



Summer Studies
Programs, Courses and University Regulations
2014-2015

This PDF excerpt of *Programs, Courses and University Regulations* is an archived snapshot of the web content on the date that appears in the footer of the PDF.

Archival copies are available at www.mcgill.ca/study.

This publication provides guidance to prospects, applicants, students, faculty and staff.

- 1 . McGill University reserves the right to make changes to the information contained in this online publication - including correcting errors, altering fees, schedules of admission, and credit requirements, and revising or cancelling particular courses or programs - without prior notice.
- 2 . In the interpretation of academic regulations, the Senate is the final authority.
- 3 . Students are responsible for informing themselves of the University's procedures, policies and regulations, and the specific requirements associated with the degree, diploma, or certificate sought.
- 4 . All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.
- 5 . Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.
- 6 . Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched for the most up-to-date information on whether a course is offered.
- 7 . The academic publication year begins at the start of the Fall semester and extends through to the end of the Winter semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.
- 8 . Notwithstanding any other provision of the publication, it is expressly understood by all students that McGill University accepts no responsibility to provide any course of instruction, program or class, residential or other services including the normal range of academic, residential and/or other services in circumstances of utility interruptions, fire, flood, strikes, work stoppages, labour disputes, war, insurrection, the operation of law or acts of God or any other cause (whether similar or dissimilar to those enumerated) which reasonably prevent their provision.

Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.

Publication Information

Published by

Enrolment Services

McGill University
3415 McTavish Street
Montreal, Quebec, H3A 0C8
Canada

All contents copyright © 2015 by McGill University. All rights reserved, including the right to reproduce this publication, or portions thereof, in any form.

McGill University reserves the right to make changes to the information contained in this publication - including correcting errors, altering fees, schedules of admission and credit requirements, and revising or cancelling particular courses or programs - without prior notification.

Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched for the most up-to-date information on whether a course is offered.

-
- 1 General Policies and Information, page 11
 - 1.1 Authorization, Acknowledgement, and Consent, page 11
 - 1.2 Student Rights and Responsibilities, page 11
 - 1.3 Language Policy, page 11
 - 1.4 Academic Integrity, page 11
 - 1.5 University Student Assessment Policy, page 12
 - 1.6 Policy Concerning Access to Records, page 12
 - 1.7 Email Communication, page 13
 - 1.8 Responsible Use of McGill Information Technology Resources, page 13
 - 1.9 Non-Smoking Policy, page 13
 - 1.10 Health Insurance – International Students, page 14
 - 1.11 Health Insurance – Canadian Citizens and Permanent Residents, page 14
 - 1.12 Special Medical Needs, page 15
 - 1.13 Minerva, page 15
 - 1.14 myMcGill, page 15
 - 2 Personal Information, page 16
 - 2.1 Updating Personal Information, page 16
 - 2.1.1 Why Does McGill Collect Legal Documents from You?, page 16
 - 2.1.2 What Documents Does McGill Need from You?, page 16
 - 2.1.2.1 Fee Exemptions, page 18
 - 2.1.3 Has McGill Received Your Documents?, page 18
 - 2.1.3.1 Quebec/Canadian/International Fees and Immigration Status, page 18
 - 2.1.3.2 Permanent Code, page 18
 - 2.1.4 What Are the Consequences of Not Providing Your Documents?, page 19
 - 2.1.5 Where and How Do I Send My Documents?, page 19
 - 2.1.5.1 For the School of Continuing Studies, page 19
 - 2.2 Identification (ID) Cards, page 19
 - 2.2.1 ID Card Schedule for the Downtown Campus, page 20
 - 2.2.2 ID Card Schedule for the Macdonald Campus, page 20
 - 2.3 Legal Name, page 20
 - 2.4 Preferred First Name, page 21
 - 2.5 Verification of Name, page 21
 - 3 Student Types and Registration Procedures, page 21
 - 3.1 Course Information and Regulations, page 23
 - 3.1.1 Course Information and Regulations: Class Schedule, page 23
 - 3.1.2 Course Numbering, page 23
 - 3.1.3 Course Terminology, page 23
 - 3.1.3.1 Course Nomenclature in Program Descriptions, page 24
 - 3.2 Course Load for McGill Students, Visiting Students from Universities outside Quebec, Special Students, page 24
 - 3.3 Course Load for Quebec Inter-University Transfer (IUT) Students, page 24

-
- 3.4 Course Selection, page 24
 - 3.5 Department Approval, page 24
 - 3.6 Course Changes, page 25
 - 3.7 Course Drop and Withdrawal, page 25
 - 3.8 Your Responsibility, page 25
 - 3.9 Quebec Inter-University Transfer Agreement, page 25
 - 3.9.1 Quebec Inter-University Transfer Agreement: McGill Students, page 25
 - 3.10 Quebec Inter-University Transfer Agreement: Visiting IUT Students, page 26
 - 3.11 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option, page 26
 - 3.12 Auditing of Courses, page 27
 - 4 Fees, page 27
 - 4.1 Invoicing Information, page 28
 - 4.2 Tuition Fees, page 28
 - 4.2.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students, page 28
 - 4.2.2 International Students, page 28
 - 4.2.3 Overdue Accounts, page 28
 - 4.2.3.1 Information for Registered Students, page 29
 - 4.2.3.2 Information for Students Who Are No Longer Registered, page 29
 - 4.2.3.3 Cancelling Registration for Non-Payment, page 29
 - 4.2.4 Quebec Inter-University Transfer Agreements, page 29
 - 4.2.5 Acceptance of Fees vs. Academic Standing, page 29
 - 4.3 Payment Procedures, page 29
 - 4.4 Tax Slips/Receipts, page 29
 - 4.5 Students With Sponsors, page 29
 - 4.6 Refunds, page 30
 - 4.7 Fees Other Than Tuition, page 30
 - 5 Student Records, page 30
 - 5.1 Academic Standing, page 30
 - 5.1.1 Academic Standing: Desautels Faculty of Management, page 31
 - 5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences, page 31
 - 5.1.3 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.), page 31
 - 5.1.3.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 31
 - 5.1.3.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc.), page 31
 - 5.1.3.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.), page 31
 - 5.1.3.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 32
 - 5.1.3.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.), page 32
 - 5.1.4 Academic Standing: Faculty of Education, page 33
 - 5.1.5 Academic Standing: Faculty of Engineering, page 33
 - 5.1.5.1 Satisfactory Standing: Faculty of Engineering, page 33
 - 5.1.5.2 Probationary Standing: Faculty of Engineering, page 33

-
- 5.1.5.3 Unsatisfactory Standing: Faculty of Engineering, page 33
 - 5.1.6 Academic Standing: Faculty of Law, page 34
 - 5.1.7 Academic Standing: School of Continuing Studies, page 34
 - 5.1.8 Academic Standing: Schulich School of Music, page 34
 - 5.1.9 Academic Standing for Degree Students Registered in the Summer Term, page 34
 - 5.2 Credit System, page 34
 - 5.3 Grading and Grade Point Averages (GPA), page 35
 - 5.4 Grading and Grade Point Averages (GPA): Other Grades, page 36
 - 5.5 Unexcused Absences, page 37
 - 5.6 Verification of Student Records: Unofficial Transcripts, page 37
 - 5.7 Changes to Student Records after Normal Deadlines, page 38
 - 5.7.1 Student Record Changes, page 38
 - 5.7.2 Registrar Deadlines, page 38
 - 5.7.3 Before Registrar Deadlines, page 38
 - 5.7.4 After Registrar Deadlines, page 38
 - 5.7.5 Fee Assessment Consequences, page 38
 - 5.7.6 Student's Citizenship and/or Immigration or Fee Exemption Status, page 38
 - 5.8 Unofficial Transcripts, page 38
 - 5.9 Official Transcripts, page 39
 - 5.10 Transcript of Academic Record: General Information, page 39
 - 5.11 Course Numbering on the Transcript, page 39
 - 6 Examinations: General Information, page 40
 - 6.1 Class Tests, page 40
 - 6.2 Examination Facilities for Students with Disabilities, page 40
 - 6.3 Credit by Examination, page 40
 - 6.4 Faculty of Engineering Policy on use of Calculators in Faculty Tests and Examinations, page 41
 - 6.5 Final Examinations, page 41
 - 6.5.1 Final Examinations: University Regulations Concerning Final Examinations, page 41
 - 6.5.1.1 Preamble, page 41
 - 6.5.1.2 Regulations, page 41
 - 6.6 Deferred Examinations for Summer Term Courses, page 42
 - 6.7 Final Examinations: Reassessments and Rereads, page 42
 - 6.7.1 Reassessments and Rereads: Faculties of Arts and Science (including B.A. & Sc.), page 42
 - 6.7.1.1 Reassessment of Coursework, page 42
 - 6.7.1.2 Rereads of Final Examinations, page 42
 - 6.7.2 Rereads: Faculty of Engineering, page 42
 - 6.8 Supplemental Examinations, page 43
 - 7 Service Point, page 43
 - 7.1 Location, page 43
 - 8 Support for Students: Office of the Dean of Students, page 44

-
- 9 Student Services, page 44
 - 9.1 Office of the Executive Director, Services for Students, page 44
 - 9.2 Student Services – Downtown Campus, page 44
 - 9.3 Student Services – Macdonald Campus, page 46
 - 9.4 Ombudsperson for Students, page 46
 - 9.5 Bookstore, page 47
 - 9.6 Computer Store, page 47
 - 10 Summer Residence Accommodation, page 47
 - 10.1 Residences, page 47
 - 10.2 Reservations for Summer Residences, page 48
 - 11 Athletics & Recreation, page 49
 - 11.1 Downtown Campus Athletics & Recreation, page 49
 - 11.2 Macdonald Campus Athletics & Recreation, page 49
 - 12 For your Information Technology (IT) Needs, page 49
 - 12.1 Logging In, page 49
 - 12.2 myMcGill (the University portal), page 50
 - 12.3 myCourses, page 50
 - 12.4 Email, page 50
 - 12.5 Microsoft Office 365, page 50
 - 12.6 Software, page 50
 - 12.7 Online Student Directory, page 51
 - 12.8 Getting Connected, page 51
 - 12.9 Safe Computing, page 51
 - 12.10 Set Up Your Security Questions in myMcGill, page 51
 - 12.11 Need Help?, page 51
 - 13 McGill Writing Centre, page 51
 - 13.1 McGill Writing Centre Contact Information, page 52
 - 14 Resources for Study and Research, page 53
 - 14.1 Libraries, page 53
 - 14.2 University Archives, page 54
 - 14.3 Redpath Museum, page 54
 - 14.4 McCord Museum of Canadian History, page 54
 - 14.5 Lyman Entomological Museum and Research Laboratory, page 55
 - 14.6 Other Historical Collections, page 55
 - 15 The University, page 55
 - 15.1 History, page 55
 - 15.2 Incorporated and Affiliated Colleges, page 56
 - 15.2.1 Incorporated College, page 56
 - 15.2.2 Affiliated Theological Colleges, page 56
 - 15.3 University Government, page 56

-
- 15.4 Recognition of Degrees, page 57
 - 15.5 Governance: Board of Governors, page 57
 - 15.5.1 The Visitor, page 57
 - 15.5.2 Board of Governors, page 57
 - 15.5.2.1 Members, page 57
 - 15.5.2.2 Student Representatives, page 58
 - 15.6 Governance: Members of Senate, page 58
 - 15.6.1 Ex-officio, page 58
 - 15.6.2 Elected Members, page 58
 - 15.7 Administration, page 58
 - 15.7.1 Deans, Directors of Schools and Libraries, page 59
 - 15.7.1.1 Deans, page 59
 - 15.7.1.2 Directors of Schools, page 60
 - 15.8 Student Governance, page 60
 - 16 About Summer Studies, page 60
 - 17 Key Dates, Summer 2015, page 61
 - 18 Administration and Governance, page 62
 - 19 How to Reach Us, page 62
 - 20 How to Register for Summer Studies, page 63
 - 21 Departmental Contact Information, page 63
 - 22 Faculty of Agricultural and Environmental Sciences, page 65
 - 22.1 Barbados Interdisciplinary Tropical Studies Field Semester, page 65
 - 23 Faculty of Arts, page 65
 - 23.1 Summer Language Institute: Classical Studies, page 65
 - 23.2 Summer Courses in Italy, page 66
 - 23.3 French Language Centre, page 66
 - 23.4 McGill Summer Institute for the Study of Montreal, page 67
 - 24 School of Continuing Studies, page 67
 - 24.1 Undergraduate Programs, page 67
 - 24.1.1 Business and Professional Programs (Undergraduate), page 67
 - 24.1.1.1 Career and Professional Development (Undergraduate), page 67
 - 24.1.1.2 Education (Undergraduate), page 68
 - 24.1.1.3 Languages (Undergraduate), page 68
 - 24.1.1.4 Translation (Undergraduate), page 68
 - 24.2 Graduate Programs, page 69
 - 24.2.1 Business and Professional Programs (Graduate), page 69
 - 24.2.1.1 Career and Professional Development (Graduate), page 69
 - 24.2.1.2 Education (Graduate), page 69
 - 24.2.1.3 Languages (Graduate), page 69
 - 24.2.1.4 Translation (Graduate), page 70

-
- 24.2.2 Study Abroad Summer Offerings, page 70
 - 24.2.3 Professional Development Courses, page 70
 - 24.2.3.1 Summer Professional Development Program in Aerospace, page 70
 - 25 Desautels Faculty of Management, page 70
 - 25.1 Summer Abroad Brazil Program, page 71
 - 25.2 International Summer Program for Non-McGill Students, page 71
 - 26 Faculty of Medicine, page 71
 - 26.1 Department of Epidemiology, Biostatistics and Occupational Health, page 71
 - 27 Faculty of Science, page 72
 - 27.1 Off-Campus Field Courses, page 72
 - 27.2 Biology, page 72
 - 27.3 Earth & Planetary Sciences, page 72
 - 27.4 Geography, page 72

1 General Policies and Information

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *General Policies and Information* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

1.1 Authorization, Acknowledgement, and Consent

When applying for admission to the University, you are bound by and agree to observe all statutes, rules, regulations, and policies at McGill University and the faculty or faculties to which you may be accepted and registered in, including policies contained in the University Calendars and related fee documents. Your obligation as a student begins with your registration and ends in accordance with the University's statutes, rules, regulations, and policies.

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves the right to revoke an admission that is granted based on incorrect or false information in an application or supporting documents.

1.2 Student Rights and Responsibilities

The *Handbook on Student Rights and Responsibilities* is produced jointly by the Office of the Dean of Students and the University Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill, and is available to you electronically at www.mcgill.ca/secretariat/policies/students.

To find out more about this topic, see: www.mcgill.ca/students/srr.

1.3 Language Policy

The main language of instruction at McGill is English. You have the 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.

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning second language course offerings can be found through the School of Continuing Studies at www.mcgill.ca/continuingstudies/programs-and-courses/languages and the *French Language Centre* at www.mcgill.ca/flc, and in *Summer Studies* and *School of Continuing Studies*. There are special language requirements for Faculty of Education students; see *Faculty of Education*.



Note for Continuing Studies: For English language programs, see *School of Continuing Studies > Areas of Study > Languages > : The Language and Intercultural Communication Unit – English Language Programs*.



Note for the Faculty of Law: Due to the bilingual nature of the Law program, examinations, term papers, and essays may be written in either English or French. Participation in Moot Courts may also be in either language. While examination questions are set in the language in which a course is given, they may contain materials in either English or French.



Note for Graduate and Postdoctoral Studies: You should refer to *University Regulations and Resources > Graduate > Regulations > Registration > : Courses Taken as Extra to a Program*.

1.4 Academic Integrity

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious academic offences. Inform yourself about what might be considered plagiarism in an essay or term paper by consulting the course instructor to obtain appropriate referencing guidelines. You should also consult *Fair Play*, the student guide to academic integrity available at www.mcgill.ca/students/srr/honest. There you will also find links to instructional tutorials and strategies to prevent cheating. The *Code of Student Conduct and Disciplinary Procedures* includes sections on plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating. You can find the *Code* in the *Handbook on Student Rights and Responsibilities* or at www.mcgill.ca/students/srr/publications.

Responses on multiple-choice exams 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 this program can be used as admissible evidence in an investigation of cheating under Article 16 of the *Code of Student Conduct and Disciplinary Procedures*.

The Office of the Dean of Students administers the academic integrity process as described in the *Handbook on Student Rights and Responsibilities*.



Note: Effective Fall 2013, all newly-admitted undergraduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. For more information, see www.mcgill.ca/students/srr/honest/students/test.



Note for Graduate and Postdoctoral Studies: Since Spring 2011, graduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. All newly-admitted graduate students must complete the tutorial within their first semester or a “hold” will be placed on their record. For more information, see www.mcgill.ca/students/srr/honest/students/test.

1.5 University Student Assessment Policy

The *University Student Assessment Policy* includes all disparate policies with regard to all types of student assessments. This policy is meant to protect students from excessive workloads, and to ensure that all students are treated equally.

This policy applies to undergraduate and graduate courses offered by the University that are evaluated by any form of assessment. Except where otherwise indicated, this policy applies to all faculties, including those which administer their own examinations.

You can consult the policy on the [Secretariat website](#).

1.6 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

Personal information is protected in the Province of Quebec by the *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* (the “Access Act”). The Access Act provides that McGill University can only release personal information contained in your file with your authorization or if specifically authorized by law.

For the purpose of consent and acknowledgement at the time of application, Personal Information includes, but is not limited to: name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information.

Registered students may oppose the release of certain Personal Information by completing an [Opposition Form](#) at the Enrolment Services Office or at the Student Affairs Office (Macdonald Campus).

After having reviewed the information relating to access to Personal Information at the time of application, you would be asked to agree that the University may collect, use, disclose or otherwise manage your Personal Information as described below, as necessary and as the case may be.

At the time of application, you would also be asked to **consent to the release of Personal Information** contained in your admissions or student records file to the following persons or bodies, as necessary to each body, in the exercise of their mission:

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the *Ministère de l'Immigration et des Communautés culturelles* and/or the *Régie de l'assurance-maladie du Québec*; Citizenship and Immigration Canada; the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie* and/or the *Ministère de l'Éducation, du Loisir et du Sport*;
- the Association of Universities and Colleges of Canada, the Association of Registrars of the Universities and Colleges of Canada and the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ) or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics;
- libraries of other Quebec universities with which McGill has established reciprocal borrowing agreements;
- the appropriate authorities involved with external or internal funding of your fees (financial records may also be disclosed to such authorities);
- students and alumni of the University who have volunteered to speak with students for the purpose of facilitating their integration to the University;
- other universities and colleges, at the discretion of the University, if any information connected to your application is determined to be false and misleading, concealed or withheld, contains evidence of academic dishonesty or inappropriate conduct;
- regulatory authorities, law enforcement or other persons, as authorized or required by law; and
- McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory.

In addition to the above, **if you are a candidate for admission to Graduate and Postdoctoral Studies, you would be asked to authorize the University** to request letters of reference on your behalf from referees you have identified, with the understanding that each referee would be provided with information indicating that you have applied to be admitted to McGill University, including your name, the McGill program you have applied to, the academic term when you wish to begin your studies at McGill, and your statement describing how the referee knows you.

In addition to the above, **if you are a candidate for admission to the Faculty of Law, you would be asked to consent to** the release of Personal Information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI); the Programme of Legal Studies for Native People, Native Law Centre, University of Saskatchewan.

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine or to the Faculty of Dentistry in undergraduate, graduate, or postgraduate studies, you would be asked to consent** to the release of Personal Information to other schools of medicine; to the Employment Centre of Human Resources Development of Canada and Québec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health center to which you apply/or join for residency or rotations.

In addition to the above, **if you are a candidate for admission to the Schulich School of Music, you would be asked to consent** to the use of your name and images in public recognition of academic achievement and in the advertising and audio and video recording of student ensemble concerts for distribution using different media and formats.

At the time of application, you would be asked to **authorize the University** to:

- collect and maintain your Personal Information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie*; the *Ministère de l'Éducation, du Loisir et du Sport*; the Ontario University Application Centre and/or the British Columbia Ministry of Education;
- make inquiries to and obtain Personal Information from the *Ministère de l'Immigration et des Communautés culturelles*, Citizenship and Immigration Canada and/or the *Régie de l'assurance-maladie du Québec* to verify the validity of your immigration or health insurance status;
- validate with the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- verify any information or statement provided as part of your application; and
- contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni and friends, for the purpose of providing University updates and opportunities for direct support to the University, including fundraising, and making available special offers such groups may benefit from.

At the time of application, you would be asked to **acknowledge** that:

- an admission granted based on incomplete, incorrect, or false information contained in your application or supporting documents may be revoked at the sole discretion of the University. The University reserves the right to revoke admission at any time.
- if admitted to McGill University, you would be bound by the statutes, rules, regulations, and policies in place from time to time at McGill University and at the faculty or faculties in which you would be registered, including those policies contained in the University calendars and related fee documents. **You would undertake to observe all such statutes, rules, regulations, and policies.** Your obligations would commence with your registration and terminate in accordance with the University's statutes, regulations, and policies.

1.7 Email Communication

All students are assigned a McGill Email Address (usually in the form of `firstname.lastname@mail.mcgill.ca`) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva (www.mcgill.ca/minerva), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

You should read and familiarize yourself with the policies on *Responsible Use of McGill Information Technology Resources* and *Email Communications with Students*, found under *Information Technology* on the University Secretariat website at www.mcgill.ca/secretariat/policies/informationtechnology. For more information on email for students, refer to www.mcgill.ca/it and see *section 12: For your Information Technology (IT) Needs*.



Note for Continuing Studies: The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

1.8 Responsible Use of McGill Information Technology Resources

When using all McGill IT services, whether hosted on premises, by an external supplier, or in the cloud, you must comply with the *Policy on the Responsible Use of McGill Information Technology Resources* as approved by the University Senate. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at www.mcgill.ca/secretariat/policies/informationtechnology.

1.9 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see <http://www.mcgill.ca/adminhandbook/administrative-policies-and-procedures/smoking-policy>.

1.10 Health Insurance – International Students

International Students (Non-Canadians or Non-Permanent Residents of Canada)

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file. **Students covered by private health insurance are not exempt from the McGill plan.** You must confirm your IHI contract on **Minerva under the International Student Health Insurance Coverage Form** and pick up an International Health Insurance card upon your arrival at McGill University from:

- **Downtown campus**

Service Point
3415 McTavish
Montreal QC H3A 0C8
Website: www.mcgill.ca/students/servicepoint

- **Macdonald campus**

Student Services
Centennial Centre, Suite CC1-124
21,111 Lakeshore Road
Ste. Anne de Bellevue QC H9X 3V9
Website: www.mcgill.ca/macdonald-studentservices

For details on the health insurance plan and information concerning rates, consult the [ISS website](#).

Students who meet certain criteria may be eligible for an *exemption*. **Exemption requests must be made on Minerva under the International Student Health Insurance Coverage Form.** Supporting documents for your exemption request should be scanned and emailed to [ISS](#), indicating in the body of the email your name, McGill ID number, and exemption request.

Exemptions are valid for one year only, and must be renewed each subsequent year.

All inquiries related to McGill's International Health Insurance plan must be directed to International Student Services:

International Health Insurance

Telephone: 514-398-4349
Email: international.health@mcgill.ca
Website: www.mcgill.ca/internationalstudents/health



Note for Continuing Studies: If you are registered in the Intensive English and/or the Intensive French programs, you should contact the Client Services Office, School of Continuing Studies, at 514-398-6200 for information on health insurance.

1.11 Health Insurance – Canadian Citizens and Permanent Residents

Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates) students will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. For details on fees, change of coverage dates, and what is covered by the plans, refer to www.ihaveaplan.ca, or contact:

Alliance pour la santé étudiante au Québec (ASEQ)
Telephone: 514-789-8775 or 1-866-795-4435 (Monday to Friday, 9 a.m. to 5 p.m.)
Website: www.aseq.com

If you are a Canadian student from **outside Quebec**, you should check with your provincial Medicare office to ensure that you have valid provincial health coverage while studying at McGill.

Canadians who have been residing outside of Canada

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To verify your *eligibility* for the Quebec provincial health plan, contact:

Régie de l'assurance maladie du Québec (RAMQ)
425 Boulevard de Maisonneuve O., Suite 300
Montreal QC H3A 3G5

Telephone: 514-864-3411

Website: www.ramq.gouv.qc.ca/en/pages/home.aspx

If you are not eligible, in order to ensure adequate health insurance coverage you may enrol in the *group plan* offered through International Student Services for international students. **Please note that this option is available only during the first month of each new semester at McGill.**



Note for Continuing Studies: As a Continuing Studies student, you are not a member of SSMU or MCSS. Therefore, the coverage of the Students' Society's Health and Dental Plans is not applicable.



Note for Graduate and Postdoctoral Studies: Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Students without valid Canadian Medicare, please see [section 1.10: Health Insurance – International Students](#). In 2014–2015, the cost of this plan is \$419.06 (single coverage). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at www.ihaveaplan.ca/pgss.

1.12 Special Medical Needs

If you have special medical needs, have your physician submit appropriate information, on a confidential basis, directly to the Student Health Service; see [section 9.2: Student Services – Downtown Campus](#) or www.mcgill.ca/studenthealth/see-doctor for contact information on the Downtown campus, and see www.mcgill.ca/macdonald-studentservices/feeling-sick for Macdonald campus.

1.13 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to www.mcgill.ca/minerva and log in. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill login information to access the Internet and email
- View your Permanent Code, citizenship, and Quebec residency status and fee information
- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts

For information on logging in to the Minerva website, visit our IT Services website at www.mcgill.ca/it and select **Logins and Passwords**.

1.14 myMcGill

McGill's portal, myMcGill, gives students and staff a personalized interface to the University's information systems.

myMcGill is a collection of useful links and offers an integrated web experience with a single sign-on (SSO) to several McGill web systems. This allows you to access multiple McGill systems without being prompted for additional logins.

Systems that you can access through the portal are:

- Athletics
- Classroom A/V instructions
- Exchange (email)

- FAMIS
- McGill home page (www.mcgill.ca)
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab
- Visual Schedule Builder

To access myMcGill, click **Quick Links**, available at the top of any McGill web page, and then click myMcGill, or go to <https://mymcgill.mcgill.ca>. Sign in with your McGill Username and McGill Password.

2 Personal Information

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Personal Information* section of this publication contains important details pertaining to nominative information, legal documents, ID Cards, as well as other topics, and should be consulted periodically.

2.1 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because these are used by the University year round. If your address information on file is invalid, incomplete, or missing, the University will hold your mail. Once you have provided a valid address, the University will resume sending your mail.

You must update your address(es) and/or telephone number(s) and emergency contact information on Minerva (www.mcgill.ca/minerva) under the *Personal Menu*.

If you are away from campus and do not have access to the Internet, you can request changes by writing to your Student Affairs Office or to Service Point. Your written request must include your signature.

If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to *Service Point*, 3415 McTavish Street, Montreal QC H3A 0C8. Macdonald campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.



Note for Continuing Studies: If you need to change important personal information that requires the University to verify official documents, such as a change to your name or citizenship, or a correction of your birth date, you must go in person (as soon as possible) to the School of Continuing Studies Client Services Office. Such changes can only be made in person at the School of Continuing Studies, Client Services Office, 688 Sherbrooke Street West, Room 1199.

2.1.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 2.1.2: What Documents Does McGill Need from You?](#)

Some of the documents McGill requests of you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is created by the Quebec Ministry of Education, and is obligatory for all students registered in a Quebec institution. If you have previously attended school in Quebec, you should already possess a Permanent Code; it can be found on your school report card or your CEGEP and/or university transcripts. If you do not already have a Permanent Code, we will request to have it created for you. Once it has been created, it will reflect on your unofficial transcript.

You can consult your tuition and legal status (including your Permanent Code) on Minerva (www.mcgill.ca/minerva). Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.

2.1.2 What Documents Does McGill Need from You?

Follow the instructions in the first row of this table that apply to you. **Send clear, legible copies of documents (not originals).**

Quebec and Canadian Out-of-Province Students

You have applied to McGill directly from CEGEP or you already have a student record at McGill

- **Usually** no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your *Minerva* account to verify that your status is updated correctly (Select *Student Menu* > *Student Accounts Menu* > *View your Tuition and Legal Status*)

You have applied to McGill from another Quebec university

- Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
- Additionally, for Quebec residency status, **usually** no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your *Minerva* account to verify that your status is correct

You were born in Quebec

- Quebec **birth certificate** (*Note 4*)
- Permanent Code Data Form (*Notes 1 and 5*)

You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec

- Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (*Notes 1 and 5*)

You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec

- Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (*Notes 1 and 5*)
- Attestation of Residency in Quebec Form (*Note 5*)
- **Other supporting documents**, depending on which situation you checked on the above Attestation of Residency Form

International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)

- Visitors Permit issued at your port of entry into Canada by Citizenship and Immigration Canada
- Photo page of your passport and the page date-stamped by Citizenship and Immigration Canada at your port of entry
- Permanent Code Data Form (*Notes 1 and 5*)

You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)

- Certificate of Acceptance of Quebec (CAQ)
- Study Permit issued by Immigration Canada (*Note 3*)
- Permanent Code Data Form (*Notes 1 and 5*)



Note 1: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.



Note 2: Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.



Note 3: If you are a refugee, your Convention Refugee status document is required instead of a Study Permit.



Note 4: Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birth place as being within the province of Quebec, as proof that you are eligible for Quebec residency.



Note 5: You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at www.mcgill.ca/legaldocuments/forms.

2.1.2.1 Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in any of the following three categories, as authorized by the Government of Quebec:

1. **French Course Fee Exemptions** – Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (note exclusions as listed at www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions).
2. **Out-of-province Tuition Supplement Exemptions** – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions):
 - Students in a Ph.D. program
 - Students in a Post-Graduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
 - Students registered full-time in the Masters in French (*Maîtrise en français*). The exemption begins at the moment the student registers in the program, without retroactive effect.
3. **International Students Eligible for Fee Exemptions Based on Legal Status in Canada** – Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at www.mcgill.ca/legaldocuments/exemption):
 - Citizens of France
 - Citizens of certain countries with an agreement with the Government of Quebec
 - Diplomatic, consular or other representatives of international organizations
 - Convention refugees
 - Students awaiting permanent residency in Canada and holding an eligible CSQ
 - Students whose spouse or unmarried students whose parent holds a Temporary Work Permit in Canada
 - Students funded by the FRSQ (*Fonds de la recherche en santé du Québec*)

These exemptions lower your fees to the Quebec rate of tuition. More detailed information for the categories listed above are available at www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions as well as at www.mcgill.ca/legaldocuments/exemption.

Note that this information may be subject to change.

2.1.3 Has McGill Received Your Documents?

2.1.3.1 Quebec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes 5 to 10 business days to process them and update your status accordingly.

- Check your tuition status on the Minerva (www.mcgill.ca/minerva) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*.



Note: Ensure that you select the correct term when viewing your status.

- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see www.mcgill.ca/student-accounts.

If you do not agree with your tuition status, notify McGill right away. Documentation provided to modify your legal and tuition status must be received within the given semester for changes to be applied for that semester. Retroactive tuition status updates are not permitted; requests and documents submitted after the semester has ended will be processed, with changes applied to the following semester.

2.1.3.2 Permanent Code

The Government of Quebec usually takes one to four weeks to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 2.1.2: What Documents Does McGill Need from You?](#) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

2.1.4 What Are the Consequences of Not Providing Your Documents?

The deadline to submit documents in support of a change to your tuition status effective for that semester is the last day of classes for that semester (e.g., December 1 for changes to be made to your tuition status for the Fall term, or April 1 for changes to be made for the Winter term).

If documents are still missing from your file subsequent to the start of the semester, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

International students who have not provided their valid immigration documents to McGill may be de-registered from their courses.

2.1.5 Where and How Do I Send My Documents?

You must send in all your documents after you have accepted your offer of admission but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID on each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order. Refer to www.mcgill.ca/legaldocuments/how for further details.

By Email:

Follow these steps to submit your legal documents electronically.

1. Save the attached file in an accepted format.

- Standard PDF (.pdf) – encrypted PDFs will not be accepted.
- Tagged image format (.tif, .tiff for scanned images).

Ensure that you save your documents properly in one of the above formats—do not just rename the file extension. Due to the possibility of computer viruses, McGill does **not** accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.

2. **Ensure that the resolution used is at least 300 dpi (dots per inch)** for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate). The preferred file size is 100KB per image.
3. **Address your email to legaldocumentation@mcgill.ca and attach your relevant scanned document(s).** Attach the file(s) to your email; do not include the documents in the body of your email.
4. **Put your First Name, Last Name, and McGill ID number in the subject line of your email.**

Note: Individual email size (including your attachments) should not exceed 5 MB (5120 KB).

If there is a problem with your documents, contact:

Telephone: 514-398-7878

Email: <http://webforms.mcgill.ca/servicepoint/request.asp>

2.1.5.1 For the School of Continuing Studies

By Email:

legaldocuments.conted@mcgill.ca

In Person (appointment required) or By Mail/Courier:

McGill University
School of Continuing Studies
688 Sherbrooke Street West, Suite 1199
Montreal QC H3A 3R1

If there is a problem with your documents, contact Client Services at:

Telephone: 514-398-6200

Email: info.conted@mcgill.ca; legaldocuments.conted@mcgill.ca

2.2 Identification (ID) Cards

As a student registered at McGill, you are required to present an ID card to:

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;

- access meal plans;
- access the inter-campus shuttle bus.

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 2.1.2: What Documents Does McGill Need from You?](#)).

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

The Student Identification Card is the property of the University, for use by the cardholder only, and is not transferable. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you 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 \$25 replacement fee.
- If you need security access to labs or other facilities please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the *Area Access Manager Contact List* on the [Security Services website](#).

2.2.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at www.mcgill.ca/students/records/id.

- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).
- Returning students must be registered for at least one course, and may present themselves at an ID card centre at any time in order to obtain a replacement card.

2.2.2 ID Card Schedule for the Macdonald Campus

New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).

Student Affairs Office, Room 106, Laird Hall

Office hours:

Monday through Friday – 9:00 a.m. to 4:00 p.m.

Friday throughout the summer – 9:00 a.m. to 3:00 p.m.

Closed June 23, 24, 30, and July 1



Note for Continuing Studies: You must allow at least one day after you have registered before applying for your ID card. You will not be issued an ID card if you have fees owing. You may obtain your ID card at the [Client Services Office](#) of the School of Continuing Studies. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Client Services Office of the School of Continuing Studies.

2.3 Legal Name

This is the name that will appear on your e-bills, tax receipts, degree, diploma, or certificate on graduation, and on your official transcript. It is also used by the Government of Quebec to create a Permanent Code.

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

1. Canadian birth certificate
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card, both sides)
3. Canadian Immigration Study or Work Permit document
4. Certificate of Acceptance of Quebec (CAQ)
5. International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable.)
6. Letter from international student's consulate or embassy in Canada
7. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). Note that Quebec marriage certificates are only acceptable if issued prior to 1984.
8. Certificate of Name Change issued by the Quebec *Directeur de l'état civil*

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.

2.4 Preferred First Name

Your preferred first name is a name by which you are normally addressed, and is different from your legal first name. The Preferred First Name Procedure enables students to use an alternate preferred first name for certain purposes while studying at McGill.

Students who wish to use a preferred first name should enter this information into Minerva as soon as possible in order to ensure that their preferred first name is used as widely as possible.

The preferred first name may be used on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts

The student's legal name must appear on official university documents, such as:

- Official university transcripts
- Reports to government
- Letters of attestation
- Diplomas and certificates
- Tuition fee e-bills

It is important to note that making a request to use a preferred first name at McGill does not change a student's legal name in the McGill student record or records with government authorities.

You can provide a preferred first name on your application for admission or, once admitted, on *Minerva*, under the *Personal Menu*. From the *Personal Menu*, select *Name Change* and then add your preferred first name in the preferred first name field.

You can also request that your preferred first name be part of your McGill email address by submitting a change to Network and Communications Services (NCS) via the *REGGIE* tool. For further details, see www.mcgill.ca/students/records/address.

Please see the [Preferred First Name FAQ](#) for more information.

2.5 Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva (www.mcgill.ca/minerva). To do this, go to *Personal Menu > Name Change*, where you can make minor corrections such as changing case (upper/lower), adding accents, and spacing. You can also add a preferred first name that is different from your legal first name, and it will be used internally at McGill. For more information on the Preferred First Name Procedure, see www.mcgill.ca/students/records/address/preferred.

Note that you cannot change your legal name via Minerva. Requests for such changes must be made by presenting official documents (see [section 2.3: Legal Name](#) and [section 2.4: Preferred First Name](#)) in person at *Service Point*, 3415 McTavish Street, Montreal QC H3A 0C8.



Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see [section 2.3: Legal Name](#)) in person at the *Client Services Office*, School of Continuing Studies.

3 Student Types and Registration Procedures

All students, including McGill students, Quebec Inter-University Transfer students, and Special and Visiting Students from universities outside Quebec must register using Minerva, McGill's web-based registration system at www.mcgill.ca/minerva. Once you have determined your student type below, take note of the registration procedures in the corresponding column. Please note that students owing fees from previous terms will be denied access to register on Minerva.

STUDENT TYPES

REGISTRATION PROCEDURES

A) A McGill student is:

- One who is registered in the Winter term immediately preceding the Summer 2014 term in a McGill degree or diploma program; students who are graduating in June 2014, see instructions for D) Special Students.
- One who has not registered or who withdrew in the Winter term and has received a letter of readmission from the Faculty office.

Graduate students

School of Continuing Studies students

Macdonald campus Summer session students

B) A Quebec Inter-University Transfer student is:

- One who is currently registered at a Quebec university and wishes to transfer credits granted by McGill during the Summer to that university.

C) A Visiting Student from a University Outside Quebec is:

- One who is currently registered in a degree or diploma program at another university. (You may take Summer courses at McGill for credit at your home university. After you have selected the courses that you would like to take for university credit, obtain written permission from the Registrar or other responsible authority at your home university. This letter of permission should state the course(s) and number of credits that may be taken and must accompany the documentation sent to McGill.)

D) A Special Student is:

- One who has received either a conditional or final letter of acceptance to a McGill undergraduate degree or diploma program.
- Anyone who is not currently registered in a degree or diploma program either at McGill or elsewhere.
- One who is graduating from McGill University in the month of June 2014.



Note: If you have received a final acceptance to a McGill undergraduate degree or diploma program for Fall 2014 and have confirmed your acceptance, please see the registration procedures for student type A) McGill students.

Please remember to:

- Pay any outstanding fees on your student account;
- Verify the course and program requirements in the Undergraduate Programs, Courses and University Regulations publication at www.mcgill.ca/study;
- Consult your faculty student affairs office for a list of Summer courses that are acceptable for credit toward your degree. Other courses may be taken, but may not count toward your degree;
- Obtain authorization from the appropriate department, if required;
- Go to www.mcgill.ca/students/courses/add/register and follow instructions on how to register. View your class schedule on Minerva to ensure you are correctly registered.

Before registering via Minerva, you should consult with your graduate department/unit (see www.mcgill.ca/gps/students/registration). For Special or Visiting Students taking graduate courses, please submit your application via uApply (see www.mcgill.ca/gradapplicants/apply/prepare/visiting).

You must register with the School of Continuing Studies (see www.mcgill.ca/continuingstudies).

You must register with the Faculty of Agricultural and Environmental Sciences (see www.mcgill.ca/macdonald).

Currently registered students at other Quebec universities should follow the steps below:

- Initiate an online Inter-University Transfer (IUT) form to request the required authorizations. Complete the IUT form available online at www.crepug.qc.ca by clicking on the indicated link and entering your application information.
- After the online Inter-University Transfer form is approved by your home university and McGill, you must register in the approved course(s) on Minerva.
- Go to www.mcgill.ca/students/courses/add/register and follow instructions on how to register. View your class schedule on Minerva to ensure you are correctly registered.



Note: The online IUT form is only an approval process and does not signify that you will be registered in the course.

Registration for Visiting Students from universities outside Quebec and for all Special Students:

- Before registering for courses on Minerva, you must have a McGill record. You must first fill out a Registration Package for Summer 2014, available for download at www.mcgill.ca/summer/future-students and send it to Service Point either by email, mail, or in person.



Note: McGill students who have a Winter 2014 graduation term on their record will only need to complete the online form entitled *Authorization for Change of Program - Graduating Students* available at www.mcgill.ca/students/records/forms.

- Once your registration package has been processed, you will receive an email with your McGill ID number and instructions on how to register using Minerva. These instructions are also available at: www.mcgill.ca/students/courses/add/register.
- Note that you must provide your Permanent Code form and supporting documents according to the regulations explained in [section 2.1.2: What Documents Does McGill Need from You?](#) Please read this section carefully before submitting your registration package.
- Processing of registration packages will begin in March. Some courses fill up rapidly so you are advised to send your Registration Package for Summer Studies early.

STUDENT TYPES

REGISTRATION PROCEDURES



Note: You are responsible for all courses in which you are registered unless you formally drop these courses online using Minerva before the deadline date. Neither notification of the course instructor nor discontinuing class attendance is sufficient (see [section 17: Key Dates, Summer 2015](#) for add/drop and withdrawal deadlines).

3.1 Course Information and Regulations

Students are advised to also refer to [University Regulations and Resources](#) > [Graduate](#) > [Regulations](#) > : [Registration](#) and : [Student Records](#).



Note for Summer Studies students: Refer to [section 3: Student Types and Registration Procedures](#) and [section 5: Student Records](#).

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs.

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult Class Schedule on the web at www.mcgill.ca/students/courses for the most up-to-date information on courses to be offered.

Not all courses listed are offered every year.

3.1.1 Course Information and Regulations: Class Schedule

[Class Schedule](#) for the upcoming Fall and Winter terms normally becomes available in March prior to the opening of advising. The Summer term schedule is normally published in early February. Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You can also access the details of scheduled courses by clicking the course reference number (CRN) that appears with each course section shown in Class Schedule.

You should make a note of any preregistration 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 your responsibility to consult Class Schedule at the time of registration, and again before classes begin, to ensure that changes have not caused conflicts in your schedule.

Once you have selected some courses from the Class Schedule, try [Visual Schedule Builder](#) (VSB) to view your possible class schedules in an easy-to-read weekly schedule format. Please note that you cannot use Visual Schedule Builder to register but you can copy your choice of course reference numbers (CRNs) from VSB to have handy for registration in Minerva.

3.1.2 Course Numbering

Each McGill course is assigned a unique seven-character course “number.”

The first four characters (Subject Code) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number Teaching Unit Codes previously used. A complete list of Teaching Unit Codes and their Subject Code equivalents can be found at www.mcgill.ca/students/records/transcripts/key in the section [Grading and pre-2002 course numbering](#).

The three numbers following the Subject Code refer to the course itself, with the first of these indicating the level of the course.

- Courses numbered at the 100, 200, 300, and 400 levels are intended for undergraduate students. In most programs, courses at the 300 and 400 levels are normally taken in the student’s last two years.
- Courses at the 500 level are intended for qualified senior undergraduate students but are also open to graduate students.
- Courses at the 600 and 700 levels are intended for graduate students only.

Two additional characters (D1, D2, N1, N2, J1, J2, J3) at the end of the seven-character course number identifies multi-term courses.

3.1.3 Course Terminology

Prerequisite: Course A is prerequisite to course B if a satisfactory pass in course A is required for admission to course B.

Corequisite: Course A is corequisite to course B if course A must be taken concurrently with (or may have been taken prior to) course B.

Credits: The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to [University Regulations and Resources](#) > [Undergraduate](#) > [Student Records](#) > [section 5.2: Credit System](#).

3.1.3.1 Course Nomenclature in Program Descriptions

Required Courses: Mandatory courses that must be completed to fulfil the requirements of a program (e.g., major, minor, etc. at the undergraduate level or specific courses at the graduate), unless the student receives exemptions. Students have no choices among required courses.

Complementary Courses: Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these to meet program requirements. **Complementary courses are not electives.**

Elective Courses: Courses, in some cases, taken outside of a student's program of study that do not count toward the fulfilment of the specific program requirements. Some restrictions may apply, but students have the most choice in selecting elective courses. Some faculties also permit students to take elective courses using the Satisfactory/Unsatisfactory (S/U) Option. Undergraduate students should consult their faculty regulations concerning electives; graduate students require the approval of their Program Director and Enrolment Services.

3.2 Course Load for McGill Students, Visiting Students from Universities outside Quebec, Special Students

The maximum number of credits you may take in the Summer session as a McGill, Visiting, or Special Student is 12 credits. The schedule of lectures in Summer courses is very intensive; therefore, you may not register for more than one course in any one Summer term without special permission, regardless of credit weight. You may take a maximum of two courses in Arts, Education, Engineering, Management, or Science, in any one Summer term. The exception to this rule is the group of Italian courses taken in Florence, Italy. Please contact Professor E. Quaroni or Professor V. Fonsato of the Italian Studies Department for more information.

To register for more than one course (or more than two courses in Arts, Education, Engineering, Management, and Science), McGill students must obtain written permission from their faculty; Visiting Students from both their home university and the faculty in which they are registered; and Special Students from the faculty in which they are registered. Please note that two courses in one term is considered a very heavy work load.

3.3 Course Load for Quebec Inter-University Transfer (IUT) Students

The maximum number of courses an IUT Student may take in one Summer term is 1 (one), regardless of credit weight. Permission to register for more than one course per term must be obtained from the McGill faculty in which the student is registering by using the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ) electronic IUT site at www.crepuq.qc.ca.

3.4 Course Selection

Course descriptions for all faculties can be found at www.mcgill.ca/study/courses. We also encourage you to check www.mcgill.ca/summer/courseselection; in addition to descriptions for all courses, *Class Schedule* includes the days and times when courses are offered, names of instructors, class location, and remarks and comments. This information is subject to change and is updated as courses are added, rescheduled, or relocated. It is your responsibility to consult Class Schedule on Minerva at the time of registration, and again before classes begin to ensure that changes have not resulted in conflicts in your schedule.

Students should pay close attention to the following on Class Schedule and in this publication:

- course restrictions: for example, permission of the instructor required; enrolment limited, or limited to students in a particular program or year;
- course prerequisites, and/or corequisites: it is against University regulations to register for a course for which you have not completed all the prerequisites with a C or better;
- time at which each course section is given: do not register for course sections that have a time overlap; or
- departmental approval required: specified in the course description; and
- placement examination required: specified in the course description.

If you are currently a McGill student, please consult the Undergraduate *Programs, Courses and University Regulations* publication at www.mcgill.ca/study to check your course and program requirements and consult your faculty student affairs office for a list of Summer courses that are admissible for credit toward your degree. Other courses may be taken but may not count toward your degree requirements.

3.5 Department Approval

Some courses require that you first obtain department approval from the department offering the course (or, for Education courses, from the Student Affairs Office, Faculty of Education) before registering. A course requiring department approval will be listed as such in the Class Schedule. Department Approval gives you the **permission to register**, but does not reserve a place in the course.

Since enrolment in these courses is on a first-come, first-served basis, you should register on Minerva as soon as you have your Department Approval.

3.6 Course Changes

All students must use *Minerva* to make any changes to their course selection. You can use Minerva to add or drop courses at any time up to and including the fourth scheduled day of classes (which include lectures and laboratories). See the specific dates outlined in [section 17: Key Dates, Summer 2015](#).

Inter-University Transfer (IUT) students wishing to drop or withdraw from their course(s) should use Minerva; cancelling the course on BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ) is not sufficient. If you want to take a different course you must reapply on the BCI site at www.crepuq.qc.ca and, upon approval, register for the course using Minerva.

You are responsible for all courses in which you are registered unless you formally drop the courses online using Minerva before the deadline date. **Neither notification of the course instructor nor discontinuing class attendance is sufficient.** Please see [section 4.6: Refunds](#) for information on refunds.

3.7 Course Drop and Withdrawal

You may drop (with refund) a course on Minerva up to and including the fourth (4th) scheduled class, and withdraw (without refund) from a course from the 5th to 8th scheduled class*. A withdrawal means that a grade of "W" will appear on your record and you will not be eligible for a fee refund. See the specific dates outlined in [section 17: Key Dates, Summer 2015](#).

Students who do not attend classes and examinations and/or who do not formally withdraw will receive a grade of "J" on their transcripts. If, after the eighth day of class, illness or special circumstances force you to stop attending class, permission may be granted for an official withdrawal (without refund). In such cases, you must apply in writing to the Associate Dean/Director of the faculty in which you are registered. If permission is granted, a grade of "W" or "WF" will be assigned.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at the *Service Point* (3415 McTavish). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

If the course is cancelled due to insufficient enrolment, fees are refunded in full. There are no refunds under any circumstance if you withdraw from a course after the fourth scheduled day of classes (which include lectures and laboratories).

* **Note:** The add/drop and withdrawal deadlines may be different for intensive courses. Please consult the course description for details.

3.8 Your Responsibility

While departmental and faculty advisers and staff will provide advice and guidance, you have ultimate responsibility for:

- the completeness and correctness of your course selection and registration;
- compliance with the completion of the course requirements;
- observance of regulations and deadlines as outlined in the 2015 Summer Studies eCalendar.

3.9 Quebec Inter-University Transfer Agreement

3.9.1 Quebec Inter-University Transfer Agreement: McGill Students

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for three, or in some cases six, **credits** per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your Student Affairs Office for details. Note that this agreement is subject to the following conditions:

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
- The Quebec universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Grades earned at the host university will not be included in your McGill grade point averages (GPA) or show on your McGill transcripts.

- If you are attending McGill as an Exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- Any grades received late from host universities may delay your graduation.

If you are a scholarship holder, you should consult with your Student Affairs Office and the scholarships coordinator concerning eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at www.mcgill.ca/students/iut. You may find additional information posted on your faculty website.



Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the course that was approved. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all the host university's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course using the host university's registration method AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

The host institution will automatically submit your grades to McGill for any completed courses.



Note for the Faculties of Arts and Science (including B.A. & Sc.): If you participate in any type of study away or exchange (including Quebec Inter-University Transfer) during your final (U3) term—even if you are taking only one course outside of McGill—you will not be able to graduate by the end of this final term and must change your graduation to the following term.

3.10 Quebec Inter-University Transfer Agreement: Visiting IUT Students

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

If you are a student at another Quebec university and you want to take courses at McGill using the Quebec Inter-University Transfer (IUT) agreement, you must initiate an online application to request the required authorizations at www.mcgill.ca/students/iut. You should also refer to your home university website for regulations on the number of credits allowed, as well as the policies for transferring the credits.



Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the course that was approved. At McGill, you have to register on Minerva (www.mcgill.ca/minerva). You will be informed via email of the necessary registration steps once your application has been approved. **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all McGill's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course on Minerva AND submit this change on the online Quebec Inter-University Transfer (IUT) application.



Note for Engineering: Courses administered by the Faculty of Engineering that are offered in the Summer term are open only to McGill students.



Note for Continuing Studies: If you are a Visiting IUT Student and your application has been approved, you must register in-person, by appointment only (see [University Regulations and Resources](#) > [Continuing Studies](#) > [Registration for Continuing Studies Students](#) > [Other Ways to Register](#) > [In-Person Registration](#)).

McGill will automatically submit your grades for any completed courses to your home university.

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

The principle of the Satisfactory/Unsatisfactory (S/U) option is to encourage you to take courses outside the area of your specialization with the view of enabling you to acquire knowledge and skills in a variety of fields.


Where permitted by faculty and program regulations, you may take one elective course per term to be graded under the Satisfactory/Unsatisfactory (S/U) option, to a maximum of 10% of your credits taken at McGill to fulfil the degree requirements.


If you decide to have an elective course graded as Satisfactory/Unsatisfactory (S/U), you must do so before the Course Change deadline on Minerva (www.mcgill.ca/minerva) as part of the [Student Menu](#) > [Registration Menu](#) > [Quick Add or Drop Course Sections Menu](#). **You cannot make any changes after the Course Change deadline even if you selected the option by mistake.** If the course is a multi-term course, you must select the S/U option by the Course Change deadline of the first part of the course.

The instructor will report grades in the normal fashion. Grades of A through C are converted to “Satisfactory” (S), and grades of D, F, and J are converted to “Unsatisfactory” (U). The courses taken under the S/U option will be excluded from the grade point average (GPA) 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.





Note: To be considered for in-course awards, including Dean's Honour List designations, and/or the renewal of entrance scholarships, you must complete at least 27 graded credits in the regular academic session, not including courses completed under the S/U option.

 **Note:** The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's Course Change deadline, they must then consult their McGill faculty Student Affairs Office for approval. **Students in the faculties of Arts or Science:** you will need to go to *Service Point* (3415 McTavish Street) to make this request. However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.


 **Note:** Special Students are not eligible to select the S/U option.

For further information, contact your departmental adviser or student affairs office, as appropriate.

 **Note for Agricultural & Environmental Sciences, Arts, B.A. & Sc. and Science:** Freshman year (U0) students are not eligible to select the S/U option.


 **Note for Engineering:**

- You will only be permitted to take a course under the Satisfactory/Unsatisfactory (S/U) option if you are in Satisfactory Standing.
- B.Eng. and B.S.E. students may use the S/U option for Complementary Studies courses (i.e., Group A *Impact of Technology on Society* and Group B *Humanities and Social Sciences, Management Studies and Law*), Basic Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elective Courses (for Mechanical Engineering students from CEGEP). You cannot use the S/U option for courses in any other category of the Engineering programs. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these Complementary Studies courses.
- B.Sc.(Arch.) students may use the S/U option for elective courses taken outside the School of Architecture. You cannot use the S/U option for courses in any other category of the Architecture program. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these elective courses.
- You cannot use the S/U option for courses that are taken to satisfy a minor.

 **Note for Law:**


- The S/U option is available for Law and non-Law electives and Law complementary courses within the B.C.L./LL.B. program as of 2013–2014.
- The S/U option is limited to one course in the B.C.L./LL.B. program for a maximum of 4 credits.
- Students are not permitted to choose the S/U option for required courses.
- The S/U option is not permitted for courses that are taken to satisfy a minor.

 **Note for Management:** The S/U option is not available on Minerva for Management students. Requests for the S/U option can only be made during the official add/drop period. Please contact the BCom Office (www.mcgill.ca/desautels/programs/bcom/contact-us) for details on the conditions that apply.

 **Note for Music:** Music students may use the S/U option for elective courses taken outside the Schulich School of Music (non-music courses). Please note that the S/U option is not permitted for courses that are taken to satisfy a minor.

3.12 Auditing of Courses

McGill does not permit auditing of courses.


 **Note for Continuing Studies:** You can register for a Continuing Studies course and opt to have it "non-evaluated."

4 Fees

The information in this publication was updated in early January 2015. **The University reserves the right to make changes without notice in the published scale of fees.**

Further information regarding fees can be found on the Student Accounts website: www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees.

For information on financial support, see [University Regulations and Resources](#) > Undergraduate > : [Scholarships and Student Aid](#).

 **Note for Graduate and Postdoctoral Studies:** For information on financial support, see www.mcgill.ca/gps/funding/students-postdocs.

4.1 Invoicing Information

Fees are assessed on a term-by-term basis.

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance, and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva (www.mcgill.ca/minerva). Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the *Account Summary by Term* under the *Student Accounts Menu* on Minerva (this is the online dynamic account balance view).

Failure to check email on a regular basis in no way warrants the cancellation of interest charges and/or late payment fees. Refer to the Important Dates for Students website at www.mcgill.ca/importantdates for information on payment due dates.

4.2 Tuition Fees

Tuition rates are subject to change each academic year. Please access *Tuition and fees* at www.mcgill.ca/student-accounts/tuition-fees. The annual rates of tuition and fees are updated as soon as they are known.

4.2.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see www.mcgill.ca/legaldocuments for details. In certain cases, non-Quebec Canadian students pay the same rate of tuition as Quebec students—for further information about these exceptions, see the Student Accounts website at www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions.



Note: Students who are required to submit appropriate documentation and who do not do so by the stipulated deadlines (December 1st – Fall; April 1st – Winter; August 1st – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Should your tuition status be changed during the evaluation period, any late payment and/or interest charges accumulated on the difference between the Quebec and Canadian tuition rates will also be waived.

4.2.2 International Students

International students enrolled at McGill for no more than one semester (i.e., not in a degree program) are exempted from having to obtain a CAQ and Study Permit, per Immigration law. For these cases, McGill will instead require proof of identity (photocopy) of your valid Visitor Visa issued by Immigration Canada (refer to www.cic.gc.ca to determine if you are required to have a Visitor's Visa). If exempt from a Visitor's Visa, students may alternatively provide us with a copy of their valid passport with the entry stamp issued by the Immigration official at the port of entry into Canada (we may also require a copy of their birth certificate with a legal certified translation in English or French, if necessary). For further information, visit www.mcgill.ca/legaldocuments.

Exemptions from international tuition fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate (certain categories may be assessed at the Canadian tuition rate). These categories, and the required documentation for each of them, may be viewed at www.mcgill.ca/legaldocuments. Further information regarding these reductions of International Tuition Fees by the Quebec government is available on the *Student Accounts* website under *Tuition & fees > General information > Tuition fee exemptions*. International students who already hold a valid International Student Fee Exemption may use it for Summer courses.

For more information concerning Fee Exemptions, contact Service Point at www.mcgill.ca/students/records/contact.

4.2.3 Overdue Accounts

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered delinquent if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions. In the event that a student's account has a hold preventing registration or the release of transcripts, the University may require a guaranteed form of payment, for instance, a certified cheque or money order. Certain financial holds prevent the release of diplomas.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24%, multiplied by the balance outstanding at the end of the month (14.88% annually). The rate is evaluated each Spring, and then is set for the following academic year.



Note: You should regularly verify your account balance on Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student if you do not pay your tuition fees, library fees, residence fees, or loans by their due date.

4.2.3.1 Information for Registered Students

If you register for a term but still owe amounts from previous terms, you must either pay your account or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the Student Aid Office (Brown Student Services Building, Room 3200; 514-398-6013) to discuss the possibility of obtaining financial aid.

If you fail to pay the previous term's fees or to make arrangements to settle your debt prior to the add/drop deadline, the University will cancel your registration in the current and subsequent terms.

4.2.3.2 Information for Students Who Are No Longer Registered

When students fail to settle their debt or reach a suitable payment arrangement, or fail to provide the Student Accounts Office with up-to-date contact information, the University refers these delinquent accounts to a collection agency. **If neither the University nor the collection agency is able to collect on the account, the University reserves the right to have the student reported to a credit bureau.** You should be aware that the University is entitled to use all legal means to obtain payment and that students are responsible for all costs associated with such actions.

4.2.3.3 Cancelling Registration for Non-Payment

In accordance with the fee policy stated in [section 4.2.3: Overdue Accounts](#), before the University cancels your future term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form (www.mcgill.ca/student-accounts/forms) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged \$150 (Reinstatement Penalty) for the processing of the re-enrolment.

4.2.4 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 3.9: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

International students in undergraduate programs are not usually permitted to take IUT courses.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges or course material costs.

The University reserves the right to refuse course registrations in non-government-funded activities.

4.2.5 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 your academic standing does not permit you to continue, all fees paid in advance will be refunded.

For directions on requesting your refund online in Minerva, see www.mcgill.ca/student-accounts/your-account/requesting-refund.

4.3 Payment Procedures

Please see the Student Accounts website at www.mcgill.ca/student-accounts/your-account/payment for the various methods of payment available to students and their guests.

4.4 Tax Slips/Receipts

T4A, Relevé 1, T2202A, and Relevé 8 slips are issued on Minerva (www.mcgill.ca/minerva) under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number, and a valid mailing address are required to be transmitted to *Revenu Québec* by the University as part of its tax reporting for both the Relevé 1 and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available at www.mcgill.ca/student-accounts/your-account/tax-information.

4.5 Students With Sponsors

If your fees will be paid by an external organization or agency (e.g., Department of Veterans Affairs, Saudi Bureau, foreign government), you must have your sponsor confirm the conditions of their sponsorship (sometimes called a financial guarantee) in writing on their corporate letterhead and send this letter to the University. Once received by the University and if registration has occurred, your account will be adjusted. Sponsors must confirm annually the list

of eligible students by August 1st of each year or one month prior to the start of the term. For more information, please refer to www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship.

If the sponsor does not pay the promised fees within 90 days of invoicing, you are responsible for paying the fees plus the late payment fee and accrued interest.

4.6 Refunds

Refunds of tuition and administrative charges are available in the following cases:

- if you cancel your registration prior to the start of classes;
- if you drop a course during the Course Change period (first four scheduled classes, which include lectures and laboratories [please see course descriptions of intensive courses where deadlines may be non-standard]).

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may, however, request your credit balance to be refunded at any time, after the add/drop period for the Spring/Summer session has passed.

An online Minerva request for refund form is available on the Student Accounts menu. Please note that we strongly recommend that you supply direct deposit banking information via Minerva (Canadian banks only); otherwise, a refund charge will apply. Please see www.mcgill.ca/student-accounts/your-account/requesting-refund for details.

If the course is cancelled due to insufficient enrolment, fees are refunded in full. **There are no refunds under any circumstance if you withdraw from a course after the fourth scheduled class (which include lectures and laboratories).**

4.7 Fees Other Than Tuition

The University charges a number of administrative fees in the Summer. For information on the current rates, see www.mcgill.ca/student-accounts/tuition-fees. Certain faculties or departments may charge additional fees such as the Arts Information Technology Charge, Course Package Copyright Charges, etc.

Students requiring a replacement ID card are required to pay \$25 for the card.

5 Student Records

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Student Records* section of this publication contains important details pertaining to academic standing, grading and grade point averages (GPA), and transcripts, as well as other topics, and should be periodically consulted.

5.1 Academic Standing

You enter the University in Satisfactory Standing, and your Academic Standing is determined at the end of each term based on your faculty's regulations. Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term, and are displayed on your McGill official and unofficial transcripts. If you receive Unsatisfactory Standing, you must apply to your faculty for readmission. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.

- [section 5.1.1: Academic Standing: Desautels Faculty of Management](#)
- [section 5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences](#)
- [section 5.1.3: Academic Standing: Faculties of Arts and Science \(including B.A. & Sc.\)](#)
- [section 5.1.4: Academic Standing: Faculty of Education](#)
- [section 5.1.5: Academic Standing: Faculty of Engineering](#)
- [section 5.1.6: Academic Standing: Faculty of Law](#)
- [section 5.1.7: Academic Standing: School of Continuing Studies](#)
- [section 5.1.8: Academic Standing: Schulich School of Music](#)



Note for Continuing Studies: If you are in Unsatisfactory Standing, you must apply to the Appeals Committee of your academic area.

5.1.1 Academic Standing: Desautels Faculty of Management

BCom students, see *Desautels Faculty of Management > Undergraduate > BCom Degree Requirements > : Academic Standing.*

5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

Agricultural and Environmental Sciences students, see *Faculty of Agricultural and Environmental Sciences > Undergraduate > Faculty of Agricultural and Environmental Sciences, including School of Dietetics and Human Nutrition (Undergraduate) > Faculty Information and Regulations > : Academic Standing.*

Farm Management and Technology students, see *Faculty of Agricultural and Environmental Sciences > Undergraduate > Farm Management and Technology Program > Academic Rules and Regulations - FMT > : #unique_99.*

5.1.3 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.)

Your Academic Standing is based primarily on your cumulative grade point average (CGPA), but may also be affected by your term grade point average (TGPA). The Standing in each term determines if you are allowed to continue your studies in the next term, and if any conditions will be attached to your registration.

Decisions about Academic Standing in the Fall term are based only on grades that are available in January, i.e., if you have deferred examinations or Fall/Winter spanned courses, grades for those courses don't affect your Fall Academic Standing—they will only affect your Fall TGPA. Therefore, Academic Standings for the Fall term are designated as *Interim*. Note that Interim Standings do not appear on your official transcript. Consult the appropriate section of this publication for the regulations on Interim Standing decisions.

5.1.3.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Satisfactory or Satisfactory Standing:

- you may continue in your program;
- you have a CGPA of 2.00 or greater.

5.1.3.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Probationary Standing (at the end of the Fall term):

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you are strongly advised to consult a departmental adviser, before withdrawal deadlines about your course selection for the Winter term;
- you should see your Faculty adviser to discuss degree planning.

If you are in Probationary Standing:

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you must raise your CGPA to return to Satisfactory Standing;
- you should see your departmental adviser about your course selection;
- you should see your Faculty adviser to discuss degree planning.

You will be placed in Probationary Standing:

- if your CGPA falls between 1.50 and 1.99 and if you were previously in Satisfactory Standing;
- if your CGPA falls between 1.50 and 1.99 and your TGPA in Fall or Winter is 2.50 or higher, and if you were previously in probationary or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Readmitted Standing and have satisfied the relevant conditions specified in your letter of readmission, but your CGPA is still less than 2.00.

5.1.3.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Unsatisfactory Readmitted Standing:

- you were previously in Unsatisfactory Standing and were readmitted by your Faculty or the Committee on Student Standing;
- you must meet the conditions specified in your letter of readmission to be allowed to continue in your program;
- you must carry a reduced load (maximum 14 credits per term) — a lower limit may be specified in your conditions of readmission;

- you should see your departmental adviser to discuss your course selection;
- you should see your Faculty adviser to discuss degree planning.

5.1.3.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Unsatisfactory Standing (at the end of the Fall term):

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you are strongly advised to consult an academic adviser, before withdrawal deadlines, about your course selection;
- you should see your Faculty adviser to discuss degree planning.

If you are in Unsatisfactory Standing:

- you have failed to meet the minimum standards set by the faculties;
- you may not continue in your program, and your registration will be cancelled.

You will be placed in Unsatisfactory Standing:

- if your CGPA falls or remains below 1.50;
- if your TGPA in the Fall or Winter falls below 2.50 and your CGPA is below 2.00 and if you were previously in Probationary, Unsatisfactory Readmitted, or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Standing and were readmitted by the Faculty or the Committee on Student Standing but have not satisfied the conditions specified in the letter of readmission.

Appeals for readmission by students in Unsatisfactory Standing must be received in their respective Faculties no later than the deadlines stated on their readmission websites. For Arts see www.mcgill.ca/oasis/general/readmission. For Science (including B.A. & Sc.) see www.mcgill.ca/science/student/general/readmission. Readmission will be considered only when proof of extenuating circumstances that affected academic performance can be provided (e.g., medical or other documentation). If you are in Unsatisfactory Standing for the second time, you must withdraw permanently.

Normally, supplemental examinations are not permitted; however, if you are in Unsatisfactory Standing, you may appeal for permission to write a supplemental examination, clearly stating the reasons for special consideration and providing proof as appropriate.

Appeals for readmission or permission for supplemental examinations must be submitted to:

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services



Note for students in the Concurrent B.Sc.-B.Ed. Program: If you receive an F or J in any Education Field Experience course, you are placed in Unsatisfactory Standing. Although you may complete your term, you are required to withdraw from the Concurrent Program. However, you may apply to transfer to a conventional B.Sc. program as outlined in [Faculty of Science > Undergraduate > Academic Programs > Science or Mathematics for Teachers](#).

5.1.3.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.)

- Standing awaits deferred exam.
- Must clear Ks, Ls, or Supplementals.
- Standing Incomplete.

If you are a student with an Incomplete Standing (in the Winter or Summer term):

- you may register for the Fall term, but your Standing must be resolved by the end of the course change period for that term;
- you may continue in the program if Incomplete Standing changes to Satisfactory, Probationary, or Interim Unsatisfactory Standing;
- you may not continue in your program and your registration will be cancelled if your Standing changes to Unsatisfactory Standing.

If your Standing changes to Unsatisfactory:

- you may ask for permission to continue in your program;
- you must make a request for readmission as soon as you are placed in Unsatisfactory Standing;
- you must provide proof of extenuating circumstances that affected your academic performance (e.g., medical or other documentation).

Requests for readmission following an Unsatisfactory Standing must be submitted to:

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services

If your Standing is still incomplete by the end of course change period, you should immediately consult with your Faculty Student Affairs Office.

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to [University Regulations and Resources > Undergraduate > Student Records > : Incomplete Courses](#).



Note: Requests are made at *Service Point* (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

5.1.4 Academic Standing: Faculty of Education

Education students, see [Faculty of Education > Undergraduate > Faculty Regulations for Undergraduate Programs > : Academic Standing](#).

5.1.5 Academic Standing: Faculty of Engineering

In the Faculty of Engineering, a decision on your Academic Standing is determined on the basis of your cumulative grade point average (CGPA) according to the criteria listed below.



Note: The Faculty determines Academic Standing decisions after the completion of each term (Fall, Winter, Summer) based on grades obtained up to that point. If you have been granted permission to defer one or more examinations, the Academic Standing decision will be made disregarding the deferred exam grade.

5.1.5.1 Satisfactory Standing: Faculty of Engineering

You are in Satisfactory Standing if you have a CGPA of 2.00 or greater.

You may continue with your studies under the following conditions:

- If you obtained a grade of D or F in a core course, you must repeat the course successfully (grade of C or better) or replace it with an alternative approved course and successfully complete the course.
- If you obtained a grade of F in any other course, you must either repeat the course successfully before graduation or replace it with an alternative approved course and successfully complete the course before graduation.

5.1.5.2 Probationary Standing: Faculty of Engineering

You are in Probationary Standing if you have **EITHER**:

a CGPA that is less than 2.00 and equal to or greater than 1.20

OR

a TGPA that is equal to or greater than 2.50 and a CGPA that is less than 2.00.

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but you have a CGPA that is less than 2.00, you may continue with your studies but you will remain in Probationary Standing until you obtain a CGPA of 2.0 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

You are in Unsatisfactory Standing if you have **EITHER**:

a CGPA that is less than 1.20

OR

a TGPA that is less than 2.50 and a CGPA that is less than 2.00.

If at any time, you were placed in Unsatisfactory Standing and were readmitted to the Faculty of Engineering after one term away, and you are placed in Unsatisfactory Standing again at the end of any subsequent term, you may not continue in your program. You will be asked to **withdraw** from the Faculty of Engineering for a **minimum of one term or permanently**, based on the conditions of your last letter of readmission.

If you are in Unsatisfactory Standing for the first time, the regulations below apply.

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but your CGPA is less than 2.00, you may continue with your studies but will remain in Probationary Standing until you obtain a CGPA of 2.00 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

Students in Unsatisfactory Standing after the Winter term:

- You must withdraw from the Faculty of Engineering for a minimum of one term.

For more information about Academic Standing, see www.mcgill.ca/engineering/current-students/undergraduate/advising-programs/academic-standing.

5.1.6 Academic Standing: Faculty of Law

If you do not obtain a sessional grade point average (GPA at the end of Fall and Winter terms combined) of at least 1.50, you will be required to withdraw from the Faculty. If your sessional GPA is between 1.50 and 1.99, you will be permitted to continue with your program, but you must obtain a subsequent sessional GPA of 2.50 or a Cumulative GPA (CGPA) of 2.00. You must have a CGPA of 2.00 to be considered for graduation. Students who are required to withdraw from the Faculty may be authorized to continue in their program by the Faculty Admissions Committee if there are exceptional reasons for the required withdrawal.

5.1.7 Academic Standing: School of Continuing Studies

If you are in Unsatisfactory Standing, you must apply to the Appeals Committee of your academic area.

5.1.8 Academic Standing: Schulich School of Music

Music students, see > *Undergraduate > Academic Information > : Academic Standing*.

5.1.9 Academic Standing for Degree Students Registered in the Summer Term

If you are in Unsatisfactory Standing, you may register for Summer courses but will be blocked from Fall term registration unless you have been readmitted by your faculty. Consult the student affairs office of your faculty for more information (www.mcgill.ca/students/advising/advisordirectory).

If you are graduating at the end of the Winter 2015 term, you can still register in Summer courses, but you will be classified as a Special Student. Please fill out the *Authorization for Change of Program - Graduating Students* form available at www.mcgill.ca/students/records/summer.

You are reminded that you cannot graduate at the end of the Summer 2015 term and attend the Spring 2015 convocation. If you complete your degree requirements during Summer 2015, you will be granted your degree at the Fall 2015 convocation.

5.2 Credit System

The faculties listed in this publication 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, but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of the student 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 suffixes: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. 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.



Note for Agricultural and Environmental Sciences, and Science: As a guideline, a one-credit course would represent approximately 45 hours total work per course. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours.



Note for Engineering: One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials and problem periods as well as personal study hours. As a guide, the average number of hours per week of course activities is indicated in hours in the course listing after the course credit. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or lab, and five hours of personal study per week.



Note for Summer Studies: For Summer courses, a three-credit course usually indicates ten hours of lectures per week starting in either the May, June, or July session and spanning a maximum period of five weeks.

5.3 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. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

Grades A through C represent 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 3.11: Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).

You must obtain a grade of C or better in courses that you take to fulfil program requirements. You may not register in a course unless you have passed all the prerequisite courses with a grade of C or better, except by written permission of the appropriate department chair.

Grades	Grade Points	Numerical Scale of Grades
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%



Note for Engineering: The Faculty of Engineering does not use this numeric scale. See *Note for Engineering* below.



Note for Law: Faculty of Law does not use this numeric scale.

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined by a grade point average (GPA), which is calculated by multiplying the course credit by the grade points, and dividing the sum by the total course GPA credits. The result is not rounded up to the nearest decimal point.

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) is 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) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change levels, e.g., from undergraduate to graduate, the CGPA starts again.

This policy took effect in January 2003. Prior to January 2003, if your 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 you repeat courses, all results are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.

You must obtain a minimum CGPA of 2.00 to be considered for graduation with a McGill degree.



Note: During the first week of lectures, each instructor will provide you with a written course outline. This information should include, where appropriate:

- whether there will be a final examination in the course;
- how term work will affect the final mark in the course;
- how term work will be distributed through the term;
- whether there will be a supplemental examination in the course, and if so, whether the supplemental exam will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with formal final examinations *must* have supplementals);

- whether students with marks of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental mark will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).



Note for Engineering: In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course. This may not correspond to grades indicated in the “Numerical Scale of Grades” column in *Grading and Grade Point Averages*. A grade of D indicates marginal performance which is acceptable only for Complementary Studies courses (i.e., Group A *Impact of Technology on Society* and Group B *Humanities and Social Sciences, Management Studies and Law*), Basic Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elective Courses (for Mechanical Engineering students from CEGEP and for Architecture students). A grade of D is not acceptable for required (core) courses, technical complementary courses, laboratory complementary courses, or courses in any other category of the Engineering programs. Individual departments/schools will decide if a student with a D in a prerequisite course(s) may take the subsequent course.

Grades have the following designations:

A, A-	Very Good
B+, B, B-	Good
C+, C	Satisfactory
D	Conditional Pass
F	Fail

5.4 Grading and Grade Point Averages (GPA): Other Grades

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
K	—	incomplete; deadline extended for submission of work in a course
KE or K*	—	further extension granted
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 3.11: 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 3.11: 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

Other Grades

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 by 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

5.5 Unexcused Absences

All students who miss a final exam are given a J grade. You then have the following options:

1. Ask to be assigned a grade based only on the grades earned for your work submitted up to, but not including, the final exam.
The grade earned is calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the final grade allocated to the final exam. This option is not available if the professor stipulated in the course outline that the final exam is a required part of the evaluation.
2. Request a deferred exam, if you have the appropriate reasons and documentation.
3. Apply for a supplemental exam if permitted by your faculty.



Note for Engineering: Option 1 is not available to students in the Faculty of Engineering.



Note for Music: Option 1 is not available to students in the Schulich School of Music.

You must request option 1) no later than four months after the end of the examination period of the original course.

You must request option 2) by the faculty deadlines as indicated in *University Regulations and Resources > Undergraduate > Examinations: General Information > Final Examinations > : Final Examinations: Deferred Examinations*.

You must request option 3) by the faculty deadlines as indicated at www.mcgill.ca/students/exams.

If you wish to appeal a J grade, you should write to your Associate Dean or Director.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.



Note for Graduate and Postdoctoral Studies: Only options 2 and 3 above are applicable to graduate students. Students wishing to appeal a J grade should write to the Assistant Registrar, Records.

5.6 Verification of Student Records: Unofficial Transcripts

Subject to [section 5.7: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on Minerva (www.mcgill.ca/minerva) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

If you are graduating, verify your record on Minerva before the end of your final term to ensure that the correct expected graduation term appears on your unofficial transcript; if not, you may be overlooked for graduation. You should direct any questions or problems with your record to your Student Affairs Office.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.



Note for Graduate and Postdoctoral Studies: You should direct any questions or problems with your record to your Graduate Program Director.

5.7 Changes to Student Records after Normal Deadlines

5.7.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors, minors, or concentrations). They also include changes to tuition status based on the submission of legal documents.

5.7.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

5.7.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in [section 5.7.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at [Service Point](#) (3415 McTavish). However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

5.7.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in [section 5.7.2: Registrar Deadlines](#) have passed. In situations where there are “extraordinary personal” or “extraordinary academic” circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. You may be assessed a fee for a change requested after Registrar deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at [Service Point](#) (3415 McTavish). However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

5.7.5 Fee Assessment Consequences

When a change to your student record is made, the revised fee assessment appears on your next fee statement.

If you want to contest the fee assessment, you must make a written request to Enrolment Services. Enrolment Services reviews the extraordinary circumstances described in the supporting documentation provided by your faculty, and consults with the Student Accounts Office if necessary, to decide whether or not to consider the request. Enrolment Services then sends you a letter explaining the decision.

5.7.6 Student's Citizenship and/or Immigration or Fee Exemption Status

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 2.1.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

5.8 Unofficial Transcripts

If you require a copy of your student record, access Minerva (www.mcgill.ca/minerva) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See [section 5.9: Official Transcripts](#).

5.9 Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see www.mcgill.ca/students/records/transcripts.

Currently Registered Students: Use Minerva (www.mcgill.ca/minerva) to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*.

Alumni or former students who were registered or graduated as of 1972 or later: You **must** submit your request in Minerva (www.mcgill.ca/minerva) at *Student Menu > Student Records Menu > Request Printed/Official Transcript* and will require login credentials. Please visit the IT Knowledgebase (www.mcgill.ca/it) to view how to obtain your McGill ID & Minerva PIN.

Alumni or former students who were registered or graduated prior to 1972 (archived records): You must submit an online *Request for Archived Official Transcript* located at: www.mcgill.ca/students/records/transcripts and will be required to provide a copy of a government-issued Photo ID.



Note: Proxy requests will be accepted only with written authorization.

5.10 Transcript of Academic Record: General Information

A McGill transcript includes all attempted work and final grades obtained in any and all programs. The University does **not** issue partial transcripts under any circumstances.

The University issues official transcripts free of charge for currently registered students and will mail them by regular mail to the address(es) indicated on the request made in *Minerva*. Alternatively, an official transcript may be picked up in person at *Service Point* in a sealed envelope.

Requests for official transcripts are processed in about 3 to 5 working days (5 to 7 during peak periods). Requests for archived transcripts (pre-1972), however, will take longer.

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

For more information on requesting official transcripts, refer to the Official Transcripts section below.



Note: The University may not be held responsible for the loss or delay of transcripts in the mail.



Note: You cannot submit a transcript request in Minerva if you have **holds** on your record (e.g., accounting, registrar, library, etc.). Please verify your unofficial transcript in Minerva for any holds.

5.11 Course Numbering on the Transcript

Prior to September 2002, course numbers had seven-character designations beginning with a three-number code indicating 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 at www.mcgill.ca/student/records/transcripts/key.

For information on our current course numbering, see *University Regulations and Resources > Undergraduate > Registration > Course Information and Regulations > section 3.1.2: Course Numbering*.



Note for Continuing Studies: Examples of course numbers displaying on transcripts prior to September 2002 are:

280-211X = Intro. to Financial Accounting in Fall term (X);

629-202Y = Micro Economics in Winter term (Y);

660-221Z = Project Management extending for two terms, Fall and Winter (Z).

6 Examinations: General Information



Note: The University Exam Regulations governed by the University Student Assessment Policy are available at www.mcgill.ca/students/exams/regulations.

In addition to the University Student Assessment Policy (available on the [Secretariat website](http://www.mcgill.ca/students/exams/regulations)) and the general examination regulations listed at www.mcgill.ca/students/exams/regulations, you should also consult the faculty sections of this publication for particular regulations. You will be informed of the evaluation method used in each course by the end of the Course Change period.

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.

You are not permitted to write an examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. Once you have presented yourself for an examination or test, you must submit all written work to the invigilator before leaving.

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

You are reminded that cheating in any examination is considered a serious offence that 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. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.

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 familiarizing themselves with the University Student Assessment Policy (available on the [Secretariat website](http://www.mcgill.ca/students/exams/regulations)) and the *Code of Student Conduct and Disciplinary Procedures* (available at www.mcgill.ca/students/exams/regulations).

You can find information about issues related to academic integrity at www.mcgill.ca/students/srr/honest.



Note for Engineering Students: You should also refer to the Engineering website for more information at www.mcgill.ca/engineering/current-students/undergraduate/courses-registration/exams-assessment.



Note for Law Students: You should also refer to the Law website for more information at www.mcgill.ca/law-studies/courses-registration/exams.



Note for Continuing Studies Students: You should consult the academic sections of this publication for particular regulations.

6.1 Class Tests

Members of the teaching staff may give interim class tests from time to time.

6.2 Examination Facilities for Students with Disabilities

If you have a permanent or temporary disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information, see: www.mcgill.ca/osd.

6.3 Credit by Examination

In certain exceptional cases and in certain faculties, you can apply to the Associate Dean or Director to write a final examination in order to obtain credit in a course that you were not registered in. This is possible only in those courses where there is no other assessment except the final examination.

6.4 Faculty of Engineering Policy on use of Calculators in Faculty Tests and Examinations

The use of calculators during tests and examinations is at the discretion of the course instructor. If a calculator is permitted in the examination, you are required to use one of the following calculators: CASIO fx-100MS, CASIO fx-115MS, CASIO fx-260, CASIO fx-570MS, CASIO fx-991MS, CASIO fx-992S, SHARP EL-510, SHARP EL-520, SHARP EL-531, or SHARP EL-546 (all extensions are acceptable for SHARP calculators). No other calculators will be permitted, regardless of their level of sophistication, unless otherwise stated by the examiner. **Non-regulation calculators will be removed and no replacement calculator will be provided.** You are expected to own one of the above-listed Faculty of Engineering Standard Calculators.

For more information, see www.mcgill.ca/engineering/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators.

6.5 Final Examinations

Formal final examinations are held during an examination period at the end of the course term. The dates of the examination periods are listed at www.mcgill.ca/importantdates.



Important Note: You are advised not to make travel plans prior to the release of the Final Exam Schedule. Vacation plans *do not* constitute grounds for the deferral or re-scheduling of final exams.



Note for Summer Studies: All information pertaining to final exam conflicts can be found at www.mcgill.ca/summer/finalexams.

In some courses there is no final examination; your standing in these courses is determined by term work and class tests.

6.5.1 Final Examinations: University Regulations Concerning Final Examinations

6.5.1.1 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.

6.5.1.2 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 or Director of their faculty.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

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 at www.mcgill.ca/students. This information is not available by telephone. No student will be allowed to enter an examination later than one hour after it has started.

6.6 Deferred Examinations for Summer Term Courses

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you must submit a request for a deferral on Minerva.

If the request is approved, you may be granted the option of writing a deferred examination. In such cases, a grade of "L" will be entered on your record, to be replaced subsequently by the grade received in the deferred examination.

Students with permission to write a deferred examination (for courses administered by faculties outside of Engineering) should expect to write the deferral in mid-August concurrent with the Winter deferred exams. Please see www.mcgill.ca/students/exams/supdefefer for further details. For deferral application dates, please see www.mcgill.ca/students/exams/dates.

Please note that for courses administered by the Faculty of Education, deferred examinations will not be permitted; however, in exceptional circumstances, you may be granted permission to withdraw from the course, without refund.

A student who, in the absence of exceptional circumstances, does not write the final examination and has not formally withdrawn from the course, will be given a letter grade of "J," which will count as a failure in the TGPA and CGPA.

The final examination schedule for Summer Studies courses is available at www.mcgill.ca/summer/finalexams.

6.7 Final Examinations: Reassessments and Rereads

In accordance with the *Charter of Students' Rights*, and subject to its stated conditions, you have the right to consult any written submission for which you have received a grade. You also have the right to discuss this submission with the examiner. If you want to have a formal final examination reread, you must apply in writing to your Student Affairs Office (the Associate Dean, Student Affairs, in the Faculty of Agricultural and Environmental Sciences and in the Schulich School of Music), or Service Point if you are a student in the Faculty of Arts or the Faculty of Science. You should check with that office regarding application deadlines for formal rereads.

6.7.1 Reassessments and Rereads: Faculties of Arts and Science (including B.A. & Sc.)

There are two recognized types of impartial reviews, i.e., reassessments or rereads:

- reassessment of coursework (term papers, mid-terms, assignments, quizzes, etc.)
- reread of a final exam

In both cases, rather than recorrect the work and then grade it as they would have done themselves, reviewers assess the **appropriateness** of the original grade based, for example, on the application of the grading key to the student's work. If a grade is deemed unfair, it is changed, whether the new grade is higher or lower than the original, i.e., the reviewer's grade takes precedence over the original grade.

6.7.1.1 Reassessment of Coursework

These reassessments are administered and conducted solely by the units involved according to procedures specified by the units and made available to staff and students. Requests for such reassessments must be made within 10 working days after the graded material(s) has been made available for students to view. Reassessments should normally be completed within 20 working days of the request.

6.7.1.2 Rereads of Final Examinations

These rereads are administered by Service Point, but conducted by the units involved. You must make a request to Service Point by March 31 for courses in the Fall term, and by September 30 for courses in the Winter or Summer terms (these deadlines are strictly enforced and no requests will be accepted once they have passed). You are assessed a fee for such rereads. Consult the Student Accounts website for the fee at www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other. It is strongly recommended, but not required, that you consult with the instructor of the course before requesting a reread of a final exam.

Reassessments and rereads in courses not in the Faculties of Arts and Science are subject to the deadlines, rules, and regulations of the relevant faculty.

6.7.2 Rereads: Faculty of Engineering

You can request a formal reread of a final examination once you have discussed it with your instructor. You must complete a *Request for a Reread of a Final Exam* form and submit it to the Student Affairs Office, Engineering Student Centre.

The following regulations apply:

- You may request rereads for only one course per term, unless you obtain permission from the Student Affairs Office, Engineering Student Centre.
- Grades may be either raised or lowered as the result of a reread.

- A fee for each reread will be assessed directly to your McGill account if the result remains the same or is lowered. If the grade is raised, there is no charge. Consult the Student Accounts website for the fee at www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other.

Reread application deadlines:

- Fall courses: last working day of March
- Winter courses: last working day of July
- Summer courses: last working day of November

Non-Engineering courses: Rereads in courses not in the Faculty of Engineering are subject to the deadlines, rules, and regulations of the relevant faculty.

6.8 Supplemental Examinations

There are no supplemental examinations for Summer courses.

7 Service Point

Service Point has brought together newly integrated, front-line undergraduate and graduate student administrative services. Located on the ground floor of the McLennan Library Building in the heart of the Downtown campus, Service Point will address a wide variety of students' needs.

Some of the many services offered at Service Point for undergraduate and graduate students:

- certified or translated copies of diplomas
- degree verification
- help with admissions
- help with Minerva
- international health insurance cards and exemptions
- McGill ID cards
- official transcript pick-up
- replacement diplomas
- student exchanges/study abroad
- submitting legal documents
- tuition and fees information
- pick-up of alternative U.S. Loans

Arts or Science students will also be able to inquire about:

- course and program registration
- exams (including deferred and supplemental)

For a complete list of student services and resources at McGill, see www.mcgill.ca/students.

For more information about Service Point, see www.mcgill.ca/students/servicepoint.

7.1 Location

3415 McTavish Street (corner Sherbrooke)
Montreal QC H3A 0C8

Opening hours: please refer to www.mcgill.ca/students/servicepoint

Telephone: 514-398-7878

Email for current students: <http://webforms.mcgill.ca/servicepoint/request.asp?bhcp=1>

Email for applicants & prospective students: <http://webforms.mcgill.ca/servicepoint/contact.asp?bhcp=1>

8 Support for Students: Office of the Dean of Students

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach to families, the McGill community, and the broader local community.

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 4100
Montreal, QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990
Email: deanofstudents@mcgill.ca
Website: www.mcgill.ca/deanofstudents

9 Student Services

McGill offers a full range of student services and resources that support your life, learning, personal, and academic achievements.

9.1 Office of the Executive Director, Services for Students

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 4100
Montreal, QC H3A 0G3

For information, contact:

Telephone: 514-398-3825
Website: www.mcgill.ca/studentsservices

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office, or department. Funding is also available for projects, initiated by students and/or staff, that enhance student life and learning.

9.2 Student Services – Downtown Campus

Unless otherwise indicated, all Student Services on the Downtown campus are located in the William and Mary Brown Student Services Building, 3600 McTavish Street, Montreal, Quebec, H3A 0G3.

A list of services available is given below. For further information, see the Student Services website: www.mcgill.ca/studentsservices.

Student Services:

Brown Student Services Building, Suite 4100
3600 McTavish Street
Montreal, Quebec, H3A 0G3
General Information: 514-398-8238
Website: www.mcgill.ca/studentsservices

Career Planning Service (CaPS): Provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

Brown Student Services Building, Suite 2200
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca

Website: www.mcgill.ca/caps

Office of Religious and Spiritual Life: Concerned with the spiritual and mental well-being of all students.

Brown Student Services Building, Suite 2100
Telephone: 514-398-4104
Email: morsl@mcgill.ca
Website: www.mcgill.ca/morsl

Counselling Service: Assists with psychological, emotional, and interpersonal issues as well as vocational and academic concerns.

Brown Student Services Building, Suite 4200
Telephone: 514-398-3601
Email: counselling.service@mcgill.ca
Website: www.mcgill.ca/counselling

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

3505 Peel Street
Telephone: 514-398-3217
Email: firstpeopleshouse@mcgill.ca
Website: www.mcgill.ca/fph

Campus Life & Engagement: Helps ease the transition of all students new to McGill. Coordinates "Discover McGill," a one-day, campus-wide University and faculty orientation.

Brown Student Services Building, Suite 3100
Telephone: 514-398-6913
Email: firstyear@mcgill.ca
Website: www.mcgill.ca/firstyear

Health Services and Dental Clinic: 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 Student Services Building, Suite 3300
Telephone: 514-398-6017
Website: 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 Student Services Building, Suite 4400
Telephone: 514-398-4349
Email: international.students@mcgill.ca
Website: www.mcgill.ca/internationalstudents

Mental Health Service: A psychiatric clinic that offers easily accessible treatment for mental health problems.

Brown Student Services Building, Suite 5500
Telephone: 514-398-6019
Website: www.mcgill.ca/mentalhealth

Office for Students with Disabilities: Coordinates services to meet the needs of students with disabilities.

Redpath Library Building, 3459 McTavish, Suite RS-56
Telephone: 514-398-6009
TDD: 514-398-8198
Email: disabilities.students@mcgill.ca
Website: www.mcgill.ca/osd

Scholarships and Student (Financial) Aid Office: Provides assistance in the form of loans, bursaries, and Work Study programs to students requiring financial aid.

Brown Student Services Building, Suite 3200
General Information: 514-398-6013
Telephone: 514-398-4807 (Scholarships)

Email: student.aid@mcgill.ca
Website: www.mcgill.ca/studentaid

Tutorial Service: Sponsors an extensive tutorial program for students.

Brown Student Services Building, Suite 4200
Telephone: 514-398-5816
Email: tutoring.service@mcgill.ca
Website: www.mcgill.ca/tutoring

9.3 Student Services – Macdonald Campus

Students who study on the Macdonald campus may make full use of all Student Services on both campuses. All Macdonald campus Student Services are located in the Centennial Centre.

A list of services available is given below. For detailed information, please visit our website at www.mcgill.ca/macdonald-studentservices, and the main Student Services website: www.mcgill.ca/studentservices.

Macdonald Campus Student Services
Centennial Centre, Room CC1-124
21,111 Lakeshore Road
Sainte-Anne-de-Bellevue, Quebec H9X 3V9
Telephone: 514-398-7992
Fax: 514-398-7610
Email: stuserv.macdonald@mcgill.ca

Career Planning Service (CaPS): Assists you in your career development and search for permanent, part-time, and summer jobs by providing workshops, individual advising, a comprehensive job posting service, Career Fairs, and a Career Resource Centre.

Telephone: 514-398-7582
Website: www.mcgill.ca/caps
Email: caps.macdonald@mcgill.ca

Counselling Service: Offers confidential counselling with a psychologist for personal, social, emotional, vocational, and academic issues, among others. Appointments are required.

Telephone: 514-398-7992
Website: www.mcgill.ca/counselling

Health Services: Offers health services in a confidential environment for a variety of health-related issues including general checkups, STI testing as well as routine and travel vaccinations. Appointments are available with our Nurse and Doctor.

Telephone: 514-398-7992
Website: (Macdonald campus) www.mcgill.ca/macdonald-studentservices/feeling-sick
Website: (Downtown campus) www.mcgill.ca/studenthealth

Student Financial Aid: Information and assistance is available for all students concerning government aid programs (includes all Canadian provinces), McGill Loans and Bursaries, and the Work Study Program. Appointments can be arranged with a Financial Aid Counsellor to help students with specific financial concerns.

Telephone: 514-398-7992
Website: www.mcgill.ca/studentaid

Macdonald Campus Student Services also provides international health insurance (Blue Cross cards) and administers mid-term examinations for students registered with the Office for Students with Disabilities.

9.4 Ombudsperson for Students

The Office of the Ombudsperson for students offers confidential, informal, independent, and impartial dispute resolution services to all members of the student community by providing information, advice, intervention, and referrals.

The mandate of the Ombudsperson for Students at McGill University is to intervene at the beginning of the complaint process, and to attempt to resolve issues informally before they proceed to more formal processes. To consult the mandate, visit the website of the Office of the Ombudsperson for Students.

Office of the Ombudsperson
3610 McTavish
Main Floor, Suite 14
Telephone: 514-398-7059 (for an appointment)
Website: www.mcgill.ca/ombudsperson

9.5 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. Visit the Bookstore website or in person to sign up for email reminders so you are the first to know about services such as used textbook buy-back and other events.

3420 McTavish Street
Telephone: 514-398-7444
Website: www.mcgill.ca/bookstore

Macdonald Bookstore
Centennial Centre
Telephone: 514-398-8300
Website: <http://mcss.mcgill.ca/en/bookstore>

9.6 Computer Store

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

3420 McTavish Street
Telephone: 514-398-5025
Email: sales.mcs@mcgill.ca
Website: www.mcgill.ca/mcs

10 Summer Residence Accommodation

10.1 Residences

McGill University – Housing and Conference Services offers residence accommodations in three different locations during the summer:

- **Royal Victoria College (RVC)** is situated next to the main campus in the heart of downtown Montreal;
- Just down the street on Sherbrooke is **La Citadelle (LC)**;
- Located at the corner of avenue du Parc and Prince Arthur is **New Residence Hall (NRH)**.

In each case, McGill's residences are the perfect place to be during the summer in Montreal.

First-class shopping, restaurants, and museums are at your doorstep, with outdoor events and street festivals around every corner. The cobblestone streets and historic buildings of Old Montreal lie to the south, while to the north, Mount Royal invites you to go sunbathing, strolling, and picnicking. The sights and sounds of Montreal's many cultures are part of the vibrancy of the city.

In the traditional-style residences at **Royal Victoria College (RVC)**, you will enjoy the privacy of your own bedroom with a shared common bathroom on each floor. Amenities such as sheets, towels, and soap are provided, and company is nearby in the large renovated lounge, the spacious and sunny study room, TV room, and meeting rooms. Card-operated laundry facilities and public telephones are accessible to everyone. In addition, summer students have access to a communal kitchen for cooking, with a limited number of utensils/pots/pans available on loan at the front desk.

La Citadelle (LC) offers hotel-style accommodation in McGill's newest residence located on Sherbrooke Street West, just steps from McGill's Downtown campus and the Golden Square Mile. At LC, you have the choice of a single-occupancy room with one queen-size bed or a double-occupancy room with two double beds. Each guestroom is equipped with a private bathroom, air conditioning, cable TV, free local calls, and Wi-Fi Internet access. There is a card-operated laundry room and fitness centre available 24 hours per day on site. LC does not offer public cooking facilities for summer students.

The **New Residence Hall (NRH)** also offers hotel-style accommodation in the heart of the McGill student ghetto. NRH is directly connected to the *Galeries du Parc* shopping centre, with a variety of shops, grocery stores, and a movie theatre just steps away. Rooms at NRH are equipped with a telephone, cable TV, high-speed Internet, air conditioning, and a private bathroom. You also have the choice of single-occupancy rooms with a queen-size bed or double-occupancy rooms with two double beds. Card-operated laundry facilities are available on site. There are kitchen facilities throughout the building, however, all cooking utensils/pots/pans must be provided by the student.

10.2 Reservations for Summer Residences

Reservations for all summer residences (including RVC, LC, and NRH):

Rooms are available as of May 15, 2015, at all locations. Rooms for McGill Summer Studies may be available from as early as Monday, May 4, 2015; please contact the Housing and Conference Services Reservation Office for any inquiries. Anyone arriving prior to May 15, 2015, must commit to a minimum of one month's stay and will be required to pay one month's accommodation in advance. There will be no refund of this amount should the student withdraw.

Cancellation Policy:

Please contact the Housing and Conference Services reservations office no later than 12:00 p.m. EST (noon) two days prior to arrival date to avoid a one-night cancellation fee. **Notice to any other University office is not sufficient.**

Prior to sending your application, it is strongly recommended that you verify availabilities with the Housing and Conference Services Reservation Office. **Please note that you will be required to provide a valid Visa, MasterCard, or American Express card number to guarantee your reservation.**

To make a reservation for RVC, LC, and NRH:

McGill University
Housing and Conference Services
3625 avenue du Parc
Montreal QC H2X 3P8

Telephone: 514-398-5200
Fax: 514-398-4521
Email: reserve.residences@mcgill.ca
Website: www.mcgill.ca/accommodations

Rates for summer students:



Note: Rates may be subject to changes without notice. Rates do not include applicable taxes (5% GST+ 9.975% QST).

	RVC (single occupancy)	LC (single/double occupancy)	NRH (single/double occupancy)
Daily Rate	\$40.00	\$114.00	\$84.00
Monthly Rate	\$720.00	\$2,023.00	\$1,692.00

Meal Arrangements

McGill Food and Dining Services provides food services at a variety of outlets across campus throughout the Summer term. For more information please refer to www.mcgill.ca/foodserves.

Off-Campus Housing

The McGill Off-Campus Housing Service lists various types of accommodation in the downtown area. Please contact:

Off-Campus Housing – University Hall
3473 University Street
Montreal, Quebec H3A 2A8

Telephone: 514-398-6010
Fax: 514-398-2305
Email: offcampus.housing@mcgill.ca
Website: www.mcgill.ca/students/housing/offcampus

11 Athletics & Recreation

11.1 Downtown Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include a gymnasium, fully-equipped fitness centre, varsity weight room, pool, arena, fieldhouse, stadium, indoor and outdoor running tracks and tennis courts, squash and racquetball courts, spinning, dance and martial arts studios, and various playing fields.

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses, intramurals, and membership to the Fitness Centre.

McGill Sports Complex

475 Pine Avenue West

Telephone: 514-398-7000

Email: perry.karnofsky@mcgill.ca (recreational sports) or lisen.moore@mcgill.ca (intercollegiate sports)

Website: www.mcgillathletics.ca

Mobile Website: m.athletics.mcgill.ca

Facebook: www.facebook.com/mcgillathleticsandrecreation

Twitter: www.twitter.com/McGillAthletics

11.2 Macdonald Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include a gymnasium, weight room, arena, tennis courts, playing fields, and large expanses of green space. Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramurals and fitness courses.

Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre.

Stewart Athletic Complex

Telephone: 514-398-7789

Website: <http://macdonaldcampusathletics.ca>

12 For your Information Technology (IT) Needs

McGill's IT Services website is your one-stop shop for all central IT services at McGill. Visit www.mcgill.ca/it to:

- Find details on all IT services, including available training and support. Services are organized by categories such as “Telephone, Network, and Wireless.”
- Search the McGill IT Knowledge Base for FAQs and supporting articles on all IT services. Search by keywords such as “myMcGill,” or by specific article number.
- Send us your feedback or get help on an IT issue.
- Read featured articles on computer security, new software, and other timely tips.
- Find out about new IT projects on the horizon.
- Check the status of IT systems at a glance and view IT announcements and scheduled downtimes.

Under the Getting Started tab you'll find a section on IT services specifically for students, including myMcGill, the University portal, and myCourses (for online course content). You'll also find information on accessing your McGill email, connecting to the McGill wireless network, and downloading free software.

12.1 Logging In

You need to use your McGill Username (usually in the form of firstname.lastname@mail.mcgill.ca) and McGill Password to access most central IT services including: myMcGill, myCourses, email, wireless, and Virtual Private Network (VPN).

For some systems, such as uPrint (campus printing), you may sign in using your McGill Short Username, i.e., the first letter of your first name + first five letters of your last name, usually followed by a number (e.g., jsmith5).

To find out your McGill Username and Short Username, and to create or reset your McGill Password:

1. Log in to Minerva (www.mcgill.ca/minerva) using your 9-digit McGill ID number and PIN.
2. Go to *Personal Menu* > *Password for McGill Username*.
3. Follow the onscreen instructions.

12.2 myMcGill (the University portal)

myMcGill is the central access point where you:

- Read your email.
- Check myCourses.
- Get direct links to Minerva to view and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.

Click myMcGill in the *Quick Links* menu, at the top of any McGill web page (www.mcgill.ca), and sign in using your McGill Username and McGill Password.

Browser Compatibility

myMcGill currently supports the latest versions of the following browsers:

- Internet Explorer (IE) (Windows)
- Firefox (Mozilla) (Windows/Macintosh)

12.3 myCourses

Many of your courses will have online materials or activities such as assignments and readings, syllabuses, project guidelines, discussion forums, calendars, etc.

Access your online course content via the myCourses link within the myMcGill portal.

- Verify your browser settings by clicking **System Check** in the **Support** widget on the myCourses home page.
- Watch [myCourses videos for students](#) and access help documentation from the IT Knowledge Base.

Find more information on myCourses for students at: www.mcgill.ca/it.

12.4 Email

Your McGill Email Address (usually in the form of firstname.lastname@mail.mcgill.ca) is the University's official means of email communication with you. For information on the policy, see *E-mail Communications with Students* at www.mcgill.ca/secretariat/policies/informationtechnology. Access your email at <https://exchange.mcgill.ca> or through the myMcGill portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the Minerva *Personal Menu*.

12.5 Microsoft Office 365

Office 365 is a packaged offering from Microsoft that provides cloud-based services including email, web communications, file storage, and file sharing. At McGill we are currently providing students with free Office 365 ProPlus software and OneDrive cloud storage. Additional components of Office 365 will be rolled out over the course of the coming year. For more information see www.mcgill.ca/it/o365.

12.6 Software

In addition to the Office 365 ProPlus software, mentioned above, McGill IT Services provides free software to students at www.mcgill.ca/software. Sign in using your McGill Username and Password.

12.7 Online Student Directory

You can opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at www.mcgill.ca/directory/students.

12.8 Getting Connected

You will need to use your *McGill Username and McGill Password* to access the services listed below:

Wireless: Through the McGill Wireless network, you can access the Internet using your laptop or other mobile device from virtually anywhere on campus, including McGill residences and the inter-campus shuttle buses. Log in to the Wireless network using your McGill Username and McGill Password. Find configuration instructions for your computer/phone in the IT Knowledge Base at kb.mcgill.ca/it/wireless.

EZproxy: If you are off campus, you will need to sign into EZproxy before gaining access to restricted McGill Library databases and other library resources. Find more details on EZproxy in the IT Knowledge Base at kb.mcgill.ca/it/ezproxy.

Virtual Private Network (VPN): If you need to access restricted systems or servers from off campus, you may be required to establish a VPN connection. See kb.mcgill.ca/it/vpn for additional information.

12.9 Safe Computing

Free antivirus software: Download free antivirus software to protect your computer at <http://kb.mcgill.ca/it/antivirus>.



Note: Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

Tips for keeping information secure: Read about steps you can take to protect your data and identity at www.mcgill.ca/it/information-security.

12.10 Set Up Your Security Questions in myMcGill

Setting up your security questions and answers for your McGill Password allows you to use the **Forgot Password?** link found on several McGill applications, in case you forget it.

Once you have set up your McGill Password in Minerva, log in to myMcGill (<https://mymcgill.mcgill.ca>) and click the link in the **McGill Password Security** portlet. Follow the onscreen instructions to set up your own security questions and responses.

12.11 Need Help?

McGill IT Knowledge Base: Search the IT Knowledge Base at <http://kb.mcgill.ca> for setup instructions and answers to commonly asked questions about IT.

Contact the IT Service Desk by submitting your request via a web form at www.mcgill.ca/it/forms, or check phone and walk-in support hours at www.mcgill.ca/it.

13 McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing that may be taken to fulfil language requirements or as electives in some degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your faculty, especially if the courses do not form part of your program requirements. In addition to its credit course offerings, the MWC offers non-credit courses, workshops, and individualized tutoring. For further information, please visit the MWC website: www.mcgill.ca/mwc.

List of Undergraduate Courses:

Course Number	Course Title	Credits
CEAP 250	Research Essay and Rhetoric	3
CESL 299	ESL: Academic English Seminar	3

Email: carolyn.samuel@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-1712

Inquiries concerning CCOM 206 and CESL 500 should be directed to:

Prof. Robert Myles
Email: robert.myles@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-3320

Inquiries concerning graduate writing and scholarly communication courses should be directed to:

Dr. Scott Kushner
Email: scott.kushner@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-8430

Administrative inquiries should be directed to:

mwc@mcgill.ca for undergraduate courses
graphos@mcgill.ca for graduate courses

14 Resources for Study and Research

Resources for study and research at McGill University include libraries, archives, museums, laboratories, and other historical collections.

14.1 Libraries

Located across both campuses, the McGill Library system consists of eight library branches, two special reserve collections in education and life sciences, one reading room, and the McGill University Archives. Numbering over six million items, the Library's vast holdings include: 2.5 million books; thousands of journal titles; vast manuscript and pictorial collections; and hundreds of thousands of sound and video recordings. The Library's e-resources are extensive, and include over 100,000 e-journals and four million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website (www.mcgill.ca/library), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research, and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. Unique scholarly materials from the Rare Books and Special Collections are digitized and also made widely accessible online through the site. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use in laboratories anywhere on the campus or from home using [EZproxy](#).

The staff in each branch library can help you locate information for coursework, assignments, or research topics. Training is provided at all student levels to ensure you know how to find and use information. Information skills programs are undertaken as part of course curricula. Liaison librarians specialize in specific disciplines, and are available to assist students and staff in person, on the phone, online, by email, and via online chat.

Although opening hours vary, most libraries are open up to 90 hours per week, and several branch libraries extend opening hours during examination periods. Hundreds of computers are available for email, word processing, accessing online courses, reading library materials, preparing assignments, and searching the Internet. Designed to enhance the learning experiences of diverse users, the Library's facilities offer a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked for use. Wireless access is available throughout the library, and all libraries have ID card-operated printing and copying facilities. Special facilities are available for vision and hearing impaired users.

Special library services like the Course Reserve collection located in each branch library allows you to borrow high-demand items on course reading lists. You can also borrow materials from any library and return them anywhere across the system. If you need material not owned by the McGill University Library, our Interlibrary Loan and Document Delivery Service will source it for you, and pickup is available at any branch.

14.2 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to researchers (including students) more than 5,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, and certain Montreal-based organizations. Archived media include textual records, photographs, audio tapes, film, video, plans, University publications, and artifacts.

The MUA acquires private records to support University research goals and manages the University's corporate memory and information assets through its records management program. This 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 Monday to Friday, from 10:00 a.m. to 6:00 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and a large bank of digitized images.

McGill University Archives
McLennan Library Building, 4th Floor
Telephone: 514-398-4711
Fax: 514-398-8456
Email: refdesk.archives@mcgill.ca
Website: www.archives.mcgill.ca

14.3 Redpath Museum

The Redpath Museum is an academic unit of McGill University. Its mission is to foster understanding and appreciation of the diversity of our biological, geological, and cultural heritage through scientific research, collections-based study, and education. 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. Its largest collections include 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 permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features an ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West
Telephone: 514-398-4086
Email: redpath.museum@mcgill.ca
Website: www.mcgill.ca/redpath

14.4 McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 16,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations artifacts—the most important of its kind in Quebec with a corpus of over 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one million historical photographs and offers 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) features award-winning virtual exhibitions, innovative learning resources, and a vast, searchable database of information on the Museum's collections.

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec, and Canada. In addition to guided tours, school programs, cultural activities, and lectures, the McCord offers a range of services including the Museum Café and boutique.

Researchers are welcome by appointment.

690 Sherbrooke Street West
Telephone: 514-398-7100
Email: info@mccord.mcgill.ca
Website: www.mccord-museum.qc.ca

14.5 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald campus, this institution is the insect collection and systematic entomology laboratory of McGill University. The collection houses 2.8 million specimens of insects and other arthropods, making it the second-largest insect collection in Canada, and the largest university insect collection in the country. The Lyman Museum is not generally open to the public since its main functions are research and teaching, not exhibitions. However, tours are available by appointment to interested parties.

Telephone: 514-398-7914

Website: <http://lyman.mcgill.ca>

14.6 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature, ordinarily open only to students. For access, contact the appropriate department. These include the Medical Museum.

The Medical Museum is a repository of material dating from the late 19th century that documents the study and practice of Medicine at McGill University and its associated teaching hospitals. The major part of the collection consists of pathologic specimens, including those in the Abbott and Osler collections. The material is housed in the Lyman Duff Medical Building. A showcase in the Pine Street entrance hallway displays temporary exhibits. For more information, see the Museum website www.mcgill.ca/medicalmuseum.

The McGill Physics Department has two specialized collections that 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 at McGill University on radioactivity (1898–1907). For more information, see www.physics.mcgill.ca/museum/rutherford_museum.htm.
- The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics. For more information, see www.physics.mcgill.ca/museum/macpherson_collection.htm.

15 The University

McGill University is one of Canada's best-known institutions of higher learning and one of the country's leading research-intensive universities. With students coming to McGill from about 150 countries, our student body is the most internationally diverse of any medical-doctoral university in Canada.

15.1 History

The Hon. James McGill, a leading merchant and prominent citizen of Montreal, who died in 1813, bequeathed an estate of 46 acres called Burnside Place together with £10,000 to the “Royal Institution for the Advancement of Learning” upon condition that the latter erect “upon the said tract or parcel of land, an University or College, for the purpose of education and the advancement of learning in this Province”; and further upon condition that “one of the Colleges to be comprised in the said University shall be named and perpetually be known and distinguished by the appellation of ‘McGill College’.”

At the time of James McGill's death, the Royal Institution, although authorized by law in 1801, had not been created, but was duly instituted in 1819. In 1821 it obtained a Royal Charter for a university to be called McGill College. Further delay was occasioned by litigation, and the Burnside estate was not acquired until March 1829. The Montreal Medical Institution, which had begun medical lectures at the Montreal General Hospital in 1822, was accepted by the College as its Faculty of Medicine in June 1829. After further litigation, the College received the financial endowment in 1835 and the Arts Building and Dawson Hall were erected. The Faculty of Arts opened its doors in 1843.

Progress, however, was slow until the 1821 Charter was amended in 1852 to constitute the members of the Royal Institution as the Governors of McGill College. Since that time the two bodies have been one. It was first called “The University of McGill College” but in 1885 the Governors adopted the name “McGill University.” Even after the amended charter was granted, little advance was made until 1855 when William Dawson was appointed Principal. When he retired 38 years later, McGill had over 1,000 students and Molson Hall (at the west end of the Arts Building), the Redpath Museum, the Redpath Library, the Macdonald Buildings for Engineering and Physics, and a fine suite of medical buildings had been erected.

Since then the University has continued to grow vigorously. In 1884, the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to provide separate teaching and residential facilities for women students. Gradually, however, classes for men and women were merged.

In 1905 Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue, as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Dietetics and Human Nutrition, on the Macdonald campus, and the Faculty of Education, located on the Downtown campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that time government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 11 faculties and 10 schools. At present over 32,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the School of Continuing Studies.

15.2 Incorporated and Affiliated Colleges

15.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal, QC H3A 2A8

The Royal Victoria College, a non-teaching college of McGill University, provides residential accommodation for both men and women in a co-education environment.

15.2.2 Affiliated Theological Colleges

Montreal Diocesan Theological College

3473 University Street, Montreal, QC H3A 2A8
Principal: J. M. Simons; B.A.(Bishop's), S.T.B.(Trin. Coll. (Tor.)), Ph.D.(G'town)

Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8
Acting Director: Dr. Dale Woods; M.Div.(Vancouver School of Theology), D.Min.(Luther Seminary) (*Director of Pastoral Studies*)

United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9
Principal: Philip Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

The above three colleges train students for the ministry and grant certificates for ordination but they have remitted their degree-granting powers, except with respect to the M.Div. and honorary doctorates, to the University.

15.3 University Government

McGill University is a corporation created by a Royal Charter granted by the Crown of the United Kingdom, a general supervisory power being retained by the Crown and exercised through the Governor General as Visitor.

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its membership committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; two elected by the full-time academic staff; and two elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor. The Chancellor and the Principal are ex officio members.

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The Principal and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a Statutory Committee to Nominate a Principal. The Principal is, ex officio, Chair of Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the educational work of the University.

15.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the laws of the Province of Quebec.

McGill University was a founding member of the organization that evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government, and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Government of Quebec.

15.5 Governance: Board of Governors

15.5.1 The Visitor

The Visitor

His Excellency The Right Honourable David L. Johnston

The Governor General of Canada

15.5.2 Board of Governors

Board of Governors

Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)

Chair

Suzanne Fortier; B.Sc., Ph.D.(McG.)

Principal and Vice-Chancellor

H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)
(Term ending Jun. 30, 2014)

Chancellor

Michael A. Meighen; B.A.(McG.), LL.L.(Laval) (Effective July 1, 2014)

Chancellor

15.5.2.1 Members

Members

Michael T. Boychuk; B.Com.(McG.)

Gerald Butts; B.A., M.A.(McG.)

Peter Coughlin; B.Com.(Car.), M.B.A.(W. Ont.)

Ronald Harry Critchley; B.A.(C'dia-Loyola), M.A.(York)

Kathy Fazel; B.Com.(McG.)

Dan Gagnier; M.A.(McG.)

Claude Généreux; B.Eng.(McG.), M.A.(Oxf.)

Stephen Halperin; B.C.L., LL.B.(McG.)

David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)

Bryan Haynes; B.A., LL.B.(McG.)

Tina Hobday; B.C.L., LL.B.(McG.)

Juliet Johnson; A.B.(Stan.), M.A., Ph.D.(Princ.)

David Kalant; B.Sc.(McG.), Ph.D.(C'dia)

Samuel Minzberg; LL.B.(McG.)

Ram Panda; M.Eng., M.B.A.(McG.)

Cynthia Price; B.Com.(McG.)

Alvin Shrier; B.Sc.(C'dia), Ph.D.(Dal.)

Members

Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)

Thierry Vandal; B.Eng., M.B.A.(Montr.)

Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

15.5.2.2 Student Representatives

Student Representatives

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

Observers

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

15.6 Governance: Members of Senate

15.6.1 Ex-officio

Ex-officio

The Chancellor

The Chair of the Board of Governors

The Principal and Vice-Chancellor

The Provost, Deputy Provost, and the vice-principals

The deans of faculties

The Dean of Continuing Studies

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

15.6.2 Elected Members

Elected Members

63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff

Medical Residents or Postdoctoral Scholars Group (1)

Student Members (19)

15.7 Administration

Administration

H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.) **Chancellor**
(Term ending Jun. 30, 2014)

Michael A. Meighen; B.A.(McG.), LL.L.(Laval) *(Effective July 1, 2014)* **Chancellor**

Suzanne Fortier; B.Sc., Ph.D.(McG.) **Principal and Vice-Chancellor**

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown) **Provost**

Administration

Ollivier Dyens; B.F.A.(C'dia), M.A., Ph.D.(Montr.)	Deputy Provost (Student Life & Learning)
Kathleen Massey; B.A.(York), M.A.(R. Roads)	University Registrar and Executive Director of Enrolment Services
Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)	Executive Director of Services for Students
Ghyslaine McClure; B.Eng.(Montr.), S.M.(MIT), Ph.D.(Montr.)	Associate Provost (Budget & Resources)
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)	Associate Provost (Graduate Education) and Dean (Graduate & Postdoctoral Studies)
Lydia White; B.A., M.A.(Camb.), Ph.D.(McG.)	Associate Provost (Policies, Procedures & Equity)
Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)	Chief Information Officer
Stephen Stropole; B.A.(Dal.), M.A.(York)	Secretary-General
Michael Di Grappa; B.A.(C'dia), M.P.P.A.(Col.), M.A.(Harv. Business School)	Vice-Principal (Administration & Finance)
Lynne B. Gervais; B.A.(C'dia)	
Robert Couvrette; B.Sc.(École Poly., Montr., HEC), MPM(UQAM)	Associate Vice-Principal (University Services)
Olivier Marcil; B.A.(Sher.), M.A.(Montr.)	Vice-Principal (External Relations)
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)
Sam Benaroya; B.Sc., M.D.,C.M.(McG.)	Associate Vice-Principal (Health Affairs) and Associate Dean (Inter-Hospital Affairs)
Rose Goldstein; B.Sc., M.D.,C.M.(McG.)	Vice-Principal (Research & International Relations)
Sarah Stroud; B.A.(Harv.), Ph.D.(Princ.)	Associate Vice-Principal (Research & International Relations)
Marc Weinstein; B.A., B.C.L., LL.B.(McG.)	Vice-Principal (University Advancement)

15.7.1 Deans, Directors of Schools and Libraries**15.7.1.1 Deans****Deans**

Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	Agricultural & Environmental Sciences
Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)	Arts
Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)	Continuing Studies
Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)	Dentistry
Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGC), Ph.D.(Calg.)	Education
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	Engineering
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)	Graduate & Postdoctoral Studies
Daniel Jutras; LL.B.(Montr.), LL.M.(Harv.)	Law
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	Libraries
Morty Yalovsky; B.Sc., M.Sc., Ph.D.(McG.) (<i>Interim</i>)	Management
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	Medicine
Sean Ferguson; B.Mus.(Alta.), M.Mus., D.Mus.(McG.)	Music
Ian H. Henderson; B.A.(Manit.), B.D.(St. And.), M.A.(McM.), D.Phil.(Oxf.) (<i>Interim</i>)	Religious Studies
Martin Grant; B.Sc.(PEI), M.Sc., Ph.D.(Tor.)	Science
Andre Coustopoulos; B.A.(McG.), M.A.(Montr.), Ph.D.(Oulu)	Dean of Students

15.7.1.2 Directors of Schools

Directors of Schools

Anmarie Adams; B.A.(McG.), M.Arch., Ph.D.(Calif., Berk.)	Architecture
Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)	Communication Sciences & Disorders
Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.)	Computer Science
Kristine G. Koski; B.Sc., M.Sc.(Wash.), Ph.D.(Calif.)	Dietetics & Human Nutrition
Nancy Ross; B.A., M.A.(Qu.), Ph.D.(McM.)	Environment
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.) (<i>Interim until Jan. 1, 2015</i>)	Environment
France Bouthillier; B.Ed.(UQAM), M.B.S.I.(Montr.), Ph.D.(Tor.)	Information Studies
Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)	Nursing
Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)	Physical & Occupational Therapy
Wendy Thomson; B.S.W., M.S.W.(McG.), Ph.D.(Brist.)	Social Work
Raphael Fischler; B.Eng.(Technische Univ Eindhoven), M.C.P.(MIT), Ph.D.(Calif.)	Urban Planning

15.8 Student Governance

All students registered in an undergraduate program on the Downtown (McGill) campus are registered members of the accredited Students' Society of McGill University, affectionately known as SSMU. SSMU acts as your representation on key issues inside and outside of the campus. There are six elected executives of the SSMU who represent all 20,000-plus undergrads on the Downtown campus. There is a legislative council that meets with representatives from faculty associations and other student groups around campus on a bi-weekly basis. This council of thirty-six members meets to discuss SSMU business.

The SSMU runs over 200 clubs and 21 services and provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of play, and an opportunity to meet other students. The organization also provides event programming like freshman orientation (Orientation Week/Frosh), Activities Night, a holiday fair, movie screenings, Homecoming Bash, concerts, and speakers. Each faculty and each department also has organizations dedicated to providing extra-curricular involvement for their students.

Situated on the Downtown campus, the SSMU operates a five-floor building including a student lounge, cafeteria, campus bar, club office space, and a campus multipurpose venue.

The SSMU offices are located at 3600 McTavish Street, suite 1200 and operate between the hours of 9:00 a.m. and 5:00 p.m. during the year.

For more information regarding student government at McGill you can contact:

President: pres@ssmu.mcgill.ca
Vice President Clubs and Services: cs@ssmu.mcgill.ca
Vice President Internal Affairs: internal@ssmu.mcgill.ca
Vice President External Affairs: external@ssmu.mcgill.ca
Vice President Finance and Operations: operations@ssmu.mcgill.ca
Vice President University Affairs: ua@ssmu.mcgill.ca

Or visit the website at www.ssmu.mcgill.ca.

Welcome to McGill and we look forward to representing your interests.

16 About Summer Studies

Looking to expand your knowledge base, take some courses before university starts, or make up a few credits? McGill offers a wide array of condensed summer courses on two campuses designed for current students, visiting students, international students, or inter-university transfers.

Studying at McGill during the summer allows you to take advantage of everything Montreal has to offer. McGill is right in the heart of one of North America's most appealing and cosmopolitan cities. Montreal is lively, sophisticated, fun, and affordable. As an English-language university, McGill is perfectly situated to offer you many opportunities to explore the French language and Quebec culture.

17 Key Dates, Summer 2015

These dates are a general guideline. See www.mcgill.ca/importantdates for a complete list. Check *Class Schedule* for the precise dates of your course.

Agricultural & Environmental Sciences, Arts, Education, Engineering, Music, Religious Studies, and Science			
Day Courses			
Registration opens for:	May Session	June Session	July Session
<ul style="list-style-type: none"> U3 and U4 McGill students (including U3 and U4 readmitted students) 	Tuesday, March 3	Tuesday, March 3	Tuesday, March 3
<ul style="list-style-type: none"> U2 and U1 McGill students (including U2 and U1 readmitted students) and all Special and Visiting Students 	Thursday, March 5	Thursday, March 5	Thursday, March 5
1st day of classes and last day to register without penalty	Friday, May 1 or Monday, May 4	Friday, June 5 or Monday, June 8	Friday, July 10 or Monday, July 13
Last day to add/drop a course (with refund)*	4th SCHEDULED CLASS * The add/drop deadline might differ for intensive courses; please consult the course description for details.		
Last day to withdraw from a course (no refund)**	8th SCHEDULED CLASS ** The withdrawal deadline might differ for intensive courses; please consult the course description for details.		
Statutory Holidays (no classes)	Monday, May 18	Wednesday, June 24 & Wednesday, July 1	
EXAMINATIONS			
3-credit courses	Wednesday, June 3 & Thursday, June 4	Thursday, July 9	Monday, August 10
6-credit courses	Thursday, July 9	Monday, August 10	

Management		
Day and Evening Courses		
Registration opens for:	May Session	July Session
<ul style="list-style-type: none"> Management courses restricted to McGill U3 students in B.Com.; Minors in Management, Technological Entrepreneurship, Construction Engineering and Management; B.A. Joint Honours Economics and Finance; B.A. Joint Honours Economics and Accounting; B.A. Faculty Program or Major in Industrial Relations; B.A. Major Concentration in Contemporary German Studies; Major in Agricultural Economics. 	Tuesday, March 3	Tuesday, March 3
<ul style="list-style-type: none"> Management courses restricted to McGill students in B.Com.; Minors in Management, Technological Entrepreneurship, Construction Engineering and Management; B.A. Joint Honours Economics and Finance; B.A. Joint Honours Economics and Accounting; B.A. Faculty Program or Major in Industrial Relations; B.A. Major Concentration in Contemporary German Studies; Major in Agricultural Economics. 	Thursday, March 5	Thursday, March 5

Management		
• Management courses open to all McGill students and Special and Visiting Students.	Tuesday, March 10	Tuesday, March 10
1st day of classes and last day to register without penalty	Monday May 4 & Tuesday, May 5	Monday, July 6 & Tuesday, July 7
Last day to add/drop a course (with refund)*	4th SCHEDULED CLASS * The add/drop deadline might differ for intensive courses; please consult the course description for details.	
Last day to withdraw from a course (no refund)**	8th SCHEDULED CLASS ** The withdrawal deadline might differ for intensive courses; please consult the course description for details.	
Statutory Holidays (no classes)	Monday, May 18	Wednesday, June 24 & Wednesday, July 1
Last day of classes (includes exam)	Monday, June 22 & Thursday, June 18	Wednesday, August 19 & Thursday, August 20

**NOTE:**

- Examinations:** The examination schedule will be posted on the Summer Studies website www.mcgill.ca/summer/finalexams two weeks prior to the Final Examination date. Please consult the Summer Studies website to verify details of the date, time, and place at which your examination will be held. Final Examinations for the Desautels Faculty of Management will be posted online at www.mcgill.ca/students/exams.
- Registration:** You may register at any time between the date when registration opens and the first day of class. Late registration for all courses starts the day after the first day of classes, and runs until the day of the fourth scheduled class (lab or lecture). A late registration fee (non-refundable) of \$50 will be charged, payable at the time of registration.

18 Administration and Governance

Administration and Governance

Guy Mineau; B.Sc., M.Sc., Ph.D.(Montr.)

Director

Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM)

Program Administrator

TBA

Administrative Coordinator

19 How to Reach Us

GENERAL INFORMATION

McGill Summer Studies
688 Sherbrooke Street West, Suite 1029 (corner of University Street)
Montreal QC H3A 3R1
CANADA
Telephone: 514-398-5212
Fax: 514-398-5224
Email: summer.studies@mcgill.ca
Web: www.mcgill.ca/summer
Office Hours: Monday–Friday: 9:00 a.m.–5:00 p.m.

TO INQUIRE ABOUT THE STATUS OF YOUR REGISTRATION TO SUMMER STUDIES:

Faculties of Arts, Education, Music, Religious Studies, Science:

Enrolment Services

Service Point
3415 McTavish Street
Montreal QC H3A 0C8
CANADA
Telephone: 514-398-7878

Business hours for Service Point, as well as online student query forms, can be found at www.mcgill.ca/students/servicepoint.

Faculty of Agricultural & Environmental Sciences:

Macdonald Campus – Student Affairs Office
Laird Hall, Room 106
21,111 Lakeshore Road
Sainte-Anne-de-Bellevue QC H9X 3V9
CANADA
Telephone: 514-398-7925
Fax: 514-398-7968
Email: studentinfo.macdonald@mcgill.ca
Web: www.mcgill.ca/macdonald

Office hours and directions to the Student Affairs Office can be found at www.mcgill.ca/macdonald/studentinfo/sao.

FOR ACADEMIC INQUIRIES ABOUT A SPECIFIC SUMMER COURSE:

For academic information (prerequisites, placement test, departmental approval, etc.) regarding a specific course, please contact the department or unit offering the course. The name of the department or unit can be found under the course title and a list of contacts is available in [section 21: Departmental Contact Information](#). The following website also lists all Faculties, Schools, and Departments at the University: www.mcgill.ca/faculties.



N.B.: Offices will be closed and there will be no classes on May 18, June 24, and July 1, 2015.

MINERVA HELPLINE: 514-398-7878

20 How to Register for Summer Studies

How do I register for a course at McGill University during the Summer?

1. McGill Students:

Register online using your MINERVA student account in March. Please refer to the following website for specific registration dates: www.mcgill.ca/summer/dates.

2. Non-McGill Students:

Complete the **Summer Registration Package**, and be sure to include all necessary **Supporting Legal Documentation**. Once you have obtained your McGill ID number, you must register online beginning in March using your new MINERVA student account.

To submit your **Summer Registration Package**, please visit www.mcgill.ca/summer/future-students/registering and select the category that best applies to you.

Should you require any assistance, please contact the Summer Studies Office at 514-398-5212 or by email at summer.studies@mcgill.ca.

For information regarding the status of your Summer Registration, please contact Enrolment Services at 514-398-7878, or submit an online query at www.mcgill.ca/students/servicepoint.

21 Departmental Contact Information

Departmental Contact Information

Faculty of Agricultural and Environmental Sciences

Dietetics & Human Nutrition
514-398-7842

Food Science & Agricultural Chemistry

Faculty of Education

Educational & Counselling Psychology
514-398-4242

Integrated Studies in Education

Departmental Contact Information

514-398-7898

Plant Science

514-398-7851

Faculty of Arts*Anthropology*

514-398-4300

Art History & Communication Studies

514-398-6541

East Asian Studies

514-398-6742

Economics

514-398-3030

English

514-398-6550

French Language Centre

514-398-4172, ext. 0758

French Language & Literature

514-398-6883

History & Classical Studies

514-398-3975

International Development Studies

514-398-4804

Islamic Studies

514-398-6077

Languages, Literatures, & Cultures

(formerly German, Hispanic, Italian, and Russian & Slavic Studies)

514-398-3650

Linguistics

514-398-4222

Music

514-398-4535

Philosophy

514-398-6060

Political Science

514-398-4800

Quebec Studies

514-398-3960

Social Work

514-398-7070

Sociology

514-398-6848

School of Continuing Studies*School of Continuing Studies*

514-398-4525

Kinesiology & Physical Education

514-398-4184, ext. 0302

Faculty of Engineering*Architecture*

514-398-6700

Biomedical Engineering

514-398-6736

Chemical Engineering

514-398-4494

Civil Engineering & Applied Mechanics

514-398-6860

Electrical & Computer Engineering

514-398-7110

General Engineering

514-398-7257

Mechanical Engineering

514-398-6296

Mining & Materials Engineering

Mining: 514-398-2215

Materials: 514-398-4755

Desautels Faculty of Management*BCom Office*

514-398-4068

Schulich School of Music*Music Research*

514-398-4535

Faculty of Religious Studies*Religious Studies*

514-398-4121

Faculty of Science*Biology*

514-398-6400

Chemistry

514-398-6999

Computer Science

514-398-7071

Earth & Planetary Sciences

514-398-6767

Geography

514-398-4111

Mathematics & Statistics

514-398-3800

Departmental Contact Information

514-398-6200

Physics

514-398-6477

Psychology

514-398-6100

22 Faculty of Agricultural and Environmental Sciences

Note: The following section lists Special Courses and Programs offered in the summer by the Faculty of Agricultural and Environmental Sciences. For a complete list of summer courses, please click [here](#).

22.1 Barbados Interdisciplinary Tropical Studies Field Semester

Website: www.mcgill.ca/bits

The Barbados Interdisciplinary Tropical Studies (BITS) Field Semester is offered jointly by McGill University and the University of the West Indies (UWI). It is an activity-filled, hands-on experience for students with an interest in international studies with a Caribbean flavour. The focus is on sustainable agri-food and energy production and nutrition on a tropical coral island with a tourist-based economy. It is offered annually (in the summer), consisting of three 3-credit courses and one 6-credit project course at Bellairs Research Institute in Barbados. This program integrates intensive coursework with group project work of national importance in Barbados. It contributes to the training of professionals with planning, managing, decision-making, and communication skills. The program addresses a global need for experienced professionals capable of interacting with various levels of government, non-governmental organizations, and the private sector.

Required Courses (15 credits)

AEBI 421	(3)	Tropical Horticultural Ecology
AEBI 423	(3)	Sustainable Land Use
AEBI 425	(3)	Tropical Energy and Food
AEBI 427	(6)	Barbados Interdisciplinary Project

For more information, visit the BITS website at www.mcgill.ca/bits or contact Dr. Julie Major by telephone (514-398-8380) or email (julie.major@mcgill.ca).

23 Faculty of Arts

Note: The following section lists Special Courses and Programs offered in the summer by various departments of the Faculty of Arts. For a complete list of summer courses, please click [here](#).

As the largest faculty at the University, Arts is committed to remaining at the forefront of intellectual inquiry in our continually changing world.

It is a time of development, expansion, innovation, and renewal. A McGill Arts education is an opportunity to explore the rich diversity of human endeavour and creative expression.

It is a chance to develop linguistic, critical, and analytical skills that will allow you to approach a question or issue from a variety of perspectives, to respond effectively to new developments, and to adapt to changing circumstances. These skills are highly sought after in a broad range of professional, academic, cultural, service, and business careers.

23.1 Summer Language Institute: Classical Studies

The McGill Summer Institute in Classical Studies offers students at all levels a unique opportunity to develop their understanding of the ancient world. Located within the heart of Montreal, Canada, the Institute is ideal for those students who are seeking to spend a summer studying in a culturally dynamic and bilingual city. The Institute is also suited for those considering a degree at McGill, or those wishing to gain experience in a collegiate setting as preparation for university. Interested students, parents, and teachers should contact Prof. John Serrati at john.serrati@mcgill.ca.

Please visit the Summer Institute in Classical Studies website for more information: www.mcgill.ca/classics/summer-teaching/summer-institute.

23.2 Summer Courses in Italy

COURSES TAUGHT IN FLORENCE, ITALY

The Department of Languages, Literatures, and Cultures, in conjunction with other departments and the University of Florence, offers up to 12 credits of courses to be given in Florence, Italy, during the months of May, June, and July 2015. For more information, please see www.mcgill.ca/langlitcultures (click on "Florence Summer Courses 2015").

The deadline for applying to the program is April 2, 2015.

Application forms are available at www.mcgill.ca/langlitcultures (click on "Florence Summer Courses 2015").



Note: All courses in Florence require permit overrides to register on Minerva. These permits will be issued after April 2, 2015, by Ms. Vanna Fonsato or Dr. Enrica Quaroni only to students who have applied and paid course fees. For updated program information, please consult www.mcgill.ca/langlitcultures (click on "Florence Summer Courses 2015").

Students will have the opportunity to register for the following Summer courses:

ITAL 206 BEGINNERS' ITALIAN INTENSIVE (6 credits)

(June 8–July 3, 2015, or July 6–July 31, 2015)

ITAL 216 INTERMEDIATE ITALIAN INTENSIVE (6 credits)

(June 8–July 3, 2015, or July 6–July 31, 2015)

ITAL 255 ADVANCED READING AND COMPOSITION (6 credits)

(June 8–July 3, 2015, or July 6–July 31, 2015)

ITAL 307 TOPICS IN ITALIAN CULTURE (3 credits) / **PHIL 397 TUTORIAL 01** (3 credits)

(May 11–June 5, 2015, taught in English by Matteo Soranzo and Marguerite Deslauriers. Topic for Summer 2015: Talking of Love in Renaissance Italy.)

ITAL 309 PERSPECTIVES ON ITALY (3 credits)

(May 11–June 5, 2015, taught in English by Ricardo Castro. Topic for Summer 2015: Florence and the shaping of the Modern Imagination.)

ENGL 347 GREAT WRITINGS OF EUROPE 1 (3 credits)

(Not offered in 2015.)

POLI 339 COMPARATIVE DEVELOPED: TOPICS 1 (3 credits)

(May 11–June 5, 2015, taught in English by Richard Schultz. Topic for Summer 2015: Media Regulation in the Age of the Internet.)

POLI 359 TOPICS IN INTERNATIONAL POLITICS 1 (3 credits)

(June 8–July 3, 2015, taught in English by Mark Brawley and Antonia Maioni. Topic for Summer 2015: The Rise and Decline of the Italian City-State.)

23.3 French Language Centre

Students registering for courses offered by the French Language Centre, please also refer to [University Regulations and Resources](#) > [Summer](#) > [Student Types and Registration Procedures](#) > [section 3.1: Course Information and Regulations](#).

French as a Second Language

All French as a Second Language courses given at the French Language Centre have limited enrolment and mandatory placement tests for all students (including Beginners). Students who have already taken a course at the French Language Centre do not need to take the placement test and should contact: flc@mcgill.ca to get a permit to register.

Class attendance is mandatory for all our courses.

Placement Tests

Please check our website: www.mcgill.ca/flc for dates. At the placement test, students receive a permit so that they can register on Minerva. All students should bring to their placement test a photocopy of all transcripts showing previous French language courses. Credits will not be given to a student who has taken and passed equivalent courses at a CEGEP or another university.

Students must bring a headset or earbuds, the kind used with iPods, MP3 players, etc.

Visiting and Special Students

If you are not available for testing on the above dates, you should obtain a Pre-Placement Test from the French Language Centre by emailing flc@mcgill.ca.

23.4 McGill Summer Institute for the Study of Montreal

QCST 336 QUEBEC STUDIES SUMMER SEMINAR (6 credits)

A six-week intensive course—June 1 to July 10, 2015.

Improve your French, discover Montreal, and experience the Quebec way of life!

The McGill Summer Institute for the Study of Montreal offers an extraordinary opportunity to enhance your French communication skills and discover Quebec's vibrant culture in the largest French-speaking city in North America. Through a multidisciplinary historical approach, this six-week intensive course brings together leading scholars in anthropology, archeology, history, political science, and literary studies as well as cultural figures, opinion makers, and public intellectuals. It is an integrated course in French language and Quebec history taught by cutting-edge specialists in second-language instruction and socio-cultural history.

Benefits

- Discover important elements of Quebec history and culture by interacting with well-known scholars and public figures;
- Improve your French oral and written communication skills and develop your critical mind by listening, reading, debating, and doing your academic assignments in French;
- Take advantage of a small class setting with the presence and expertise of two professors (one for the language component and one for the history component).

Prerequisites and Registration

Interested candidates must have a good intermediate level of French corresponding to either: TFI Working Proficiency in French (www.etscanada.ca/images/pdf/tfi_score_descriptors_eng.pdf) or DELF 2 A5 - A6 (CIEP); B2, Autonomie (European Council), or equivalent (www.edufl.net). Applicants must complete an admission test to ensure that they have the appropriate level to benefit from the course. An application package will be available at www.mcgill.ca/summer/courseselection/special/quebec-studies. Written and oral tests are mandatory. Students who have successfully completed the written test will be scheduled for a phone interview. In order to create an ideal learning environment, only 25 students will be selected. Classes are from Monday to Friday from 9:30 a.m. to 12:30 p.m. Attendance is mandatory for all these sessions. To find out more about this course, please visit the [website](#), or contact Summer Studies at 514-398-5212.

24 School of Continuing Studies

The School of Continuing Studies is a multidisciplinary academic unit with the primary goal of meeting the educational needs and aspirations of the adult members of a rapidly changing society. To this purpose, the School draws on its own human and physical resources and those in the rest of the University, and on expertise in the outside community. The clientele served is local, national, and international.

Programs and courses offered by the School of Continuing Studies are developed in collaboration with McGill faculties. Representatives of the business and cultural community, as well as faculty members and students, serve on advisory committees that oversee each program area. Programs offered include:

Career development: The School offers a wide range of certificate and diploma programs in the fields of management, education, and languages and translation, as well as courses and seminars designed to keep practising professionals abreast of current developments.

General interest courses: These courses are designed for those who wish to pursue an interest or develop a new understanding.

24.1 Undergraduate Programs

Whether you want to acquire new job-related skills, boost your credentials, or even begin down a brand new career path, Career and Professional Development can help you achieve your goals. We have highly qualified instructors, real-life professional focus, and innovative undergraduate-level certificate programs and courses that can expand your current skill set or get you to the next stage in your career.

24.1.1 Business and Professional Programs (Undergraduate)

Undergraduate business and professional programs are offered by the School of Continuing Studies in Career and Professional Development, Education, Languages, and Translation.

24.1.1.1 Career and Professional Development (Undergraduate)

The following business and professional programs are found in [School of Continuing Studies](#) > [Areas of Study](#) > [Career and Professional Development](#).

- : [Certificate in Accounting](#)
- : [Certificate in Applied Finance](#)
- : [Certificate in Applied Marketing](#)

- : [Certificate in Entrepreneurship](#)
- : [Certificate in Health and Social Services Management](#)
- : [Certificate in Human Resources Management](#)
- : [Certificate in Management](#)
- : [Certificate in Public Relations and Communications Management](#)
- : [Certificate in Software Development](#)
- : [Certificate in Supply Chain Management and Logistics](#)
- : [Bachelor of Commerce for Part-Time Students](#)

24.1.1.2 Education (Undergraduate)

The following education programs are found in [School of Continuing Studies >Areas of Study > Education](#).

Programs for Qualified teachers:

- : [Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern \(90 credits\)](#)
- : [Certificate in Aboriginal Education for Certified Teachers \(30 credits\)](#)
- : [Certificate in Aboriginal Literacy Education \(30 credits\)](#)
- : [Certificate in Education for First Nations and Inuit \(60 credits\)](#)
- : [Certificate in Education for First Nations and Inuit Physical Education \(60 credits\)](#)
- : [Certificate in First Nations and Inuit Educational Leadership \(30 credits\)](#)
- : [Certificate in First Nations and Inuit Student Personnel Services \(30 credits\)](#)
- : [Certificate in Inclusive Education \(30 credits\)](#)
- : [Certificate in Middle School Education in Aboriginal Communities \(30 credits\)](#)

Diploma Program

- : [Diploma in Human Relations and Family Life Education \(30 credits\)](#)

24.1.1.3 Languages (Undergraduate)

The following language programs are found in [School of Continuing Studies Areas of Study > Languages](#) or [School of Continuing Studies > Areas of Study > Translation and Written Communication](#).

- : [Certificate of Proficiency — English for Professional Communication \(30 credits\)](#)
- : [Certificate of Proficiency — French for Professional Communication \(30 credits\)](#)
- : [Intensive English Program: Certificate of Proficiency in English — Language and Culture \(160 CEU\)](#)
- : [Intensive French Program: Certificate of Proficiency in French — Language and Culture \(100 CEU\)](#)
- : [Graduate Certificate in Professional Communication — Spanish \(18 credits\)](#)

The following language programs are also offered in the Summer term:

- English Immersion Summer Program (EISP) – www.mcgill.ca/continuingstudies/programs-and-courses/languages/seasonal-offerings/english-immersion-summer-program
- Certificate in TESOL (Teaching English to Speakers of Other Languages) – www.mcgill.ca/continuingstudies/programs-and-courses/languages/courses-workshops/tesol

24.1.1.4 Translation (Undergraduate)

The following translation programs are found in [> Areas of Study > Translation and Written Communication](#).

- : [Certificate in Translation — English to French Option \(30 credits\)](#)
- : [Certificate in Translation — French to English Option \(30 credits\)](#)
- : [Certificate in Translation — Spanish to English Option \(30 credits\)](#)
- : [Certificate in Translation — Spanish to French Option \(30 credits\)](#)
- : [Certificate in Translation — French/English into Spanish Option \(30 credits\)](#)

24.2 Graduate Programs

Whether you want to acquire new job-related skills, boost your credentials, or even begin down a brand new career path, Career and Professional Development can help you achieve your goals. We have highly qualified instructors, real-life professional focus, and innovative graduate-level diploma and graduate certificate programs and courses that can expand your current skill set or get you to the next stage in your career.

24.2.1 Business and Professional Programs (Graduate)

Graduate business and professional programs are offered by the School of Continuing Studies in Career and Professional Development, Education, Languages, and Translation.

24.2.1.1 Career and Professional Development (Graduate)

The following business and professional programs are found in [School of Continuing Studies](#) > [Areas of Study](#) > [Career and Professional Development](#) .

Diploma in Management in five concentrations

- : [Diploma in Management – Entrepreneurship Concentration](#)
- : [Diploma in Management – International Business Concentration](#)
- : [Diploma in Management – Internet Business Concentration](#)
- : [Diploma in Management – Leadership Concentration](#)
- : [Diploma in Management – Public Relations and Communications Management Concentration](#)

Graduate Certificates

- : [Graduate Certificate in Entrepreneurship](#)
- : [Graduate Certificate in Financial Planning](#)
- : [Graduate Certificate in Health Services Management](#)
- : [Graduate Certificate in Human Resources Management](#)
- : [Graduate Certificate in International Business](#)
- : [Graduate Certificate in Internet Business](#)
- : [Graduate Certificate in Leadership](#)
- : [Graduate Certificate in Marketing](#)
- : [Graduate Certificate in Professional Accounting](#)
- : [Graduate Certificate in Public Relations Management](#)

Diploma Programs

- : [Diploma in Accounting](#)
- : [Diploma in Applied Finance](#)
- : [Diploma in Applied Marketing](#)
- : [Diploma in Health and Social Services Management](#)
- : [Diploma in Human Resources Management](#)
- : [Diploma in Integrated Aviation Management](#)
- : [Diploma in Internet Business Technology](#)
- : [Diploma in Management – General](#)
- : [Diploma in Public Relations and Communications Management](#)
- : [Diploma in Supply Chain and Operations Management](#)

24.2.1.2 Education (Graduate)

The following business and professional program is found in [School of Continuing Studies](#) > [Areas of Study](#) > [Education](#) .

- : [Graduate Certificate in Counselling Applied to Teaching](#)

24.2.1.3 Languages (Graduate)

The following business and professional program is found in [School of Continuing Studies](#) > [Areas of Study](#) > [Translation and Written Communication](#) .

- : [Graduate Certificate in Professional Communication — Spanish \(18 credits\)](#)

24.2.1.4 Translation (Graduate)

The following business and professional programs are found in [School of Continuing Studies](#) > [Areas of Study](#) > [Translation and Written Communication](#)

- : [Graduate Diploma in Translation — English to French Option \(30 credits\)](#)
- : [Graduate Diploma in Translation — French to English Option \(30 credits\)](#)
- : [Graduate Diploma in Translation — Spanish to English Option \(30 credits\)](#)
- : [Graduate Diploma in Translation — Spanish to French Option \(30 credits\)](#)

24.2.2 Study Abroad Summer Offerings

The following Study Abroad Summer programs are offered by Career and Professional Development in the Summer term. For further information, please visit www.mcgill.ca/continuingstudies/programs-and-courses/public-relations/summer/smdc or contact us by email at assistant.cms@mcgill.ca.

Aerospace Management, June 1–26, 2015

- **CBUS 003 SPECIAL TOPICS IN BUSINESS MANAGEMENT** – Topic: Aerospace Business and Strategy (14 CE units)
- **CBUS 118 INTRODUCTION TO PROJECT MANAGEMENT** (9 CE units)

Social Media and Digital Communications Strategies in Business, July 6–31, 2015

- **CBUS 112 SOCIAL MEDIA STRATEGIES AND COMMUNITY MANAGEMENT** (4.5 CE units)
- **CBUS 113 STRATEGIC DIGITAL COMMUNICATIONS** (4.5 CE units)

Entrepreneurship Program, July 15–August 5, 2015

- **CBUS 002 FUNDAMENTALS OF BUSINESS** (14 CE units)
- **CBUS 008 FUNDAMENTALS OF ORGANIZATIONAL BEHAVIOUR** (14 CE units)

Business and Professional Communication, July 15–August 5, 2015

- **CBUS 003 SPECIAL TOPICS IN BUSINESS MANAGEMENT** – Topic: Professional Business Communication and Networking (14 CE units)
- **CBUS 008 FUNDAMENTALS OF ORGANIZATIONAL BEHAVIOUR** (14 CE units)

24.2.3 Professional Development Courses

For a complete list of professional development courses and workshops offered by the School of Continuing Studies, please visit www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops or call 514-398-5454.

24.2.3.1 Summer Professional Development Program in Aerospace

Join us this summer from May 25–29, 2015 for a McGill – ÉTS program in aerospace. Gain valuable insights from industry experts during a five-day intensive practical course which will provide a broad view of the best practices of aerospace industry management. Participants will be given the unique opportunity to visit one of the top Original Equipment Manufacturers (OEMs) in the world and to network with other aerospace professionals.

For further details visit, please visit www.mcgill.ca/continuingstudies/programs-and-courses/aerospace/summer-program or contact us by email at pd.conted@mcgill.ca.

25 Desautels Faculty of Management



Note: The following section lists Special Courses and Programs offered in the summer by the Desautels Faculty of Management. For a complete list of summer courses, please click [here](#).

For the most up-to-date information concerning Summer Abroad courses, please consult the [Class Schedule](#).

25.1 Summer Abroad Brazil Program

MGPO 469 MANAGING GLOBALIZATION (3 credits)

ORGB 380 CROSS CULTURAL MANAGEMENT (3 credits)

25.2 International Summer Program for Non-McGill Students

BUSA 481 MANAGING IN NORTH AMERICA (3 credits)

MRKT 434 TOPICS IN MARKETING 1 (3 credits)

26 Faculty of Medicine

Note: The following section lists Special Courses and Programs offered in the summer by the Faculty of Medicine. For a complete list of summer courses, please click [here](#).

26.1 Department of Epidemiology, Biostatistics and Occupational Health**30th ANNUAL SUMMER SESSION IN EPIDEMIOLOGY & BIOSTATISTICS**

May 4–June 26, 2015

The Annual Summer Session in Epidemiology and Biostatistics offers health professionals the opportunity to gain familiarity with the principles of epidemiology and biostatistics. It also offers graduate students from McGill and other universities the opportunity to acquire academic credits and thereby accelerate coursework during a Summer term.

The 2015 Summer Session in Epidemiology and Biostatistics will introduce a new course on Introduction to Health Informatics (EBIP 645: Substantive Epidemiology 5), as well as offer courses within the themes listed on the website. Courses are offered over one, two, and four weeks; please refer to the website for schedules and course descriptions: www.mcgill.ca/epi-biostat-occh/summer.

The language of instruction is English (unless otherwise stated), and students are advised that fluency in English is essential to benefit from the courses offered. However, students may submit their assignments and examinations in French.

The courses are intended for health professionals (e.g., physicians, nurses, respiratory therapists, psychologists, physical and occupational therapists, etc.) or professionals in related fields (e.g., industrial hygienists, environmental specialists, urban planners, engineers), as well as social and basic scientists.

Academic credits are available to graduate students, and to residents and fellows from residency training programs at McGill.

Health professionals and others not seeking academic credits can obtain a Professional Interest Certificate. Tuition fees vary. Please contact the Student Affairs Office at:

McGill University, Faculty of Medicine
Department of Epidemiology, Biostatistics and Occupational Health
Purvis Hall, Room 27
1020 Pine Avenue West
Montreal QC H3A 1A2

Telephone: 514-398-6258

Email: graduate.eboh@mcgill.ca

Website: www.mcgill.ca/epi-biostat-occh/summer

MCGILL STUDENTS AND MEDICAL RESIDENTS SEEKING ACADEMIC CREDITS

Registration is via Minerva, McGill's web-based registration system, at www.mcgill.ca/minerva.

27 Faculty of Science



Note: The following section lists Special Courses and Programs offered in the summer by various departments of the Faculty of Science. For a complete list of summer courses, please click [here](#).

27.1 Off-Campus Field Courses

The Department of Biology offers students the opportunity to put theory into practice through off-campus field courses during the Summer term.

27.2 Biology

BIOL 240 MONTEREGIAN FLORA (3 credits)

BIOL 335 MARINE MAMMALS (3 credits)

BIOL 573 VERTEBRATE PALAEOLOGY FIELD COURSE (3 credits)

27.3 Earth & Planetary Sciences

EPSC 231 FIELD SCHOOL 1 (3 credits)

EPSC 331 FIELD SCHOOL 2 (3 credits)

27.4 Geography

GEOG 495 FIELD STUDIES – PHYSICAL GEOGRAPHY (3 credits)

GEOG 494 URBAN FIELD STUDIES (3 credits)