grades applied by the host institution take precedence over the numerical grades if both are provided. Students should note that a minimum of 60 credits must be completed at McGill in order to qualify for a McGill degree.

Students must obtain approval from their student affairs office. In some faculties approval must be obtained from the student affairs office as well as the academic adviser prior to taking the course, especially if the course is taken as part of a student's program requirements.

Grades earned at the host university for transfer courses are not entered on the student's McGill transcript and are not included in the calculation of the TGPA or CGPA.

For universities outside Quebec, it is the student's responsibility to ensure that an official transcript is sent from the host institution to the Senior Adviser, Student Affairs Office (Arts, Education, Engineering, Music, Science) the Students Affairs Office, Laird Hall, Room 106, Macdonald Campus (Agric. & Envir. Sc.) or the Office of the Associate Dean (all other faculties). It is the student's responsibility to process the request for transfer of credits with their home faculty at McGill **within six months of**

**return from the exchange program or study away.** Students studying at another Quebec university on an Inter-University Transfer Agreement (IUT) will have their grade(s) sent to McGill University automatically by the host university. For additional information, please refer to [section 4.3.4 "Quebec Inter-University Transfer Agreement \(IUT\)"](#).

Transcripts for transfer courses must meet the following deadlines:

- April 30, if term of graduation is to be Winter (Convocation in Spring)
- September 15, if term of graduation is to be Summer (Convocation in Fall)
- January 15, if term of graduation is to be Fall (degree granted February, Convocation in Spring)

Transcripts not received by the appropriate date will be considered for the next graduation period only.

#### 4.6.6 Verification of Student Record

Subject to [section 4.6.7 "Changes to Student Records after Normal Deadlines"](#), students are responsible for verifying their academic record on Minerva using the unofficial transcript to ensure that they are registered in the proper courses, and that the correct program information and expected term of graduation is appearing on their record.

Graduating students must make sure to verify their record on Minerva prior to the end of term in which they are graduating to ensure that the correct expected term of graduation is indicated on their unofficial transcript; if not, the student may be overlooked for graduation. Any questions or problems with their record should be directed to the student affairs office.

#### 4.6.7 Changes to Student Records after Normal Deadlines

Students are permitted to make record changes, such as course add/drop, course withdrawal, etc., at given times during each term. If a student is not able to make a change during the required period, he or she must follow the procedures described under the section relating to that change.

Students must also be aware that faculties have deadlines after which they can no longer consider any special student record requests for a given term despite the dates listed below. These deadlines are set by the Admissions, Recruitment and Registrar's Office (ARR), and the procedures that must be followed are described in the following two sections.

##### 4.6.7.1 Fee-related Changes

Changes that would alter a student's citizenship and/or immigration or fee exemption status, and therefore the level of tuition they are required to pay, are dealt with in [section 4.2.2.1 "Documentation for Permanent Code, Citizenship and Proof of Quebec Residency"](#).

This section deals with other changes that affect fees or government reporting, such as:

- Adding/Deleting a Term
- Adding/Deleting a Course
- University withdrawal with a refund
- Grade of a 'W' with a refund
- Changing a Thesis program to Non-thesis, and vice versa
- Including/excluding a course as part of a program

**Such fee-related changes to students' records, if approved by the student's faculty, are to be completed by the dates given below.** The faculties have until these dates to make the changes. Any changes that require ARR action must be submitted in advance of these dates:

- Fall term – January 31
- Winter term – June 1
- Summer term – October 1

A change that affects fees that is requested after the dates given above will not normally be considered. In situations where



there are "extraordinary personal" or "extraordinary academic" circumstances that could not have been foreseen prior to these deadlines, students may formally request an extension of the deadline from the Admissions, Recruitment and Registrar's Office. The Associate Dean of the faculty concerned will be required to provide the ARR with all available documentation relating to the student's request. The ARR, upon consultation with the Student Accounts Office if necessary, will decide whether or not to consider the request and will so advise the faculty or department in writing. If the request is accepted for consideration, once the final decision has been rendered, the student and the faculty will be informed of the result by the ARR. In the instance where a request is approved, the ARR will also inform the student and the faculty of the date the change will take effect.

#### 4.6.7.2 Non Fee-related Changes

Examples of non fee-related changes are:

- Grade changes (excluding "W" grade with a refund)
- University Withdrawal without a refund
- Adding/modifying comments that appear on the transcript

**Non fee-related changes to students' records are to be completed by the dates given below.** The faculties have until the dates specified below to make changes. Any changes that require ARR action must be submitted in advance of these dates:

Fall term – January 31

Winter term – June 1

Summer term – October 1

For non fee-related changes after the above deadlines, the student must make a request in writing to the Associate Dean of their faculty, clearly explaining the reasons why the change could not have been requested prior to these dates. The Associate Dean would then review the request and render a decision. If permitted, the change would then be processed according to existing faculty and student record procedures.

### 4.6.8 Transcript of Academic Record

#### 4.6.8.1 Unofficial Transcripts

Students who require a copy of their student record can view and print their own unofficial transcript by accessing Minerva. This applies to records from 1976 to present. For pre-1976 records, an official transcript must be ordered.

#### 4.6.8.2 Official Transcripts

Official transcripts can be ordered on-line via Minerva. Students who cannot access Minerva should fill out the "*Request for Release of Official Document*" form available on-line at [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts) or in person at the Admissions, Recruitment and Registrar's Office at the address below. Transcript requests may be submitted by mail, by fax, or in person but must be signed by the student. To protect privacy, we do not accept telephone or e-mail requests.

Admissions, Recruitment and Registrar's Office  
James Administration Building  
845 Sherbrooke Street West, Room 205  
Montreal, Quebec H3A 2T5  
Fax: (514) 398-8939

#### 4.6.8.3 General Information

Transcripts are free of charge.

Official transcripts are sent directly to the addresses provided by the student. Official transcripts in sealed envelopes can be given to those requesting them.

Requests are processed in 3 to 5 working days, somewhat longer for pre-1976 records and at peak times.

ARR is not responsible for transcripts that are lost or delayed in the mail.

The University will issue only complete transcripts recording all work attempted and results obtained in any and all programs. In no circumstances will partial transcripts be issued.

Official transcripts will NOT be issued for students registered on or after September 2001 who have failed to provide the information and/or documents necessary to obtain or verify their Permanent Code.

Transcripts will not be issued if you owe fees or fines over \$30.

Official transcripts are produced on secure paper that cannot be copied.

#### 4.6.8.4 Course Numbering on the Transcript

Prior to September 2002, course numbers had a seven-character designation beginning with the three-number code for the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered.

For example:

107-200A = Philosophy (107) course (200) in Fall term (A);

301-202B = Architecture (301) course (202) in Winter term (B);

154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

A list of the former Teaching Unit Codes and their Subject Code equivalents is available on the Web at

[www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts).

## 4.7 Examinations

### 4.7.1 Examinations – General Information

In addition to the general policies listed here, students should consult the faculty sections of this Calendar for particular regulations. Students will be informed by the end of the change of course period of the evaluation method to be used in each course.

Every student has a right to write term papers, examinations and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

Students will not be permitted to write an examination in any course unless they have fulfilled the requirements of the course to the satisfaction of the instructor and the Associate Dean. Once students have presented themselves for an examination or test, they must submit all written work to the invigilator before leaving.

Students writing examinations must have with them their valid McGill student ID card. Forgetfulness cannot be considered an acceptable excuse.

**Students are reminded that cheating in any examination is considered a serious offence which could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination.**

Responses on multiple choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

All students are responsible for knowing the University Examination Regulations and the Code of Student Conduct and Disciplinary Procedures. The former are normally posted during the examination period and both may be obtained from the Office of the Associate Dean.

Information about issues related to academic integrity can be found at [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity).

#### Class Tests

Members of the teaching staff may from time to time give interim class tests if they think them necessary.

#### Special Facilities

Students with visual or other disabilities should consult the Coordinator, Office for Students with Disabilities, Brown Building, about the possibility of special examination facilities.

**Credit by Examination**

In certain exceptional cases and in certain faculties, students may apply to the Associate Dean to write a final examination in order to obtain credit in a course for which they were not registered. This is possible only in those courses where there is no other assessment except the final examination.

**4.7.2 Final Examinations**

Formal final examinations are held during an examination period following the term in which the course is given. The dates of the examination periods are listed in the Calendar of Dates. **Students are warned not to make travel arrangements to leave Montreal prior to the scheduled end of any examination period.** In some courses there is no final examination; standing in these courses is determined on the basis of term work and class tests.

**4.7.2.1 University Regulations Concerning Final Examinations****Preamble**

The objectives of these regulations are as follows:

- 1) to protect students from excessive workloads;
- 2) to use the full 15-week term to maximum advantage.

**Regulations**

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the course change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

**Instructors are not permitted to grant any special treatment regarding examinations to any student.** Students who believe there are circumstances which might justify making special examination arrangements for them or which might legitimately be taken

into account in evaluating their performance should apply to the Associate Dean of their faculty.

**It is the responsibility of the student to confirm the date, time and place of the examination by checking examination schedules posted on notice boards on campus and on the Web at [www.mcgill.ca/students](http://www.mcgill.ca/students).** This information is not available by telephone. No student will be allowed to enter an examination later than one half hour after it has started.

**4.7.2.2 Deferred Examinations**

Students who, for serious reasons such as illness or family affliction, have not written one or more examinations, may receive the permission of their own faculty student affairs office to defer the examination to the next supplemental examination period, except in the Faculties of Engineering and Management (where students write the examination the next time the course is given). Students should be aware that deferred examinations are granted only for compelling reasons, verified and accepted by the student affairs office. Supporting evidence such as an appropriate medical report is required. The student affairs office must be informed as soon as possible after the examination of the reason for their absence from the examination.

Final application deadline in Arts, and Science, Education, and Engineering for deferred examinations is January 15, for Fall term courses, and May 15, for Winter term courses and courses that span the Fall and Winter terms. The Faculty of Agricultural and Environmental Science (FAES) also offers deferred exams for the Fall and Winter period. FAES students should verify dates in the Calendar of Dates and consult their Student Affairs Office for procedures.

If the request is approved, an L will appear in place of a grade in such courses. The grade obtained in the deferred examination after it has been written will replace the grade of L on the student's official transcript.

No supplemental examinations are available for students who receive a grade of D, F, J, or U in a course after a deferred examination. Such students must either re-register in the same course the following term or in an approved course substitute.

A Music student who has a mark of L not cleared by mid-May is ineligible for scholarships.

If deferred status is not granted, the student will receive a grade of J in the course, which will count as a failure in the GPA and CGPA. The student may, however, be allowed to write a supplemental examination. **Please note there are no supplemental exams in Agricultural and Environmental Sciences, Architecture, Engineering, or Management courses.**

Students in Summer term courses should check with their student affairs office on the availability and restrictions on deferred and supplementary examinations in such courses.

In the event of illness, it is recommended that students consult the McGill Health Service. A medical note may be helpful in support of a request to the Associate Dean of a faculty or a Program Director of a school, as appropriate, for deferred examinations.

Students who have already written an examination may not subsequently request that the exam be deferred. Such students should consult their faculty office regarding the availability of supplemental examinations.

**4.7.2.3 Reassessments and Rereads**

In accordance with the Charter of Student Rights, and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to discuss this submission with the examiner. If, after such discussion, students want to have a formal final examination reread, they must apply in writing to the student affairs office (the Department Chair in Music and the Associate Dean Students Affairs in the Faculty of Agricultural and Environmental Sciences). Students should check with that office regarding application deadlines for formal rereads.

For more detailed regulations concerning reassessments and rereads, students should consult their faculty section in the appropriate University Calendar.

### 4.7.3 Invigilation (Exams from Other Universities)

Upon request, McGill will offer an invigilation service enabling students to write exams given by other universities. Exams must be scheduled on weekdays at 9:30 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, McGill holidays, or Fridays during the months of July and August.

#### The Cost

The cost for invigilation and administration is \$50 per student per exam plus \$10 for courier charges to Canada and \$20 to the USA and \$30 courier charges to overseas.

The home university should confirm in advance of the exam date if it is paying; otherwise, the student will be charged.

#### Setting Up

Please confirm the exam date and time well in advance of the scheduled exam and also provide your phone number and e-mail address.

Exams and examination booklets, along with full instructions, should be sent to this address well in advance of the scheduled exam:

ARR Exam Invigilators  
Administrative Assistant, Admissions, Recruitment  
and Registrar's Office  
James Administration Building ANNEX  
McGill University  
845 Sherbrooke St. West  
Montreal, Quebec H3A 2T5  
Telephone: (514) 398-4463  
Fax: (514) 398-5268  
E-mail: exam.arr@mcgill.ca

## 4.8 Internships, Exchanges and Co-op Programs

### 4.8.1 Internships and Co-op Programs

Several faculties at McGill offer undergraduate students the opportunity to participate in an internship or co-op program.

Faculty of Agricultural and Environmental Sciences students, see [section 13.1.3.1 "Internship Opportunities and Co-op Experience"](#).

Faculty of Management students, see [section 9.2.5 "Internship Program"](#).

Faculty of Engineering students, see [section 8.2.8 "IYES: Internship Year for Engineering and Science"](#). The Department of Mining, Metals and Materials Engineering also offers Co-op programs in Metallurgical and Mining Engineering.

Students in the Faculty of Science should refer to [section 12.3.5.6 "Internship Program for Engineering and Science \(IYES\)"](#) for a listing of programs available with an Internship component.

Students in the Faculty of Arts should refer to the Arts Internships Website: [www.mcgill.ca/arts-internships](http://www.mcgill.ca/arts-internships).

### 4.8.2 Exchange Programs

For information on Exchange Programs, see [section 15.2 "Exchange Programs"](#).

### 4.8.3 Field Studies

For information on Field Studies, see [section 15.1 "Field Studies"](#).

### 4.8.4 Canadian University Study Abroad Program (CUSAP)

For information on Canadian University Study Abroad Program (CUSAP), see [section 15.2.6.2 "Quebec Ministry of Education Travel Awards for Quebec Residents"](#).

### 4.8.5 Quebec Government Ministry of Education Travel Awards for Quebec Residents

For information on Quebec Government Ministry of Education Travel Awards for Quebec Residents, see [section 15.2.6.2 "Quebec Ministry of Education Travel Awards for Quebec Residents"](#).

## 4.9 Scholarships and Financial Aid

Refer to [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid) for information on entrance scholarships, federal and provincial student assistance, McGill loans and bursaries, and loans available to U.S. citizens.

### 4.9.1 Awards to McGill Students in Course

Faculty scholarships and awards are made by the individual Faculty Scholarships Committees, and students should consult the appropriate section of this Calendar for regulations and information concerning these awards.

Most undergraduate scholarships and awards are granted on the basis of the combined GPA for the Fall and Winter terms and applications are not required unless specifically indicated in the terms of an award.

**To be considered for in-course awards and/or the renewal of entrance scholarships, students must complete at least 27 graded credits in the regular academic year exclusive of courses completed under the Satisfactory/Unsatisfactory option. Summer courses are not considered. Courses taken at other Quebec universities through the Inter-University Transfer Agreement may be counted towards the requirements for scholarship renewal or for consideration for other academic awards. Eligibility will be based on all courses taken during the regular academic year and on both the McGill GPA as well as the global GPA, which will include the IUT credits.**

To receive full payment of an award, students must be registered as full-time (i.e., at least 12 credits per term) in a McGill undergraduate degree program for the entire academic year; otherwise, the award, or part of it, may be cancelled. For instance, a student who is registered full-time for only one-half of the academic year will receive only one-half of the value of the award.

A maximum of the top 10% of the students in each faculty based on the combined GPA for the Fall and Winter terms are named to the Dean's Honour List. This designation, while carrying no monetary reward, is an official University recognition of the student's achievements and is recorded on the transcript. Outstanding students, who rank in a maximum of the top 5% of their faculties, may also be considered for the J.W. McConnell and James McGill Awards, which range in value from \$500 to \$5,000. These awards are made by the University Committee on Scholarships and Student Aid to top students as ranked and recommended by each faculty. In making such recommendations, faculties may consider program content, number of credits, etc., in addition to GPA. A maximum of the top 10% of the graduating students in each faculty are named to the Dean's Honour List. This honorary designation is based upon the cumulative academic record and the minimum required CGPA is determined annually by each individual faculty. Individual faculties should be consulted regarding any additional criteria which may be used. These designations may be withdrawn, in the case of transfer students, if their CGPA in another faculty or at another university is not comparable to the CGPA earned in the current faculty.

All awards, with the exception of prizes, are credited to the tuition fee accounts of students for the following academic year. Awards made to students who do not return to McGill the following year are considered relinquished. However, students who pursue studies at another university for credit towards a McGill degree may be granted permission to retain their scholarships and/or awards for a maximum of one academic year away from McGill.

**Students holding renewable scholarships granted by the University Committee on Scholarships and Student Aid will**

be eligible for renewal if they meet the McGill standards for renewal, i.e., the equivalent of a 3.50 on the combined GPA for the Fall and Winter terms and at least 27 graded credits.

Students who have relinquished their awards may, upon their return to McGill, request reinstatement. Such students requesting reinstatement should be sure that the Scholarships Office receives a copy of the letter of readmission.

Full information concerning undergraduate awards and bursaries is contained in the Undergraduate Scholarships and Awards Calendar available on the Web at [www.mcgill.ca](http://www.mcgill.ca) or from the Scholarships Office.

#### 4.9.2 Work Study Program

The Work Study Program provides students with financial assistance through part-time employment on campus. Acceptance to the program is based primarily on financial need. Academic standing is also considered. Work Study positions are varied and range from clerical jobs to more challenging work such as research or computer programming. In addition to helping students cope with their financial obligations, Work Study also provides practical work experience which may enhance future employment opportunities.

Further information is available on McGill's Work Study Website at [www.is.mcgill.ca/studentaid/workstudy](http://www.is.mcgill.ca/studentaid/workstudy).

#### 4.9.3 Students in Need

The Student Aid Office provides information, advice and assistance to students in financial need. The Office administers the University's loan, bursary and Work Study programs. In addition, it oversees all provincial, federal and U.S. student aid programs and disburses government funds. Student Aid Counsellors are available for consultation on an individual basis to provide advice on budgeting and debt management, and to award financial assistance to needy and deserving students. For more information:

Student Aid Office  
William & Mary Brown Student Services Building  
3600 McTavish Street, Suite 3200  
Montreal, QC H3A 1Y2 Canada

Telephone: (514) 398-6013  
E-mail: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

### 4.10 Graduation

In order to graduate, a student must complete faculty and program requirements. **It is the student's responsibility to ensure that all faculty requirements are met before graduation.** All students should contact their advisers (Senior Student Adviser, in Music) early in the graduating year with any questions as to whether they will meet the necessary program requirements by graduation time.

#### 4.10.1 Apply to Graduate

Students must indicate their expected graduation term on Minerva using the "apply for graduation" option under the Student Records menu and should verify this information on unofficial transcripts and verification forms. For more information, see [section 4.6.6 "Verification of Student Record"](#). The student affairs office should be notified immediately when a final-year student changes his/her expected graduation term. Failure to do so may result in the postponement of a student's graduation.

A student must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree.

The minimum CGPA required to graduate is 2.00.

#### 4.10.2 Graduation Approval Query

Graduating students may view the status of their graduation record on Minerva as part of the Faculty review and approval process. The menu option called "Student Graduation Query" is accessed via the Student Records menu option on Minerva, and becomes available to graduating students approximately 3-4 weeks before the "degree awarded" notation is updated on their records.

If all requirements for graduation are met, the student's record on Minerva will be updated with the "degree awarded" notation at the appropriate time:

- late February, if term of graduation is Fall (degree granted February, Convocation in Spring)
- late May, if term of graduation is Winter (Convocation in Spring)
- late October, if term of graduation is Summer (Convocation in Fall)

**Note:** Information regarding the Convocation ceremonies can be obtained on the McGill Website at [www.mcgill.ca/convocations](http://www.mcgill.ca/convocations).

#### 4.10.3 Replacement Diploma

There are several instances when you might request a replacement diploma: if you have lost your diploma, if it was damaged or, finally, if you wish to have the name on your diploma changed. Your request must be made in writing and should be sent along with a certified cheque or money order for the amount of CDN\$60 made payable to McGill University. Refer to the sections below to determine which situation applies to you. Please forward all requests to the attention of:

ARR Service Centre  
Duplicate Diploma Request  
McGill University  
James Administration Building, Room 205  
Montreal QC H3A 2T5  
E-mail: [registration.arr@mcgill.ca](mailto:registration.arr@mcgill.ca)

Please note that requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

**To replace a lost diploma:** Provide a Sworn Affidavit from a Notary, a Lawyer or a Commissioner of Oaths certifying that the diploma is lost. The Affidavit should include:

Full name; Student Number; Address; Phone Number; Date of birth; Degree granted/year granted; Reason for a replacement diploma.

**To replace a damaged diploma or change the name on the diploma:** Send or deliver the original diploma. Include clear and complete photocopies of legal documents supporting the name change. Please refer to [section 4.2.4 "Legal Name"](#) for the list of acceptable documents. Please note that the name change must be processed in the system before a duplicate diploma can be issued. Enclose a letter containing the following important information:

Full name; Student Number; Address; Phone Number; Date of birth; Reason for a replacement diploma; New spelling/grammar changes.

### 4.11 Professional and Graduate Studies

Students intending to proceed into Dentistry, Law or Medicine should consult the faculties concerned about their prerequisites for admission.

#### 4.11.1 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations\* must possess a working knowledge of the French language, that is, be able to communicate verbally and in writing in that language.



To demonstrate this capability, candidates will be required to pass an examination set by the Office de la langue française, unless they can show that three years of full-time instruction in a French post-primary school have been completed. Candidates who have completed their secondary education in Quebec in 1986 or later and have received their certificate from secondary school are exempt from writing the examination. The professional corporation will require this certificate, proof of attendance or of successful completion of the Office examination.

The examination may be attempted by registered students during the two years prior to the date they receive a degree giving access to a professional corporation. Application forms for sitting the exam while still a student may be obtained from the Admissions, Recruitment and Registrar's Office. Priority will be given to those closest to graduation. Examinations take place every three months and may be attempted an unlimited number of times.

More information may be obtained from the Office de la langue française, 125 Sherbrooke Street West, Montréal, Québec, H2X1X4. Telephone: (514) 873-4833.

Students who need to acquire a functional level of proficiency in French may take courses from either the English and French Language Centre, Faculty of Arts, or the Centre for Continuing Education, 688 Sherbrooke Street West, telephone (514) 398-6200.

Students already proficient in French but who wish to keep up practice might consider courses in the Department of French Language and Literature, Faculty of Arts.

**Note:** Non-credit language courses completed at the Centre for Continuing Education may not be applied to program/degree requirements. Consult your Faculty for clarification.

\* McGill degrees and diplomas currently give access to corporations regulating the activities of the following professional groups:

Agrologists	Lawyers
Architects	Licensed General Accountants
Chartered Accountants	Occupational Therapists
Chartered Appraisers	Physicians
Chemists	Physiotherapists
Dentists	Psychologists
Dietitians	Social Workers
Engineers	Speech Therapists and Audiologists
Geologists	Urbanists
Industrial Administration Accountants	Vocational Guidance Counsellors
Industrial Relations Counsellors	

#### 4.11.2 Graduate Studies

Please note that students who intend to pursue graduate studies at McGill are not automatically admitted. Further information is available at [www.mcgill.ca/applying/graduate](http://www.mcgill.ca/applying/graduate), and in the Graduate and Postdoctoral Studies Calendar also available on the Web at [www.mcgill.ca/courses](http://www.mcgill.ca/courses).

Additional information regarding postgraduate awards is available at [www.mcgill.ca/gps](http://www.mcgill.ca/gps), or from the Graduate and Postdoctoral Studies Office, James Administration Building, 845 Sherbrooke Street West, Montreal, QC H3A 2T5.

Inquiries about graduate assistantships should be directed to the individual departments.

## 4.12 Student Services

### 4.12.1 Office of the Dean of Students

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 4100  
Montreal, QC H3A 1Y2

Telephone:

General Information: (514) 398-3825  
Dean/Associate Dean: (514) 398-4990

The Dean and the Associate Dean of Students coordinate all student services at McGill and are available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature will be directed to the proper individual, office or department.

### 4.12.2 Student Services – Downtown Campus

Unless otherwise indicated, on the Downtown Campus all student services offered by the Office of the Dean of Students are located in the William and Mary Brown Student Services Building, 3600McTavish Street, Montreal, Quebec H3A 1Y2.

A list of services available is given below. For further information refer to the Student Services Website:

[www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices) or the address indicated.

Student Services

General Information: (514) 398-8238

Website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

**Athletics:** offers programs in recreational, intercollegiate, instructional, intramural and sports clubs.

Athletics Complex, 475 Pine Avenue West (514) 398-7000

E-mail: [athletics@mcgill.ca](mailto:athletics@mcgill.ca)

Website: [www.athletics.mcgill.ca](http://www.athletics.mcgill.ca)

**Career and Placement Service (CAPS):** provides a range of services to McGill students, and recent graduates, in the field of student and graduate employment.

Brown Building, Suite 2200 (514) 398-3304

E-mail: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)

Website: [www.caps.mcgill.ca](http://www.caps.mcgill.ca)

**Chaplaincy Service:** concerned with the spiritual and mental well-being of all students.

Brown Building, Suite 4400 (514) 398-4104

E-mail: [chaplaincy@staff.mcgill.ca](mailto:chaplaincy@staff.mcgill.ca)

Website: [www.mcgill.ca/chaplaincy](http://www.mcgill.ca/chaplaincy)

**Counselling Service:** assistance for personal, social, and emotional problems as well as vocational and academic concerns.

Brown Building, Suite 4200 (514) 398-3601

E-mail: [counselling.service@mcgill.ca](mailto:counselling.service@mcgill.ca)

Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)

**First Peoples' House:** fosters a sense of community for Aboriginal students studying at McGill.

3505 Peel Street (514) 398-3217

E-mail: [firstpeopleshouse@mcgill.ca](mailto:firstpeopleshouse@mcgill.ca)

Website: [www.mcgill.ca/fph](http://www.mcgill.ca/fph)

**First-Year Office:** helps ease the transition of all students new to McGill. Coordinates "Discover McGill", a one-day, campus-wide University and faculty orientation.

Brown Building, Suite 2100 (514) 398-6913

E-mail: [firstyear@mcgill.ca](mailto:firstyear@mcgill.ca)

Website: [www.mcgill.ca/firstyear](http://www.mcgill.ca/firstyear)

**Health Service:** provides access to experienced physicians, nurses and health educators who offer health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing, and a dental clinic.

Brown Building, Suite 3300 (514) 398-6017

Website: [www.mcgill.ca/studenthealth](http://www.mcgill.ca/studenthealth)

**International Student Services:** offers support to international students on non-academic matters (immigration, health insurance, etc.), runs a Buddy Program and an orientation program.

Brown Building, Suite 3215 (514) 398-4349

E-mail: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)

**Mental Health Service:** a psychiatric clinic which offers easily accessible treatment for mental health problems.

Brown Building, Suite 5500 (514) 398-6019

**Student (Financial) Aid Office:** provides assistance in the form of loans, bursaries, and work study programs to students requiring financial aid.

Brown Building, Suite 3200 (514) 398-6013 /6014  
E-mail: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

**Student Housing (Off-Campus):** maintains computerized lists of available off-campus student housing.

Student Housing Office, 3641 University Street (514) 398-6010  
E-mail: [offcampus.housing@mcgill.ca](mailto:offcampus.housing@mcgill.ca)  
Website: [www.mcgill.ca/offcampus](http://www.mcgill.ca/offcampus)

**Residences:** offers accommodation for approximately 2,400 students.

Student Housing Office (514) 398-6368  
E-mail: [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca)  
Website: [www.mcgill.ca/residences](http://www.mcgill.ca/residences)

**Office for Students with Disabilities:** coordinates services to meet the special needs of students with disabilities.

Brown Building, Suite 3100 (514) 398-6009  
E-mail: [disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca) TDD: (514) 398-8198  
Website: [www.mcgill.ca/osd](http://www.mcgill.ca/osd)

**Tutorial Service:** sponsors an extensive tutorial program for students.

Brown Building, Suite 4200 (514) 398-6011  
E-mail: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)

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### 4.12.3 Student Services – Macdonald Campus

While students who study on the Macdonald Campus may make full use of all Student Services available at McGill, the Office of the Dean of Students, in cooperation with the Faculty of Agricultural and Environmental Sciences, offers students direct access to the services listed below.

Further information can be found on the Web at [www.mcgill.ca/macdonald-studentservices](http://www.mcgill.ca/macdonald-studentservices), and the Student Services Website, [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices).

Unless otherwise indicated, Macdonald Campus services are located in the Centennial Centre, Room CC 1-124, 21,111 Lakeshore Road.

Telephone: (514) 398-7992 Fax: (514) 398-7610

**Counselling Services:** A professional counsellor is available twice a week offering counselling for personal, social and emotional concerns as well as for academic and vocational concerns. Appointments are required.  
Telephone: (514) 398-7992

**Health Service:** A referral service is available Monday through Friday. A nurse/health educator is on campus Tuesdays and Thursdays and a physician may be seen by appointment on specified dates.  
Telephone: (514) 398-7565

**Off-Campus Housing:** The Macdonald Campus service is available from June 1 to August 31 each year.  
Telephone: (514) 398-7992

**Student (Financial) Aid Office:** Information about government loans, McGill loans and bursaries, and the Work Study Program can be obtained at the Centre. During the academic year (September to April) a counsellor visits the campus twice monthly to help students with financial problems.  
Telephone: (514) 398-7992

**Career and Placement Service (CAPS):** This service brings together potential employers and students seeking permanent, summer and part-time career-related work.  
Telephone: (514) 398-7582

**Athletics:** Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre. Available at no charge to Macdonald students is a wide selection of activities, as well as the use of an excellent array of equipment. Facilities include a gymnasium, pool, weight room (with monitors on hand four evenings per week), arena, tennis courts, playing fields and large expanses of green space.

In addition to providing many open times for your enjoyment, there are also instructional, recreational, intramural and intercollegiate activities. There are nominal fees for instructional courses.

Stewart Athletic Complex (514) 398-7789  
Website: [www.agrenv.mcgill.ca/society/athletic](http://www.agrenv.mcgill.ca/society/athletic)

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### 4.12.4 Extra-Curricular Activities

There are over 250 activities and clubs which students may join. These include international clubs; religious groups; political clubs; fraternities; communications groups such as Radio McGill, the *McGill Tribune*, and the *McGill Daily*, and some 50 miscellaneous groups (e.g., science clubs; literary, theatrical and musical societies; a chess club; and the McGill Outing Club).

The University Centre, 3480 McTavish Street, provides club rooms for these activities in a four-storey building with cafeterias, a ballroom, lounges and an experimental theatre. Activities for graduate students are centred in David Thomson House at 3650 McTavish Street. On the Macdonald Campus facilities are located in the Centennial Centre (refer to FAES section).

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### 4.12.5 Ombudsperson for Students

The position of Ombudsperson for Students is filled on a half-time basis by an academic staff member. The Ombudsperson receives complaints from students and assists in the resolution of those complaints through informal means including information, advice, intervention, and referrals with a view to avoiding the more formal grievance procedures that already exist in the University.

The Office of the Ombudsperson is a confidential, independent, and neutral dispute resolution service for all members of the student community. Please call (514) 398-7059 for an appointment.

Office of the Ombudsperson, Brown Building, Room 5202  
Website: [www.mcgill.ca/ombudsperson](http://www.mcgill.ca/ombudsperson)

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### 4.12.6 Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items.

3420 McTavish Street Telephone: (514) 398-7444  
Website: [www.mcgill.ca/bookstore](http://www.mcgill.ca/bookstore)

Macdonald Bookstore  
Centennial Centre Telephone: (514) 398-8300

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### 4.12.7 Computer Store

The McGill Computer Store, located on the second floor of the University Bookstore, sells a full range of PC, Macintosh and Unix hardware, computer software and consumer electronics at educational prices.

3420 McTavish Street Telephone: (514) 398-5025  
Website: [www.mcs.mcgill.ca](http://www.mcs.mcgill.ca) [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca)

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### 4.12.8 Day Care

The McGill Childcare Centre is an independently run centre which can accommodate approximately 100 children, ranging in age from 4 months to 5 years. As placements are limited, especially for certain age groups, early application is suggested.

The Centre is located at:

3491 Peel Street, Montreal, QC H3A 1W7

Telephone: (514) 398-6943

A Campus Day Care Centre, located adjacent to the Macdonald Campus, is an independently run centre which can accommodate approximately 60 children, ranging in age from 4 months to 5 years. In addition, 50 children can be accommodated in Home Day Care within the neighbourhood. Preference is given to the Campus community. Early application is recommended. The Centre is located at:

1 Maple Avenue, Ste. Anne de Bellevue H9X 2E3

Telephone: (514) 398-7951

For Home Day Care information:

Telephone: (514) 457-7953

## 4.13 Residential Facilities

### 4.13.1 University Residences – Downtown

Residence Admissions Office

3641 University Street

Montreal, QC H3A2B3

Telephone: (514) 398-6368

Fax: (514) 398-2305

E-mail: [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca)

Website: [www.mcgill.ca/residences](http://www.mcgill.ca/residences)

McGill Residences collectively house approximately 2,300 undergraduate students in dorms, apartments and shared-facilities houses. McGill offers six dormitory-style residences with full meal service. These more traditional residences house, almost exclusively, first-year students. McGill's apartment-style residences and shared-facilities houses are popular with first-year and upper-year students seeking a different style of residence living. Student Animators (Floor Fellows) and Academic Staff (Directors) provide support to all undergraduate residents and live in or nearby all McGill Residences. An elected Residence Council serves as the voice of students. All dorm rooms now have telephone and high-speed network access jacks, which are available at extra cost.

#### 4.13.1.1 Dormitory-style Residences

McGill offers six dormitory-style residences with full meal service. The Bishop Mountain Residences (Gardner, McConnell, Molson and Douglas Halls) are located on the slope of Mount Royal, overlooking the campus, and house both male and female students. Royal Victoria College (RVC), the all-women's residence, is located one block from the McGill gates. McGill's newest residence hall is fully co-ed and is located a short walk from the main campus.

Rooms at RVC and the Bishop Mountain Residences are mostly single occupancy. The New Residence Hall offers mostly double rooms. Each student is provided a bed, a desk, chair, chest of drawers, closet and small fridge (one fridge per double room). Linen is supplied at RVC only and is exchanged weekly. In all halls residents are responsible for the cleanliness of their rooms. Common bathrooms and showers are located on each floor, except in the New Residence Hall where there are private bathrooms in each room. Each hall has coin-operated automatic washers and dryers, as well as ironing facilities. Pay telephones are located in each building. In addition, all rooms are wired for a private telephone and Internet service. There is limited storage space for ski equipment, trunks, and suitcases in every hall. All halls have TV and recreation rooms.

There are on-site cafeterias and the meal plan is compulsory for students living in the dormitory-style residences.

#### 4.13.1.2 Apartment-style Residences

Solin Hall is a modern award-winning apartment-style residence that has two-, three- and four-bedroom apartments. Located four

short Metro stops west of the main campus, Solin features large common areas (TV and games rooms) and a computer lab and houses mostly first-year and a few upper-year undergraduate students. Each apartment has its own living room, dining room, kitchen and bathroom(s), with basic furniture such as stove, fridge, table, chairs, sofa, lamps and drapes. Bedrooms are furnished with bed, desk, chair and chest of drawers. All apartments and public area floors are carpeted. There is electric heating with individual thermostats in each room. Shopping areas are within walking distance from the Hall. Limited indoor parking is available.

The Greenbriar Apartments residence building is located one block from the main campus. It houses first-year and upper-year undergraduate students in self-contained studio and double-occupancy, one-bedroom apartments. Apartments have fully equipped kitchens (stove, fridge, sink) and are furnished with bed, desk, table, chairs, drawers and blinds.

Although these residences do not offer meal plans, residents may purchase one at the residence cafeterias.

#### 4.13.1.3 Shared-facilities Houses

McGill Residences also offers a number of beautifully renovated older buildings, each housing between 13 and 20 first-year students. These shared-facilities houses are all located within a few blocks of the main campus and have single- and double-occupancy bedrooms with shared kitchens, bathrooms and common areas. Bedrooms are furnished with desks and chairs, beds (many are loft beds), chest of drawers, closet and blinds. Common areas are also fully furnished. Although these residences do not offer meal plans, residents may purchase one at the residence cafeterias.

#### 4.13.1.4 Residence Fees

Residence fees for the 2005-2006 session had not been set at the time this Calendar went to print. Fees for the 2004-2005 session were as follows:

Rates for Gardner, McConnell, Molson and Douglas Halls ranged from \$8,082 to \$8,818 for a single room and from \$7,584 to \$8,334 for a double room. Rates include the mandatory 5-day per week meal plan. The rates at Royal Victoria College include a mandatory 7-day per week meal plan and were \$9,502 for single rooms and \$8,968 for double rooms. These rates are for the regular session, September 1 to April 30.

At the New Residence Hall room rates, including meal plan, were \$9,276.72 per person for double rooms and \$10,144.72 for a single room. These rates are for the regular session, September 1 to April 30.

The rooms in Solin Hall and the Greenbriar apartments are leased on an 11-month basis (September 1 to July 31). The room rates were \$6,600 for a single room and \$5,115 for a double room in a multi-bedroom apartment at Solin Hall. Single-occupancy studio apartments at Greenbriar were \$7,612 and double-occupancy one-bedroom apartments were \$5,247 per person. Rates do not include meal plan.

Shared facilities houses are also leased on an 11-month basis (September 1 to July 31). Room rates ranged from \$6,677 to \$7,183 for a single room and from \$4,620 to \$5,115 for a double room, depending on the dimensions of the room. Rates do not include meal plan.

#### 4.13.1.5 Meal Plans

Residents at Molson, McConnell and Gardner Halls take their meals together in a large centrally located dining hall. Douglas Hall and RVC have their own dining areas. RVC offers 19 meals per week (7 days per week), while the Bishop Mountain Residences offer 15 meals per week (Monday to Friday). Bag lunches and bag dinners are available. There are kitchenettes in all the Halls where residents may keep food and prepare snacks or meals at any time.

Residents of the New Residence Hall have access to the on-site cafeteria with extended hours, 7 days per week. The meal plan allows them to eat at certain on-campus cafeterias as well. There are kitchenettes on each floor where residents may prepare hot or cold snacks at any time.

Solin Hall, the Greenbriar Apartments and the shared-facilities houses do not offer meal plans. The apartments and houses have fully equipped kitchens where students prepare their own meals. However, residents are welcome to purchase a meal plan at the residence cafeterias.

#### 4.13.1.6 Student Government

Each hall has a Residence Council, elected at the start of the academic year. It is the job of Council to gather hall opinions, supervise financial affairs, and organize sporting and recreational activities within the residences. McGill's residences are run for the convenience and advantage of the students living in them. Rules and regulations are decided upon and administered by the students themselves. Note: All fees include an activity fee of \$20 collected by the University on behalf of the Residence Council of each hall, and is included in the residence fees.

### 4.13.2 University Residences – Macdonald Campus

Campus Housing Office,  
P.O.Box 192,  
Macdonald Campus of McGill University  
Sainte-Anne-de-Bellevue, QC H9X3V9

Telephone: (514) 398-7716 Fax: (514) 398-7953  
E-mail: residences.macdonald@mcgill.ca  
Website: [www.mcgill.ca/macdonald/resources/residences](http://www.mcgill.ca/macdonald/resources/residences)

For more than 90 years, residence life has been an integral part of Macdonald Campus activities. Laird Hall, with a capacity of more than 210 students, is arranged on a co-educational basis and provides accommodation for undergraduate, graduate, and Farm Management Technology students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience. All dorm rooms have telephone and high-speed network access jacks, which are available at extra cost.

The EcoResidence, Canada's first ecologically friendly student residence and winner of the Prix d'excellence from the Ordre des architectes du Québec, accommodates 100 students. The EcoResidence is a unique initiative that recycled two buildings and incorporated the newest ecological construction technology. This type of accommodation will appeal to students who enjoy independent living in self-contained apartments of two or six single-bedroom units. Each unit is built on a split-level concept with large, airy common living areas and fully equipped kitchens.

#### 4.13.2.1 Residence Fees – Macdonald Campus

Residence fees are paid separately from tuition in accordance with regulations of the Fee Payment Option selected at the time of signing a Residence Lease.

The residence fees for the 2005-06 session had not been set at the time this Calendar went to print. The 2004-05 session rates for Laird Hall are (double occupancy) \$2,256 and (single occupancy) \$2,512. Rates for the EcoResidence vary from \$366 to \$376 per month. An updated fee sheet will be available with the residence application forms when an offer of accommodation is made.

Board Meal Plan was offered to Macdonald Campus residents in 2004-05 by the company Sodexo. Sodexo is planning to offer a complete meal plan for 2005-06. Details will be sent later with the Residence information package. Meals are also available on a cash basis and may be obtained from the Centennial Centre cafeteria. The cafeteria is open for breakfast and lunch only, 5 days per week, exclusive of Saturday, Sunday, and holidays designated by the University. Students may buy individual meals on a cafeteria basis.

For budgeting purposes, the cost of meals per person per session is approximately \$3,000.

#### 4.13.2.2 Residence Occupancy – Macdonald Campus

In 2004-05, the residence fees covered the period August 22 to May 4; students must vacate their rooms at the end of the lease term. For the fiscal year 2005-06, the lease term had not been set

at the time this Calendar went to print. The term will not exceed nine months. Only under exceptional circumstances will a student be granted permission to arrive prior to beginning date of the lease or remain in residence during the summer months. In these cases, students must apply to the Campus Housing Office and an additional fee will be charged if permission is granted.

Students may request permission to extend their stay in residence (at the normal weekly charge) if they are taking extended courses after the regular session, employed on the Campus, or registered for summer courses.

International students or those coming from a distance may be admitted early in exceptional circumstances. Permission from the Campus Housing Office must be obtained prior to the student leaving home. Student Officers may be admitted before the opening date of courses, if permission is granted by the Campus Housing Office.

#### 4.13.2.3 Facilities for Non-Resident Students – Macdonald Campus

Common rooms for studying are provided in the Centennial Centre. Lockers are available in the Macdonald-Stewart Building. These may be rented at the Students' Society Office in Centennial Centre. Meals may be obtained from the Snack Bar facility of the Centennial Centre. The Snack Bar is open for breakfast and lunch only, 5 days per week, exclusive of Saturday, Sunday, and holidays designated by the University.

**Note:** Non-resident students may not stay overnight in any residence without permission of the Campus Housing Office.

#### 4.13.2.4 Student Parking – Macdonald Campus

Students who hold parking permits will be allowed to park automobiles on Macdonald Campus provided they observe the parking regulations and other applicable rules. Permits must be obtained from the Campus Security Office, Laird Hall, Room 101, during regular office hours.

## 4.14 Information Technology Resources

### 4.14.1 IST Customer Services (ICS)

McGill ICS provides technical support for the following student services: E-mail, Dialup Access Service (DAS), Virtual Private Network (VPN), REZ Voice and Data Service (post-installation), Wireless Network and WebCT.

They may be reached on-line via the Virtual Help Desk at [www.mcgill.ca/ics/vhd](http://www.mcgill.ca/ics/vhd) or by phone at (514) 398-3398, or in person at Burnside Hall in room 112.

### 4.14.2 Network and Communications Services (NCS)

McGill NCS provides data services including access to Local Area Networks (LANs), remote access to all McGill computer systems using either dial-up access modems or remote cable/DSL modems in combination with VPN, the Internet, e-mail, McGill central systems, and the McGill University Website — all from virtually anywhere on campus (wired or wireless) and remotely. They also provide voice service (with long distance and voice mail) to students in McGill Residences. The Website at [www.mcgill.ca/ncs](http://www.mcgill.ca/ncs) lists products and services offered by McGill NCS.

### 4.14.3 Computer Labs

The computer labs are provided by many faculties and departments for students in their programs. A list of these labs can be found at [www.mcgill.ca/index/computer](http://www.mcgill.ca/index/computer). Check the unit listings or contact the unit directly for information concerning facilities and accessibility.



#### 4.14.4 Instructional Multimedia Services (IMS)

Instructional Multimedia Services (IMS) provides services related to the use of technology in teaching. It is McGill's central facility for the loan of audiovisual equipment and support for video production.

The IMS Audiovisual Arrangements Section located in the lobby of the Redpath Library and the IMS office at the Macdonald Campus house a full range of audio, video, computer, and projection equipment available for loan to McGill students. Equipment is provided free of charge for credit course activities. Training in equipment use is available and advance reservations are highly recommended. Further details are available on the IMS Website, [www.mcgill.ca/ims/equipment/loan](http://www.mcgill.ca/ims/equipment/loan).

The IMS also maintains two video editing suites available for staff and students who wish to produce their own programs. These suites are self-instructional, and sessions should be reserved in advance. For more information or to reserve a session, please contact the IMS Main Office, 688 Sherbrooke St. W., Suite 1600, (514) 398-7200.

### 4.15 Resources for Study and Research

#### 4.15.1 Libraries

All registered students have access to the McGill University Library system. This comprises well over three million volumes in 14 libraries, two reading rooms, and a number of affiliated collections.

McGill's virtual library consists of an ever-expanding network of electronic databases plus some unique McGill collections. MUSE: the Online Catalogue is the key to print and electronic resources of the McGill Libraries and is accessible from the Library's Website at [www.library.mcgill.ca](http://www.library.mcgill.ca). McGill Libraries' electronic databases may be searched on computer workstations in any library. Most can also be accessed remotely from computers on or off campus. The Library has around 600 on-line databases currently available, mostly indexing and abstracting resources. In addition, McGill students have access to approximately 14,000 full-text journals (JSTOR, ScienceDirect, Project MUSE, Kluwer Online, Lexis-Nexis, IEEE, Web of Science, etc.) and over 80,000 e-books as well as hundreds of numeric databases.

The Humanities and Social Sciences Library, located in the McLennan-Redpath Library Building, is the largest library and houses the Information Commons and Info-Café. There are separate libraries for law, health sciences, and physical sciences and engineering, as well as specialized libraries in various fields. In addition, the Macdonald Campus Library (agriculture, food science and environmental sciences) is located 35 km from the downtown campus.

#### 4.15.2 University Archives

The McGill University Archives (MUA) acquires, preserves and makes available to researchers (including students) of all disciplines more than 4,000 metres of records dating from 1811 to the present. These records document the history of McGill University faculty research, alumni and student organizations, and select Montreal-based organizations, all in a variety of media (including textual records, photographs, slides, audio-tapes, film, video, University publications, and artifacts). The MUA also manages the University's corporate memory and information assets through its Records Management Program. The Records Management Program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open to the public Monday-Friday, 9:00-12:30 and 1:45 to 4:45; however, appointments are recommended. The MUA Website includes virtual exhibitions, on-line searching of the MUA holdings, the largest campus database of

digitized images, and access to the McGill History Portal (focusing on historical information about McGill University and its community).

McGill University Archives  
McLennan Library - Ground Floor  
Telephone: (514) 398-3772  
Fax: (514) 398-8456  
Website: [www.archives.mcgill.ca](http://www.archives.mcgill.ca)

#### 4.15.3 Museums

##### 4.15.3.1 Redpath Museum

The Redpath Museum exists to foster the study of the history and diversity of the natural world. Its mandate includes geological, biological and cultural diversity. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology and other fields. Among the largest collections are fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its new permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, besides displays that feature the mineral and mollusc collections. A new ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa, has recently been installed.

859 Sherbrooke Street West  
Telephone: (514) 398-4086  
E-mail: [redpath.museum@mcgill.ca](mailto:redpath.museum@mcgill.ca)  
Website: [www.mcgill.ca/redpath](http://www.mcgill.ca/redpath)

##### 4.15.3.2 McCord Museum of Canadian History

The McCord Museum conserves and presents over 1.2 million objects, images and manuscripts, all irreplaceable reflections of the social history and material culture of Montreal, Quebec and Canada. The Museum's collection includes Ethnology and Archaeology; Costume and Textiles; Notman Photographic Archives; Paintings, Prints and Drawings; Decorative Arts; and Textual Archives.

With a corpus of over 13,000 Aboriginal objects from across Canada, the McCord's Ethnology and Archaeology collection is the most important of its kind in Quebec. Comprising more than 16,000 garments and accessories, the McCord's Costume holdings represent the world's leading collection of Canadian dress. The McCord's Notman Photographic Archives contain over 1,000,000 historical photographs, offering a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's Website ([www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)) features award-winning virtual exhibitions, innovative learning resources and a vast searchable database of information on the Museum's collections.

The McCord offers exhibitions, guided tours, school programs, cultural activities and lectures. Researchers welcome by appointment. Café, boutique and access for the physically challenged.

690 Sherbrooke Street West  
Telephone: (514) 398-7100  
Email: [info@mccord.mcgill.ca](mailto:info@mccord.mcgill.ca)  
Website: [www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)

##### 4.15.3.3 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald Campus, this institution has the largest insect collection of any Canadian university, and is second in both numbers of species and specimens only to the Canadian National Collection of Insects, Ottawa. As its main function is research and

teaching, and not exhibition, it is not generally open to the public, but tours are available, by appointment, to interested parties. Telephone: (514) 398-7914.

#### **4.15.3.4 Other Historical Collections**

In addition to the above, there are other collections and exhibits of a specialized nature, ordinarily open only to students but to which access may be gained by application to the department concerned. These include the Anatomical and Pathological Museums.

The Physics Department has two specialized collections which may be viewed by appointment. The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prize-winning research on radioactivity at McGill University, 1898-1907. The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics.