



**University Regulations and Resources (Summer  
Studies)**

**Programs, Courses and University Regulations  
2017-2018**



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

1 . McGill University reserves the right to mak

## Publication Information

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# 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.

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## 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, 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.

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## 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-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations)

To find out more about this topic, see [www.mcgill.ca/students/srr](http://www.mcgill.ca/students/srr)

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## 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 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 courses can be found through the School of Continuing Studies at [www.mcgill.ca/continuingstudies/programs-and-courses/languages](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages) and the French Language Centre at [www.mcgill.ca/flc](http://www.mcgill.ca/flc), and in [Summer Studies and 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 [Continuing Studies](#) Areas of Study Language > [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.

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## 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 offenses. 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](http://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 an examination constitutes cheating. You can find the Code in the Handbook on Student Rights and Responsibilities at [www.mcgill.ca/students/srr/publications](http://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 administrative 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](http://www.mcgill.ca/students/srr/honest/students/test).

- 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;
- 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 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 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 Centre for Human Resources Development of Canada and Quebec; 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 research or teaching purposes.

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 university admissions and student records;
- obtain copies of your transcripts from the Ministre de l'Éducation et de l'Enseignement supérieur, the Ministre 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 Ministre de l'Immigration, de la Diversité et de l'Inclusion, 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 Ministre de l'Éducation et de l'Enseignement supérieur 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, 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 Information Technology (IT) Resources

McGill University offers a variety of Information Technology resources open to students, faculty, staff, and other members of the McGill community. Please see [section 1.1 Information Technology \(IT\) Services](#) and visit [IT Services > Getting Started > Students](#) for further details.

### 1.7.1 Responsible Use of McGill Information Technology Resources

When using all McGill IT services, whether hosted on premises, by a third-party supplier or in the cloud, you must comply with the [Policy on the Responsible Use of McGill Information Technology Resources](#). You can find this policy in the listing of University Policies, Procedures and Guidelines under Information Technology, at [www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations)



Note for M.D., C.M. and D.M.D. Programs: For guidelines regarding the use of social media by M.D., C.M. and D.M.D. students, see [www.mcgill.ca/ugme/academic-policies/guidelines-social-media](http://www.mcgill.ca/ugme/academic-policies/guidelines-social-media) and [www.mcgill.ca/theloff@ce](mailto:theloff@ce)

### 1.7.2 Use of Cloud Services

Your usage of cloud services, whether provided by McGill or self-acquired as a consumer service, must respect the [Cloud Data Directive](#). The Cloud Data Directive is also available at [www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations)

### 1.7.3 Email Communication

All students are assigned a McGill Email Address (usually in the form of [firstname.lastname@mcgill.ca](mailto:firstname.lastname@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](http://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 have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please see the [Options for dealing with multiple email services](#) Knowledge Base article and choose the most appropriate method for accessing your McGill email.

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-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations). For more information on email for students, refer to [www.mcgill.ca/it](http://www.mcgill.ca/it).



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.

### 1.7.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, and faculty. To access Minerva, go to [www.mcgill.ca/minerva](http://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 grade evaluation reports
- View your McGill login information to access the Internet and email
- View your Permanent Code, citizenship, and Quebec residence 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 graduation 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](http://www.mcgill.ca/it) and select Logins and Passwords.

### 1.7.5 myMcGill

McGill's portal, myMcGill, gives students and staff personalized inter-

- Visual Schedule Builder

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

Health and Dental Plan This supplemental Health Plan is only valid if you have provincial healthcare or have opted-in to the International health insurance plan. For details on fees, change of coverage dates, and what is covered by the plans, refer to [www.studentca.ca](http://www.studentca.ca), or contact:

Studentcare 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.studentca.ca](http://www.studentca.ca)

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 abroad, you may not be eligible for provincial health insurance coverage. To verify your i



If you are away from campus and do not have access to the Internet, you can request changes by writing to your Student 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 the Student Office, 3415 McTavish Street, Montreal QC H3A 0C8. Macdonald campus students can request changes in person at the Macdonald Campus 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.



**Note for Nursing:** Students must register a Quebec address and telephone number on their Meet OIIQ registration requirements.

## 2.2 Submitting Legal Documents

McGill requires documentation from you to confirm your legal status. The following sections describe the documents needed for your specific situation and how you should proceed.

### 2.2.1 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 2.2.2 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 mandatory 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 transcript. If you do not already have a Permanent Code, we will request that one be 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 at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva). Select Student Menu > Student Accounts Menu > View your Tuition and Legal Status



**Note for Medicine:** Students admitted to the Faculty of Medicine will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, see [www.mcgill.ca/medadmissions/applying/elements](http://www.mcgill.ca/medadmissions/applying/elements)

### 2.2.2 What Documents Does McGill Need from You?

Follow the instructions in the [rows](#) 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	<ul style="list-style-type: none"> <li>Usually no documents are required to verify 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 &gt; Student Accounts Menu &gt; View your Tuition and Legal Status)</li> </ul>
You have applied to McGill from another Quebec university	<ul style="list-style-type: none"> <li>Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makk Society card; or valid Canadian Confirmation of Permanent Residence document (Note 2); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>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</li> </ul>
You were born in Quebec	<ul style="list-style-type: none"> <li>Quebec birth certificate (Note 4)</li> </ul>
You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec	<ul style="list-style-type: none"> <li>Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makk Society card;</li> </ul>

## Quebec and Canadian Out-of-Province Students

- or valid Canadian Confirmation of Permanent Residence document (Notes 1 and 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 Welfare Society card; or valid Canadian Confirmation of Permanent Residence document (Notes 1 and 2); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (Notes 1 and 5)
- Attestation of Residence in Quebec Form (Note 5)
- Other supporting documents depending on which situation you check on the above Attestation of Residence 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, Specializing)

- You may need a Visitor's Permit (VISA) issued by Citizenship and Immigration Canada at your port of entry into Canada to determine if you are required to have a visa, please refer to the [Citizenship and Immigration Canada website](#).
- 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, if you already identified your parents' names on your application to McGill, 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 verified 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 verify 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 residence.



Note 5: You can find links to download and print the Permanent Code Data Form, Attestation of Quebec Residence forms at [www.mcgill.ca/legal/documents/forms](http://www.mcgill.ca/legal/documents/forms)

### 2.2.2.1 Fee Exemptions

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

- French Course Fee Exemptions± Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (notations as listed at [www.mcgill.ca/student-accounts/tuition-fees/legal-tuition-and-fees-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/legal-tuition-and-fees-information/tuition-fee-exemptions)).
- 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/legal-tuition-and-fees-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/legal-tuition-and-fees-information/tuition-fee-exemptions)):
  - Students in a Ph.D. program
  - Students in a Post-Graduate Medical Education program: Medical Residents, Clinical Fellows

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 cases may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at [www.mcgill.ca/legal/documents/exemption](http://www.mcgill.ca/legal/documents/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 waiting permanent residence in Canada and holding an eligible CSQ
- Students whose spouse or unmarried students whose parent is a Temporary

Ensure that you save your documents properly in one of the following formats. Do not just rename the extension. Due to the possibility of computer viruses, McGill does not accept Microsoft Word documents (.doc) or text 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](mailto: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: [www.mcgill.ca/students/servicepoint/studentquestform](http://www.mcgill.ca/students/servicepoint/studentquestform)

### 2.2.5.1 For the School of Continuing Studies

By Email:

[legaldocuments.conted@mcgill.ca](mailto: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](mailto:info.conted@mcgill.ca) / [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

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## 2.3 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 intercampus shuttles.

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 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 replacement fee; please see the [Student Accounts](#) website for exact fee amount.
- If you need security access to labs or 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 [Find the AAM list](#) on the [Security Services website](#)

### 2.3.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information [website: www.mcgill.ca/students/codes/id](http://www.mcgill.ca/students/codes/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 during their operational hours in order to obtain a replacement card. Please refer to the [www.mcgill.ca/students/records/id#getting](http://www.mcgill.ca/students/records/id#getting) website for information on the downtown campus ID centre:

### 2.3.2 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](#)

You can provide a preferred first name on your application for admission. 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 the Communications Services (NCS) via the REGGIE tool. For further details, see [www.mcgill.ca/students/records/address](http://www.mcgill.ca/students/records/address)

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

### 2.4.2 Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva ([www.mcgill.ca/minerva](http://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](http://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 of official documents (see [2.4 Legal Name](#) and [section 2.4.1 Preferred First Name](#)) in person at a Service Point, 3415 McTavish Street, Montreal QC H3A 0C8.



**Note for Continuing Studies:** Requests for such changes must be made by presenting of official documents (see [2.4 Legal Name](#)) in person at the Client Services Office of the 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](http://www.mcgill.ca/minerva). Once you have determined your student type, be sure to take note of the registration procedures in the corresponding column. Please note that students who have completed courses from previous terms will be denied access to register on Minerva.

STUDENT TYPES	REGISTRATION PROCEDURES
<p>A) A McGill student is:</p> <ul style="list-style-type: none"> <li>One who is registered in the Winter term immediately preceding the Summer 2018 term in a McGill degree or diploma program; students who are graduating in June 2018, see instructions for D) Special Students</li> <li>One who has not registered or who withdrew in the Winter term and has received a letter of readmission from the faculty of office.</li> </ul>	<p>Please remember to:</p> <ul style="list-style-type: none"> <li>Pay any outstanding fees on your student account;</li> <li>Verify the course and program requirements in the Undergraduate Calendar at <a href="http://www.mcgill.ca/study">www.mcgill.ca/study</a></li> <li>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;</li> <li>Obtain authorization from the appropriate department, if required;</li> <li>Go to <a href="http://www.mcgill.ca/students/coses/add/register">www.mcgill.ca/students/coses/add/register</a> and follow instructions on how to register. View your class schedule on Minerva to ensure you are correctly registered.</li> </ul>
Graduate students	Before registering via Minerva, you should consult with your graduate department/unit (see <a href="http://www.mcgill.ca/gps/students/registration">www.mcgill.ca/gps/students/registration</a> ). For Special or Visiting Students taking graduate courses, please submit your application via uApply (see <a href="http://www.mcgill.ca/gadapplicants/apply/ppae/visiting">www.mcgill.ca/gadapplicants/apply/ppae/visiting</a> and <a href="http://www.mcgill.ca/gadapplicants/apply/grad">www.mcgill.ca/gadapplicants/apply/grad</a> ).
School of Continuing Studies students	You must register with the School of Continuing Studies (see <a href="http://www.mcgill.ca/continuingstudies">www.mcgill.ca/continuingstudies</a> )
Macdonald campus Summer session students	You must follow the steps for the appropriate student type (McGill, IUT visiting, or special) as well as obtain permission from the faculty of Agricultural and Environmental Sciences in order to register for their courses (see <a href="http://www.mcgill.ca/macdonald">www.mcgill.ca/macdonald</a> )
<p>B) A Quebec Inter-University Transfer student is:</p> <ul style="list-style-type: none"> <li>One who is currently registered at a Quebec university and wishes to transfer credits granted by McGill during the Summer to that university.</li> </ul>	<p>Currently registered students at other Quebec universities should follow the steps below:</p> <ul style="list-style-type: none"> <li>Initiate an online Inter</li> </ul>

## STUDENT TYPES

## REGISTRATION PROCEDURES

- Go to [www.mcgill.ca/students/coses/add/register](http://www.mcgill.ca/students/coses/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.

### 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.)

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 2018, available for download at [www.mcgill.ca/summer/for-students/registering](http://www.mcgill.ca/summer/for-students/registering) and upload your documents using [Service Point Checkout](#) or by submitting them in person at McGill's Service Point.

### D)



Note: There is a \$50 processing fee, payable online when you upload your [Registration Package](#) or in person at Service Point on campus.

### 3.1.1 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 held, 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 pre-registration requirements for a course, such as placement tests or departmental approval required.

Class Schedule information is subject to change and is updated as courses are added, cancelled, rescheduled, or relocated. It is your responsibility to check Class Schedule at the time of registration, and again before classes begin, to ensure that changes in the schedule have not caused conflicts in your schedule.

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

Please note that the last day of classes in a term varies according to a course's schedule pattern (e.g., Mon-Fri/Tues-Thurs, Monday only, etc.). You may verify these details at [www.mcgill.ca/importantdates/dates](http://www.mcgill.ca/importantdates/dates).



**Note for Health Sciences:** For information, you should refer to your Faculty/School section in this publication.



**Note for Medicine:** This section is not applicable to M.D., C.M. students; see [www.mcgill.ca/ugme](http://www.mcgill.ca/ugme).

### 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-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](http://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 400s are intended for undergraduate students. In most programs, courses at the 300 and 400s are normally taken in the student's last two years.
- Courses at the 500s are intended for qualified senior undergraduate students but are also open to graduate students.
- Courses at the 600 and 700s 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 D2 courses, the credit weight is indicated after the course number. For further information, refer to [University Regulations & 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 fulfill the requirements of a program (e.g., minor, etc. at the undergraduate level or specific courses at the graduate), unless the student has exceptions. 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 fulfillment of the specific program requirements. Some restrictions may apply. 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 the faculty regulations concerning electives; graduate students require the approval of their Program Director and Enrolment Services.



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## 3.2 Course Selection

Course descriptions for all faculties can be found at [www.mcgill.ca/study/courses](http://www.mcgill.ca/study/courses). We also encourage you to check [www.mcgill.ca/summer/courseselection](http://www.mcgill.ca/summer/courseselection) in addition to descriptions for all courses. The [Class Schedule](#) includes the days and times when courses are held, 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 your responsibility 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 held: 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](http://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.

### 3.2.1 Departmental Approval

Some courses require that you first obtain departmental approval from the department before registering (for Education courses, contact the Student Affairs Office, Faculty of Education). A course requiring departmental approval will be listed as such in the . Departmental approval gives you the permission to register, but does not ensure 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 the department's approval.

### 3.2.2 Summer Course Load for McGill, Visiting, and Special Students

The maximum number of credits you may take the Summer term (May/June and July combined) as a McGill, Visiting, or Special Student is 12 credits. You may take a maximum of two courses in Arts, Education, Engineering, Management, or Science, in one Summer session (May/June, or July session). Please note that the schedule of lectures in Summer courses is intensive and that two courses in one session is considered a heavy workload. To register for more than two courses in Arts, Education, Engineering, Management, and Science or for more than one course in other faculties:

- McGill students must obtain written permission from the faculty;
- Visiting students must obtain written permission from both their home university and the faculty in which they are registered;
- Special students must obtain written permission from the faculty in which they are registered.

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

The maximum number of courses an IUT Student may take the 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 BCBureau de coopération interuniversitaire, previously known as CREPUQ) electronic IUT site at [www.bci-qc.ca](http://www.bci-qc.ca)

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## 3.3 Course Changes

All students must use Minerva to make any changes to their course selection. You can use Minerva to add or drop courses anytime up to and including the fourth scheduled day of classes (which include lectures and laboratories). See the specific dates: [Key Dates, Summer 2018](#)

Inter-University Transfer (IUT) students wishing to drop or withdraw from their course(s) should use Minerva, cancelling the course on BCBureau 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](http://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, either notification of the course instructor nor discontinuing class attendance is sufficient. Please see [section 4.6 Refunds](#) for information on refunds.


### 3.3.1 Course Drop and Withdrawal

You may drop or withdraw from a course using Minerva.


Students who do not attend classes and examinations and/or who do not officially withdraw will receive a grade of "J" on their transcripts. If, after the ninth day of class, illness or special circumstances force you to stop attending class, permission may be granted for an official withdrawal.



 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, 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](http://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., Innovation in Technology on Society and Group B Humanities and Social Sciences, Management Studies and Law Natural Science Complementary Courses (for Computer Engineering students from CEGEP and all Software Engineering students), and Elective Courses (for Mechanical Engineering students from CEGEP). cannot use the S/U option for courses in either 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 Schulich School of Architecture. You cannot use the S/U option for courses in another 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 do not 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.
- 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 do not 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 at [www.mcgill.ca/desautels/pgms/bcom/contact-us](http://www.mcgill.ca/desautels/pgms/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 do not satisfy a minor

 Note for Nursing: The S/U option is not available to B.N.I. and B.Sc.(N.) students for required courses.

 Note for Physical and Occupational Therapy: The S/U option is not available to Physical and Occupational Therapy students.

### 3.7 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 December 2017. The University reserves the right to make changes without notice in the published scale of fees.



Interest: Interest is charged on overdue balances at the monthly rate of 1.24% (14.88% annually), multiplied by the balance outstanding after the due date (within 2±3 days). The rate is evaluated each Spring, and then is set for the following academic year. See [www.mcgill.ca/student-accounts/your-account/deadlines-and-penalties](http://www.mcgill.ca/student-accounts/your-account/deadlines-and-penalties) for more information.



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

The University has no obligation to issue a 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 previous term account balance or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have a financial difficulty, first contact the Student Aid Office to discuss the possibility of obtaining financial aid:

Brown Student Services Building  
3600 rue McTavish, Room 3200  
Montreal QC H3A 0G3

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

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, they must 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 of Previous Term(s)

In accordance with the fee policies stated in [section 4.2.3 Overdue Accounts](#) and [section 4.2.3.1 Information for Registered Students](#), before the University cancels your current and subsequent 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/form](http://www.mcgill.ca/student-accounts/form)) 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 a Reinstatement Penalty for the processing of the re-enrolment fee amounts and further details are available on the [Student Accounts](#) website.

#### 4.2.4 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 3.5 Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

IUT students taking courses at McGill are required to pay additional courses 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 will be refunded.

For directions on requesting your refund online in MyMCGILL, see [www.mcgill.ca/student-accounts/your-account/requesting-a-refund](http://www.mcgill.ca/student-accounts/your-account/requesting-a-refund)

### 4.3 Payment Procedures

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









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 Advising Services

If your Standing is still incomplete by the end of course change period, you should immediately consult with your 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 are 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 McEwen Street). However, it is important that you also see an advisor 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](http://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 point average (CGPA) according to the criteria listed below



Note: The Faculty determines Academic Standing decisions after the completion of each term (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 regarding 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 approved course and successfully complete the course.
- If you obtained a grade of F in another course, you must either repeat the course successfully before graduation or replace it with an 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 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 greater than 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 with the 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, and you are placed in Unsatisfactory Standing again at the end of a 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 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. You 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 with a deadline 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/students/current-students/undergraduate/advising-programs/academic-standing](http://www.mcgill.ca/engineering/students/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. 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 [Schulich School of Music > 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/advising-directory](http://www.mcgill.ca/students/advising/advising-directory)).

If you are graduating at the end of the Winter 2018 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/forms](http://www.mcgill.ca/students/records/forms)



Note: You cannot graduate at the end of the Summer 2018 term and attend the Spring 2018 convocation. If you complete your degree requirements during Summer 2018, you will be granted your degree at the Fall 2018 convocation.

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## 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. This does not apply to all faculties.



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 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. In a course description, the average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. 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 six weeks.

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



Note for Physical and Occupational Therapy: A grade of C+ is a minimum required passing grade for courses with the subject codes of OCC1, PPTH, and PPH. A grade of C is a minimum required passing grade for all other courses. For complete details, refer to the Rules and Regulations, available at [www.mcgill.ca/spot/programs](http://www.mcgill.ca/spot/programs)

Courses can be graded either by letter grades or in percentages. 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 graduation forms.

Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a fail. 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 3.6 Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#)

You must obtain a grade of C or better in courses that you need for program requirements. You may not register in a course unless you have passed all the prerequisite courses with a grade of C or better or 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 [Section 3.6 Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#)



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, adding the sum by the total course 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.

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

The term grade point average (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level 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. 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 grade 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 CGPA 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 at 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 will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with formal examinations must have supplementals);
- whether students with marks of D, F 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" or "Grading and Grade Point Averages". A grade of D indicates marginal performance which is acceptable only for Complementary Studies courses (i.e. A Group of Technology on Society and Group B Humanities and Social Sciences, Management Studies and Law Natural Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elect Courses (for Mechanical Engineering students from CEGEP and for Architecture students). A grade of D is not acceptable for required (core) courses (including 100 (Freshman) math and science courses), technical complementary courses, laboratory complementary courses, or courses in the category of the Engineering programs. Individual departments/schools will decide if a student with a D in a prerequisite course(s) may take subsequent course(s).

Grades have the following designations:


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


### 5.3.1 Grading and Grade Point Averages (GPA): Other Grades

#### Other Grades

J	⊘	unexcused absence (if); the student is registered for a course but does not write the final examination or do other required work; calculated as 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 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 Registrar)

Other Grades		
P	Đ	pass; not calculated in T/GPA or CGPA
Q	Đ	course continued in next term (applicable only to courses taken pre-fall 2002)
S	Đ	satisfactory; equivalent to C or better in an elective course; not calculated in T/GPA or CGPA (See <a href="#">section 3.6 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option</a> )
U	Đ	unsatisfactory; equivalent to D or F in an elective course; not calculated in T/GPA or CGPA (See <a href="#">section 3.6 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option</a> )
W	Đ	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in T/GPA or CGPA
WF	Đ	withdrew failing; a course dropped, with special permission in exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being not final; not calculated in T/GPA or CGPA (Not used by Music.)
WL	Đ	faculty permission to withdraw from a deferred examination; not calculated in T/GPA or CGPA
NA or &&	Đ	grade not yet available
W- or - -	Đ	no grade; student withdrew from the University; not calculated in T/GPA or CGPA


 Note for Physical and Occupational Therapy: Grades of S/U are not applicable.


 Note for Medicine: Refer to [www.mcgill.ca/ugme/academic-policies/grading-numeric-grades](http://www.mcgill.ca/ugme/academic-policies/grading-numeric-grades) and [www.mcgill.ca/ugme/academic-policies/medical-student-performance](http://www.mcgill.ca/ugme/academic-policies/medical-student-performance).


### 5.3.2 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 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 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 Law: Option 1 is not available to students in the Faculty of Law. Option 3 is by approval of the Associate Dean (Academic) or the Director (Student Life & Learning) only.


 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 [University Regulations & 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](http://www.mcgill.ca/students/exams)

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

 Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 Avenue Street). However, it is important that you also see a faculty adviser in Dason 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](http://www.mcgill.ca/students/advising)



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

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#### 5.4 Verification of Student Records: Unofficial Transcripts

Subject to [section 5.5 Changes to Student Records after Normal Deadlines](#) you are responsible for verifying your academic record on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) using the unofficial transcript to ensure that you are listed 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 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 Avenue Street). However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the ef

### 5.5.5 Fee Assessment Consequences

When a change to your student record is made, a fee assessment appears on your 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.

### 5.5.6 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 status; see [section 2.2.1 Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

## 5.6 Transcript of Academic Record

The following sections contain information on transcripts and other details regarding academic records. Use the right-hand menu to jump to a specific section.

### 5.6.1 Transcript of Academic Record: General Information

A McGill transcript includes all attempted work and final grades obtained in 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 Bins](#) in a sealed envelope.

Requests for official transcripts are processed in about 3-5 business days (5 to 7 during peak periods). Requests for archival 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 clear your unofficial transcript in [Minerva](#) for any holds.

### 5.6.2 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 5.6.3 Official Transcripts](#).

### 5.6.3 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. 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.

### 5.6.4 Course Numbering on the Transcript

Prior to September 2002, course numbers had a character designating the teaching unit/department. The next three digits specified the course, with the first of these indicating the official character as 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) reading 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/codes/transcripts/ky](http://www.mcgill.ca/student/codes/transcripts/ky).

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## 6.2 Examination Facilities for Students with Disabilities

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

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## 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 course 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 of the course.

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## 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-300MSPlus
- . CASIO fx-570MS
- . CASIO fx-991MS
- . CASIO fx-992S
- . SHARP EL-510
- . SHARP EL-520
- . SHARP EL-531
- . SHARP EL-546 (all extensions are acceptable for SHARP calculators)
- .



• to your Student Affairs Office (the Associate Dean, Student Affairs, in the F

## 7 Service Point

Service Point has brought together the 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 options
- 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](http://www.mcgill.ca/students)

For more information about Service Point, see [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

### 7.1 Location

3415 McTavish Street (corner Sherbrooke)

Montreal QC H3A 0C8

Telephone: 514-398-7878

Opening hours: please refer to [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

Email for current students: [www.mcgill.ca/students/servicepoint/studentrequestform](mailto:www.mcgill.ca/students/servicepoint/studentrequestform)

Email for applicants and prospective students: [www.mcgill.ca/students/servicepoint/contact-us](mailto:www.mcgill.ca/students/servicepoint/contact-us)

## 8 Student Services

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

### 8.1 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 activities, the McGill community and the broader local community.

William and Mary Brown Student Services Building

3600 McTavish Street, Suite 2100

Montreal QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990  
Email: [deanofstudents@mcgill.ca](mailto:deanofstudents@mcgill.ca)  
Website: [www.mcgill.ca/deanofstudents](http://www.mcgill.ca/deanofstudents)

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## **8.2 Office of the Senior Director, Services for Students**

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

For information, contact:

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### 8.3.2 Career Planning Service (CaPS)

Provides career education, events, individual advising, and workshops to help you find permanent/part-time/summer jobs and internships, your career or graduate education options, and build your network.

Brown Student Services Building, Suite 2200  
Telephone: 514-398-3304  
Email: [carees.caps@mcgill.ca](mailto:carees.caps@mcgill.ca)  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)

### 8.3.3 Counselling & Mental Health Service

Offers confidential counselling with a psychologist for personal, social, emotional, and academic issues, among others.

Brown Student Services Building, Suite 4200  
Telephone: 514-398-3601  
Email: [counsellingservice@mcgill.ca](mailto:counsellingservice@mcgill.ca)  
Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)

### 8.3.4 First Peoples' House

Promotes and supports original student success and well-being in a culturally welcoming environment.

3505 Peel Street  
Telephone: 514-398-3217  
Email: [@stpeopleshouse@mcgill.ca](mailto:@stpeopleshouse@mcgill.ca)  
Website: [www.mcgill.ca/fph](http://www.mcgill.ca/fph)

### 8.3.5 Health Services

Provides access to experienced physicians, nurses, and health educators who provide health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing.

Brown Student Services Building, Suite 3300  
Telephone: 514-398-6017  
Website: [www.mcgill.ca/studenthealth](http://www.mcgill.ca/studenthealth)

### 8.3.6 International Student Services

Offers support to international students; orientation and transition programs; and immigration and health insurance information.

Brown Student Services Building, Suite 5100  
Telephone: 514-398-4349  
Email: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)  
Website: [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

### 8.3.7 Office of Religious and Spiritual Life

Connects students who identify as religious with their on-campus communities and chaplains. Provides students with space and resources to explore spirituality and educates students on how to thrive in a pluralistic society.

Presbyterian College, 3495 University Street, 2<sup>nd</sup> floor  
Telephone: 514-398-4104  
Email: [morsl@mcgill.ca](mailto:morsl@mcgill.ca)  
Website: [www.mcgill.ca/morsl](http://www.mcgill.ca/morsl)

### 8.3.8 Office for Sexual Violence Response, Support, and Education

Confidential, non-judgmental, and non-directional support for students and staff of all genders impacted by sexual and gender-based violence. Services offered in both French and English.

550 Sherbrooke W., Suite 585 (West Tower)  
Telephone: 514-398-3786; 514-398-4486  
Email: [svof@ce.mcgill.ca](mailto:svof@ce.mcgill.ca)  
Website: [www.mcgill.ca/saap](http://www.mcgill.ca/saap)

### 8.3.9 Office for Students with Disabilities and myAccess

Facilitates and supports the inclusion of diverse students and students with special needs.

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

### 8.3.10 Office of Sustainability

Supports McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill. Stay up to date via [Facebook](#) and [Twitter](#) pages, and by [signing up](#) to receive our monthly e-newsletter

Sherbrooke 1010 Building, Suite 1200  
Telephone: 514-398-2268  
Email: [sustainability@mcgill.ca](mailto:sustainability@mcgill.ca)  
Website: [www.mcgill.ca/sustainability](http://www.mcgill.ca/sustainability)



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## 8.4 Student Services – Macdonald Campus

Students who study on the Macdonald campus may not have full use of all Student Services on both campuses. All Student Services at Macdonald Campus are located in the Centennial Centre:

Centennial Centre, Room 124  
21,111 Lakeshore Road  
Sainte-Anne-de-Bellefleur QC H9X 3V9  
Telephone: 514-398-7992  
Email: [stuser@macdonald.mcgill.ca](mailto:stuser@macdonald.mcgill.ca)  
Website: [www.mcgill.ca/macdonald-studentservices](http://www.mcgill.ca/macdonald-studentservices)

A list of services available is given below. For detailed information, please visit [our website](#) and the main [Student Services website](#)

- [section 8.4.1 Career Planning Service \(CaPS\)](#)
- [section 8.4.2 Counselling & Mental Health Service](#)
- [section 8.4.3 International Health Insurance](#)
- [section 8.4.4](#)

Website: (Macdonald campus) [www.mcgill.ca/macdonald-studentservices/feeling-sic](http://www.mcgill.ca/macdonald-studentservices/feeling-sic)

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

#### **8.4.6 Student Financial Aid**

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

Telephone: 514-398-7992

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

### 8.6.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Robber's Roost Bookstore stocks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available.

Robber's Roost Bookster  
Macdonald Campus Centennial Centre  
Telephone: 514-398-8300  
Website: [mcss.mcgill.ca/bookster](http://mcss.mcgill.ca/bookster)

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### 8.7 Computer Store

All technology products (hardware, software, and accessories) can be found at Le James McGill Bookstore located at 680 Sherbrooke. For any special orders, please contact us at [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca)

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## 9 Summer Residence Accommodation

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### 9.1 Residences

McGill University's 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 Carréfour Sherbrooke (CS)
- 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 and street festi



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## 10.2 Macdonald Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include:

- gym
- fitness centre
- arena
- tennis courts
- playing fields
- outdoor TrekFit gym
- outdoor volleyball court
- large expanses of green space

Students can participate in instructional, recreational, 6vs1 arena



Course for School of Continuing Studies Students

Course Number	CourseTitle	Notes
CCOM 205	Communication in Management 1	Restricted to and required for students in Career and Professional Development programs offered by the School of Continuing Studies

Course in Professional

Telephone: 514-398-8430

Administrative inquiries should be directed to:

[mwc@mcgill.ca](mailto:mwc@mcgill.ca) for undergraduate courses

[graphos@mcgill.ca](mailto:graphos@mcgill.ca) for graduate courses

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### **12.3 University Archives**

The McGill University Archives (MUA) acquires, preserves, and makes available



of First Nations artifacts, the most important of its kind in Quebec with a corpus of 15,800 objects from across Canada; and the Notman Photograph Archives, which contain over 1,300,000 historical photographs and is a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius HOFFMANN and Robert Harris. The Museum's Textual Archives include some 262 linear metres of documents relating to Canadian history. Finally, the McCord website features award-winning virtual exhibitions, innovative learning resources, and a 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@mccod.mcgill.ca](mailto:info@mccod.mcgill.ca)  
Website: [www.mccod-museum.qc.ca](http://www.mccod-museum.qc.ca)

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## 12.6 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald campus, this institution is the insect collection and systematic entomology laboratory of McGill. 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. However, tours are available by appointment to interested parties.

Telephone: 514-398-7914  
Website: [lyman.mcgill.ca](http://lyman.mcgill.ca)

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## 12.7 Other Historical Collections

In addition to the McGill museums, there are other collections exhibits of a specialized nature curated by McGill's Heritage Advisory Committee. McGill began accumulating cultural property by virtue of acquisition or donation before the university itself was established. At the Montreal Medical Institute, which became McGill's Faculty of Medicine, specimens were collected and used as teaching tools as early as 1827. Collections gained international recognition for faculty members such as Andrew Fernando Holmes and William Dawson. Their collections and others had a major influence on building McGill's reputation as a learned institution.

For more information, and to view the fu574 (wson.) Tj 1 Gill'

Since then, the University has continued to grow vigorously. In 1884, the first women students were admitted and in 1899 the 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 of Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of 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. 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 10 faculties and 13 schools. At present over 38,000 students are taking credit courses; one in four is engaged in Graduate Studies.

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

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## 13.2 Incorporated and Affiliated Colleges

### 13.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

The Royal Victoria College, a non-teaching college of McGill University, pro

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 the Board.

#### Members

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.)  
 Pierre Matuszweski; B.A.(Lal), M.B.A.(McG.)  
 Samuel Minzberg; LL.B.(McG.)  
 Derek Nystrom; B.A.(H.)(Mc.), M.A., Ph.D.(Vrg.)  
 Cynthia Price/erreault; BCom(McG.)  
 Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)  
 Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

#### 13.5.2.2 Student Representatives

##### Student Representatives

Students Society of McGill (1)  
 Post-Graduate Students Society of McGill (1)  
 Observes  
 McGill Association of Continuing Education Students (1)  
 Macdonald Campus Students Society (1)

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### 13.6 Governance: Members of Senate

#### 13.6.1 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  
 The University Registrar and Executive Director of Enrolment Services  
 The Director of Teaching and Learning Services

#### 13.6.2 Elected Members

##### Elected Members

66 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff  
 Student Members (21)

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## 13.7 Administration

### Administration

Michael A. Meighen; B.A.(McG.), LL.L.(Laval)	Chancellor
Suzanne Fortier; B.Sc., Ph.D.(McG.)	Principal and Vice-Chancellor
Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)	Provost and Vice-Principal (Academic)
Olivier Dyens; B.A.(Columbia), M.A., Ph.D.(Montr)	Deputy Provost (Student Life & Learning)
Kathleen Masse; B.A.(York), M.A.(R. Roads)	University Registrar and Executive Director of Enrolment Services
Jana Lule; B.A.(Guelph), B.Ed., M.Ed.(U.T.)	Executive Director of Services for Students
Ghyslaine McClure; B.Eng.(Montr), S.M.(MIT), Ph.D.(Montr)	Associate Provost (Academic Priorities & Resource Allocation)
Angela Campbell; B.A. B.C.L.(McG.), LL.M.(Harv)	Associate Provost (Equity & Academic Policies)
Anja Geitmann; Diplom.(Konstanz), Ph.D.(Siena)	Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr)	Chief Information Officer
Edyta Rogowska; B.A.(Tor.), M.A.(McG.)	Secretary-General
Yves Beauchamp; B.Eng., M.Eng.(UQTR), Ph.D.(WVU)	Vice-Principal (Administration & Finance)
Lynne B. Gerais; B.A.(Columbia)	
Robert Couvrette; B.Sc. (Cole Poly Montr & HEC), M.P.M.(UQAM)	Associate Vice-Principal (Facilities Management and Ancillary Services)
Louis Arsenault; B.A.(UQAM), M.A.(Paris VII)	Vice-Principal (Communications & External Relations)
David Eidelman; M.D., C.M.(McG.), FRCPC, FACP	Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)
Sam Benayon; B.Sc., M.D., C.M.(McG.)	Associate Vice-Principal (Health Affairs) and Vice-Dean (Health Affairs)
Rose Goldstein; B.Sc., M.D., C.M.(McG.)	Vice-Principal (Research & Innovation)
	Associate Vice-Principal (Research & Innovation)

Deans

Brenda Raenscroft; B.Mus.(CapTown), M.Mus.(King@S, Lond.), Ph.D.(BMusic Col.)

R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(T)

Science

Dean of Students