



**Summer Studies**  
**Programs, Courses and University Regulations**  
**2025**



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

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# 1 University Regulations and Resources

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## 1.1 General Policies and Information

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The *General Policies and Information* section of this document contains important details needed by you during your studies at McGill and should be periodically consulted, along with other sections and related publications.

### 1.1.1 Authorization, Acknowledgement, and Consent

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

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

### 1.1.2 Student Rights and Responsibilities

*Student Rights and Responsibilities* is produced jointly by the Office of the Dean of Students and the Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill, and is available at [mcgill.ca/students/srr](http://mcgill.ca/students/srr).

Further details regarding your rights and responsibilities are also available at [mcgill.ca/secretariat/policies-and-regulations](http://mcgill.ca/secretariat/policies-and-regulations).

### 1.1.3 Language Policy

The main language of instruction at McGill is English. You have the right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning second language course offerings can be found through the School of Continuing Studies at [mcgill.ca/continuingstudies/area-of-study/languages](http://mcgill.ca/continuingstudies/area-of-study/languages) and the French Language Centre at [mcgill.ca/flc](http://mcgill.ca/flc), and in *Summer Studies* and *Continuing Studies*.



**Note for the Faculty of Education:** There are special language requirements for Faculty of Education students; see *Faculty of Education*.



**Note for Continuing Studies:** For English language programs, refer to the School of Continuing Studies' *Global and Strategic Communications* section.

**Note for the Faculty of Law**

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of cheating under Article 17 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 *Student Rights and Responsibilities*.



**Note:** All newly-admitted undergraduate and graduate students must complete a **mandatory online academic integrity tutorial** in their first semester, accessed through [Minerva > Student Menu > Academic Integrity Tutorial](#) or a registration "hold" will be placed on their record. Prior to Fall 2018, undergraduate students completed the tutorial in myCourses via the course AAAA 100, but as of Fall 2018 the tutorial must be completed in Minerva. For more information, see [mcgill.ca/students/srr/honest/students/test](http://mcgill.ca/students/srr/honest/students/test).

### 1.1.5 University Student Assessment Policy

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

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

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

### 1.1.6 Policy Concerning Access to Records

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

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

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

Registered students may oppose the release of certain personal information by completing an [Opposition Form](#).

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

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

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the *Ministère de l'Immigration, de la Francisation et de l'Intégration* and/or the *Régie de l'assurance maladie du Québec*; Immigration, Refugees, and Citizenship Canada; and/or the *Ministère de l'Éducation et de l'Enseignement supérieur*;
- Universities Canada, the Association of Registrars of the Universities and Colleges of Canada, and the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ), or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics;
- libraries of other Quebec universities with which McGill has established reciprocal borrowing agreements;
- the appropriate authorities involved with external or internal funding of your fees (financial records may also be disclosed to such authorities);
- students and alumni of the University who have volunteered to speak with students for the purpose of facilitating their integration into 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, or contains evidence of academic dishonesty or inappropriate conduct;
- regulatory authorities, law enforcement or other persons, as authorized or required by law; and
- McGill Network and Communications Services for the purpose 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 will be asked to authorize the University to** request letters of reference on your behalf from referees you have identified, with the understanding that each referee would be provided with information indicating that you have applied to be admitted to McGill University, including your name, the McGill program you have applied to, the academic term when you wish to begin your studies at McGill, and your statement describing how the referee knows you.

In addition to the above, **if you are a candidate for admission to the Faculty of Law, you will be asked to consent to** the release of personal information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI) and the Native Law Centre Summer Program at the Native Law Centre, University of Saskatchewan.

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine and Health Sciences or to the Faculty of Dental Medicine and Oral Health Sciences in undergraduate, graduate, or postgraduate studies, you will be asked to consent to** the release of personal information to other schools of medicine; to Employment and Social Development Canada; to the Ministère du Travail, de l'Emploi et de la Solidarité sociale of Quebec;

to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health centre to which you apply/or join for residency or rotations.

In addition to the above, **if you are a candidate for admission to the Schulich School of Music, you will be ask**

### **1.1.7.3 Use of Cloud Services**

McGill's Cloud Directive gov

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

**Students covered by private health insurance are not exempt from the McGill plan.** However, you may be eligible for an *exemption* by meeting certain criteria. **Exemption requests must be made on Minerva under the International Student Health Insurance Coverage Form.** Supporting documents for your exemption request should be scanned and *emailed to ISS* by *certain deadlines*, indicating in the body of the email your name, McGill ID number, and exemption request.

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

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

**International Health Insurance**

Telephone: 514-398-4349

Email: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

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



**Note for School of Continuing Studies:** International students who are enrolled in **credit** courses at School of Continuing Studies are also billed IHI and should also refer to the *office of International Student Services* website for information on health insurance.

### 1.1.10.2 Health Insurance – Canadian Citizens and Permanent Residents

#### Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as Postdoctoral candidates) students beginning in the Fall term will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. Your 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.studentcare.ca](http://www.studentcare.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.studentcare.ca](http://www.studentcare.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 living abroad, you may not be eligible for provincial health insurance coverage.

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



**Note for School of Continuing Studies:** Continuing Studies students also have access to a health and dental plan offered by MACES; please refer to [http://studentcare.ca/rte/en/IHaveAPlan\\_MACES\\_Home](http://studentcare.ca/rte/en/IHaveAPlan_MACES_Home) for eligibility and other information.



**Note for Graduate and Postdoctoral Studies:** Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what this plan covers, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at [studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS\\_Home](http://studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home). Students without valid Canadian medicare, please see *section 1.1.10.1: Health Insurance – International Students*, or the **Canadians who have been residing outside of Canada** section above.

### 1.1.10.3 Special Medical Needs

If you have special medical needs, please book an appointment with the *Student Wellness Hub* to discuss how to manage your health while at McGill.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the *Student Accessibility & Achievement* to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access Advisor. Academic accommodation planning and support is available to students at the Downtown Campus as well as the Macdonald Campus, and to students in Continuing Studies. Please refer to [mcgill.ca/access-achieve/](http://mcgill.ca/access-achieve/) for more information, or to book an appointment.



**Note for UGME and PGME Students:** See the Office of Medical Learner Affairs at [mcgill.ca/schoolofmedicine-learneraffairs/](http://mcgill.ca/schoolofmedicine-learneraffairs/).



**Note for Nursing, Physical and Occupational Therapy, and Communication Sciences and Disorders Students:** See the WELL Office at [mcgill.ca/thewelloffice](http://mcgill.ca/thewelloffice).

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## 1.2 Personal Information

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

### 1.2.1 Updating Personal Information

It is important to keep your McGill record up to date with your personal information, especially a mailing or billing address, as these are used by the University year-round. Upon initial registration, students are prompted to provide this information. Every six months thereafter, students are prompted to update this information as needed.

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

If you need to change important personal information that requires the University to verify official documents—such as a name change, gender, or a correction of your birth date—refer to the instructions at [mcgill.ca/student-records/personal-information/name-gender](http://mcgill.ca/student-records/personal-information/name-gender). 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, gender, 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:** A Quebec address and telephone number are required for Nursing students on *Minerva* to meet OIIQ registration requirements.

### 1.2.2 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.

#### 1.2.2.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order 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 1.2.2.2: What Documents Does McGill Need from You?](#)

Some of the documents McGill requests of you help us obtain your **Permanent Code**



## Quebec and Canadian Out-of-Province Students

	<ul style="list-style-type: none"><li>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, <b>usually</b> no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your <i>Minerva</i> 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 Makivik 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>Permanent Code Data Form (Notes 1 and 5)</li></ul>
You are a Quebec resident as defined by one of the other situations outlined by the Government of 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 Makivik 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>Permanent Code Data Form (Notes 1 and 5)</li><li>Attestation of Residency in Quebec Form (Note 5)</li><li><i>Other supporting documents</i>, depending on which situation you checked on the above Attestation of Residency Form</li></ul>

## International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)	<ul style="list-style-type: none"><li>You may need a Visitor's Permit or Electronic Travel Authorization (<i>eTA</i>) issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the <i>Immigration and Citizenship</i> website</li><li>Photo page of your passport</li><li>Permanent Code Data Form (Notes 1 and 5)</li></ul>
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)	<ul style="list-style-type: none"><li>Certificate of Acceptance of Quebec (CAQ)</li><li>Study Permit issued by Immigration Canada (Note 3)</li><li>Permanent Code Data Form (Notes 1 and 5)</li></ul>

**Note 1:** Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, if you have clearly 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.

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

Note that this information may be subject to change.

### 1.2.2.3 Has McGill Received Your Documents?

#### 1.2.2.3.1 Quebec/Canadian/International Fees and Immigration Status

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

- Check your tuition fee and legal status on the *Minerva* Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. Ensure that you select the correct term when viewing your status.
- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see [mcgill.ca/student-accounts](https://mcgill.ca/student-accounts).

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

#### 1.2.2.3.2 Permanent Code

Your Permanent Code will be created and/or validated by Quebec's Ministry of Education normally within the first six to eight weeks of your first registered semester at McGill.

- Check your Permanent Code on *Minerva*: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 1.2.2.2: What Documents Does McGill Need from You?](#) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

### 1.2.2.4 What Are the Consequences of Not Providing Your Documents?

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

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

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

### 1.2.2.5 Where and How Do I Send My Documents?

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

Please refer to [mcgill.ca/legaldocuments/how](https://mcgill.ca/legaldocuments/how) for detailed instructions on where/how to submit your documents.

If there is a problem with your documents, contact Service Point at:

Telephone: 514-398-7878

Website: [mcgill.ca/servicepoint/contact](https://mcgill.ca/servicepoint/contact)

### 1.2.2.5.1 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  
680 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)

## 1.2.3 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; and
- access the inter-campus shuttle bus.

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 return it to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement if you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card if you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the [Student Records](#) website for an exact fee amount.
- If you need security access to labs or other facilities, please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the [Find the AAM](#) list on the [Security Services website](#).



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

### 1.2.3.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at [mcgill.ca/student-records/personal-information/id](http://mcgill.ca/student-records/personal-information/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 at any time in order to obtain a replacement card. Please refer to the following site for information on the Downtown Campus ID Centre: [mcgill.ca/student-records/personal-information/id](http://mcgill.ca/student-records/personal-information/id).

### 1.2.3.2 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](#).

The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.  
Information on when the ID Centre is open can be found [here](#).

## 1.2.4 Legal Name and Legal Sex Designation

### 1.2.4.1 Legal Name

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

After confirming your offer of admission and registering at McGill, the name provided on your admission application is validated and, in the event of a variation, updated to match the legal name appearing on one of the following documents:




Canadian or Permanent Resident Students:

1. Canadian birth certificate, copy of an act of birth, or citizenship card or certificate  
(**Note:** A Canadian passport is not acceptable)
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card)
3. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language  
(**Note:** Quebec marriage certificates are only acceptable if issued prior to 1984)
4. Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by the Quebec Directeur de l'état civil or applicable force in any Canadian province  
(**Important:** must be submitted along with a driver's license or health card indicating the name change)

International Students:

1. Canadian Immigration Study or Work Permit
2. Certificate of Acceptance of Quebec (CAQ)
3. International passport (**Note**



STUDENT TYPE	REGISTRATION PROCEDURE
School of Continuing Studies student	You must register with the School of Continuing Studies (see <a href="https://mcgill.ca/continuingstudies">mcgill.ca/continuingstudies</a> ).
Macdonald Campus Summer Session student	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="https://mcgill.ca/macdonald">mcgill.ca/macdonald</a> ).
<p><b>B) A Quebec Inter-University Transfer student is:</b></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><b>Currently registered students at other Quebec universities should follow the steps below:</b></p> <ul style="list-style-type: none"> <li>Initiate an online Inter-University Transfer (IUT) form to request the required authorizations. Complete the online AEHE-IUT form available through <a href="https://mcgill.ca/transferecredit/iut">mcgill.ca/transferecredit/iut</a> by clicking on the <i>Non-McGill Students</i> tab on the vertical menu and then <i>Step 1: Applying</i>.</li> <li>After the online Inter-University Transfer form is approved by your home university and McGill, you must register in the approved course(s) on Minerva.</li> <li>Go to <a href="https://mcgill.ca/students/courses/add/register">mcgill.ca/students/courses/add/register</a> and follow instructions on how to register. View your class schedule on <i>Minerva</i> to ensure you are correctly registered.</li> </ul> <p> <b>Note:</b> The online IUT form is only an approval process and does not signify that you will be registered in the course.</p>
<p><b>C) A Visiting Student from a university outside Quebec is:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p><b>Registration for Visiting Students from universities outside Quebec and for all Special Students:</b></p> <ul style="list-style-type: none"> <li>Before registering for courses on Minerva, you must have a McGill record. You must first fill out and submit a Registration Package for Summer 2024, available for download at <a href="https://mcgill.ca/summer/future-students/registering">mcgill.ca/summer/future-students/registering</a>.</li> </ul> <p> <b>Note:</b> There is a \$50 processing fee, payable online when you upload your Registration Package or in person at Service Point on campus.</p>
<p><b>D) A Special Student is:</b></p> <ul style="list-style-type: none"> <li>One who has received either a conditional or final letter of acceptance to a McGill undergraduate degree or diploma program.</li> <li>Anyone who is not currently registered in a degree or diploma program either at McGill or elsewhere.</li> <li>One who is graduating from McGill University in the month of June 2024.</li> </ul>	<p> <b>Note:</b> McGill students who have a Winter 2024 graduation term on their record will only need to complete the online form entitled <i>Authorization for Change of Program - Graduating Students</i> available at <a href="https://mcgill.ca/students/records/forms">mcgill.ca/students/records/forms</a>.</p> <ul style="list-style-type: none"> <li>Once your registration package has been processed, you will receive an email with your McGill ID number and instructions on how to register using <i>Minerva</i>. These instructions are also available at: <a href="https://mcgill.ca/students/courses/add/register">mcgill.ca/students/courses/add/register</a>.</li> <li>Note that you must provide your Permanent Code form and supporting documents according to the regulations explained in <a href="#">section 1.2.2.2: What Documents Does McGill Need from</a></li> </ul>



**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



### 1.3.3.1 Course Drop and Withdrawal

You may drop (with refund) a course on *Minerva* up to and including the fourth scheduled class, and withdraw (without refund) from a course from the fifth to the ninth scheduled class\*. A withdrawal means that a grade of "W" will appear on your record and you will not be eligible for a fee refund. See the specific dates outlined in [Key Dates, Summer 2024](#).

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



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

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

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

### 1.3.4 Your Responsibility

While departmental and faculty advisors and staff will provide advice and guidance (see the [Academic Advising](#) page), you have ultimate responsibility for:


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


### 1.3.5 Quebec Inter-University Transfer Agreement


#### 1.3.5.1 Quebec Inter-University Transfer Agreement: McGill Students


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

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for 3—or in some cases 6—credits per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residenc


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

 **Note for Engineering:** For most programs, courses that can be taken through the IUT agreement are restricted to specific course categories. For details, please see [mcgill.ca/engineering/students/exchanges-study-away/study-away](http://mcgill.ca/engineering/students/exchanges-study-away/study-away).


 **Note for Nursing:** The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, i.e., a letter grade of 'C'.


 **Note for Physical and Occupational Therapy:** The final grades earned at the host university must meet the minimum requirements as set by the Physical Therapy or Occupational Therapy programs.


### 1.3.5.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students

 **Note for Health Sciences:** This section applies only to the Ingram School of Nursing.

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

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

 **Note for Engineering:** Summer courses administered by the Faculty of Engineering are open to McGill students only.

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

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

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

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


Where permitted by faculty and program regulations, you may take one elective course per term to be graded under the Satisfactory/Unsatisfactory (S/U) option, to a maximum of 10% of your credits taken at McGill to fulfil the degree requirements. **You are responsible for selecting the S/U option on the correct course amongst all courses you are registered for, and that the course is eligible for the option per faculty and program regulations.** For more information, refer to the appropriate faculty note below.


If you decide to have an elective course graded as Satisfactory/Unsatisfactory (S/U), you must do so before the course change deadline on [Minerva](#) as part of the [Student Menu](#) > [Registration Menu](#) > [Quick Add or Drop Course Sections Menu](#).


Once the option is selected, and the course change deadline has passed, you may still remove the option up until the "withdrawal without refund" deadline.


When adding or removing the S/U option to a course, you are encouraged to return to the "course grade mode" drop down menu to ensure that the S/U option has been selected or removed appropriately. **You are responsible for confirming that the S/U option has been applied or removed.**


**Note for multi-term courses:** You must select the S/U option by the course change deadline of the first part of the course. Once selected, you may remo

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


 **Note:** The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's course change deadline, they must then consult their McGill Faculty Student Affairs Office for approval.

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

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


 **Note for Engineering:**


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


 **Note for Law:**


- The S/U option is available for Law and non-Law electives and Law complementary courses within the BCL/JD. program.
- The S/U option is limited to one course in the BCL/JD. program for a maximum of 4 credits.
- Students are not permitted to choose the S/U option for required courses.
- The S/U option is not permitted for courses that are taken to satisfy a minor.

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

 **Note for the M.D.,C.M. program:** The M.D.,C.M. program functions on a pass/fail system. Your final grade for each course is recorded on your university transcript as S *satisfactory* (pass) or U *unsatisfactory* (fail). Refer to The Faculty of Medicine's [Assessment System](#) for further details.

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

For further information, contact your departmental advisor or Student

Further information regarding fees can be found on the Student Accounts website: [mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates](http://mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates).

For information on financial support, see [Scholarships and Student Aid](#).



**Note for Graduate and Postdoctoral Studies:** For information on financial support, see [mcgill.ca/gps/funding](http://mcgill.ca/gps/funding).

## 1.4.1 Access to Fee Information

You can view your *Account Summary by Term* on [Minerva](#). The Summer term fees will be accessible at the end of March.

### 1.4.1.1 Guest Access on Minerva

You may choose to give access privileges to a guest on Minerva. These privileges include viewing e-bills/account summaries, tax receipts, and e-payment.

The [mcgill.ca/student-accounts/parents-and-sponsors/guest-access](http://mcgill.ca/student-accounts/parents-and-sponsors/guest-access) web page describes how to set up this access. You must provide certain information about the individual to whom you wish to grant access to your fee-related information. The guest will be contacted by email and provided with a link to use within a designated time period.

You can revoke guest access privileges at any time.

Note that [Service Point](#) staff may respond to questions from your authorized guest regarding the information to which they have been given access.

If you do not want to give a guest access privileges to Minerva, you can enter an “Alternate Student Billing” email address on Minerva to which Student Accounts will send a copy of the monthly e-bill notification.

You should not share your PIN (personal identification number) with anyone, including a guest on Minerva. *Guest Access* allows your guest to view your account information without knowing your PIN.

## 1.4.2 Invoicing Information

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

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance, and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva))

#### 1.4.4.2 International Students

International students enrolled at McGill for no more than one semester (i.e., not in a degree program) are exempted from having to obtain a CAQ and Study Permit, per Immigration law. For these cases, McGill will instead require a clear and legible PDF copy of the student's valid passport (photo and signature page), and Visitor's Visa if relevant (refer to [cic.gc.ca](http://cic.gc.ca) to determine if you are required to have a Visitor's Visa). A copy of the student's birth certificate with a legal certified translation in English or French may also be necessary. For further information, visit [mcgill.ca/legaldocuments](http://mcgill.ca/legaldocuments).



**Note:** Visa-exempt foreign nationals who study in Canada for less than 6 months will require an Electronic Travel Authorization (eTA) to study in Canada. Exceptions include U.S. citizens and travellers with a valid visa. The Electronic Travel Authorization (eTA) is completed online. Please visit [Citizenship and Immigration Canada](http://Citizenship and Immigration Canada).

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

For more information concerning Fee Exemptions, contact Service Point at [mcgill.ca/servicepoint](http://mcgill.ca/servicepoint).

#### 1.4.4.3 Fees Other Than Tuition

For the current year's non-tuition charges, please refer to [mcgill.ca/student-accounts/tuition-fees](http://mcgill.ca/student-accounts/tuition-fees). Be advised that some courses have additional fees that are noted in the class schedule when you are registering.

Certain faculties or departments may charge additional fees such as the Arts Information Technology Charge, Course Package Copyright Charges, etc.

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

#### 1.4.4.4 Administrative Charges

The University assesses a number of administrative charges to students, which include:

**Registration Charge** – All students in courses and programs are assessed a registration charge.

**Information Technology Charge** – The purpose of the information technology charge is to enhance certain technological services provided to students as well as to provide training and support to students in the use of new technologies.

**Transcripts and Diploma Charge** – The University assesses a transcripts and diploma charge to all students. This entitles currently enrolled students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with convocation ceremonies. Students who attend their convocation may be responsible for some additional costs. A fee per official transcript is applicable if you have not been registered at McGill in the last 12 months. Please see [mcgill.ca/student-records/transcripts](http://mcgill.ca/student-records/transcripts) for further information.

**Copyright Fee** – All students in courses and programs are charged a copyright compliance fee. This fee covers the cost of using material protected by copyright. It is levied to comply with all Quebec and Canadian copyright laws.

**General Administrative Charge** – This fee originated from increases in ancillary fees that were allowed by the Quebec Government. The University complies with the Quebec government's regulation on administrative fee increases by applying the same indexation factor that the government applies to tuition to this charge. A portion of the amount continues to be directed to Athletics (except in the School of Continuing Studies).

For further information about administrative charges, see [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees](http://mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees).

#### 1.4.4.5 Overdue Accounts

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

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

**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 it is set for the following academic year. See [mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue](http://mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue) for more information.



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

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

#### 1.4.4.5.1 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 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: [mcgill.ca/studentaid](http://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.

#### 1.4.4.5.2 Information for Students Who Are No Longer Registered

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

#### 1.4.4.5.3 Cancelling Registration for Non-Payment of Previous Term(s)

In accordance with the fee policies stated in [section 1.4.4.5: Overdue Accounts](#) and [section 1.4.4.5.1: Information for Registered Students](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form ([mcgill.ca/student-accounts/forms](http://mcgill.ca/student-accounts/forms)) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the [Student Accounts](#) website.

#### 1.4.4.6 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 1.3.5: 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 course charges that are compulsory upon registration, such as special activity charges or course material costs.

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

#### 1.4.4.7 Acceptance of Fees vs. Academic Standing

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

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

#### 1.4.4.8 Deferred Admission, Degree Transfers, Break in Enrolment

**Deferred Admission:** Students who defer their admission to the University will be subject to the tuition rates that are in effect for the term in which they are starting, and not the term in which they were originally admitted. This is of interest to International and Canadian non-Quebec resident students in particular programs where tuition rates have been increased for the duration of their program as long as there is no break in enrolment or degree transfer.

**Degree Transfers:** International undergraduate students and students in non-research graduate programs who transfer degrees will be charged the tuition rate in effect for newly admitted students in the ne

#### **1.4.4.9 Fees for Students in Two Programs**

Students in two programs are normally billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate level versus one at the graduate level), you may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts website at [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program](http://mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program) for further details.

You should consult the Student Accounts Office at [student.accounts@mcgill.ca](mailto:student.accounts@mcgill.ca) for information on tuition fees. Adjustments to bills are made throughout the term in cases where fees cannot be automatically calculated.

#### **1.4.4.10 Sponsorships/Awards/Fee Deferrals**

##### **1.4.4.10.1 Students with Sponsors**

If your fees will be paid by an external organization or agency (e.g., Department of Veterans Affairs, Saudi Bureau, foreign government), you must have your sponsor confirm the conditions of their sponsorship (sometimes called a financial guarantee) in writing on their corporate letterhead and send this letter to the University. Once received by the University and if registration has occurred, your account will be adjusted. Sponsors must confirm annually the list of eligible students by August 1st of each year or one month prior to the start of the term. For more information, please refer to [mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship](http://mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship).

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

##### **1.4.4.10.2 Students Receiving McGill Awards**

Student awards may be paid directly to your student fee account or direct deposited to your bank. Please verify the payment schedule and the method of payment on Minerva's *Financial Aid/Awards* menu if you are expecting a scholarship or award. Students who are expecting awards to be paid in early January prior to the fee deadline may reduce their payment amount by the total amount of their awards. This will avoid unnecessary credit balances to be refunded.

Please note that credit balances in student fee accounts that result from payment from scholarships and awards are refundable only after the official "course withdrawal with full refund" deadline for each term.

##### **1.4.4.10.3 External Scholarships**

You may also receive external scholarships from other organizations, outside agencies, parents' employers, or community groups. These awards are typically sent directly to the University. You should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distributed, including any conditions for the award. If such information is not specified, the amount of the scholarship will be split into two terms and will be credited to your account as soon as you have registered, with the second instalment credited the first working day in January, which will be prior to the fee payment deadline. As such, you may reduce your payment amount by the total amount of your awards. This will avoid unnecessary credit balances to be refunded. If you do not meet the requirements of the scholarship, the funds will be returned to the external body.

You may need an anticipated scholarship to reduce your balance owing for a given term. If so, email [student.accounts@mcgill.ca](mailto:student.accounts@mcgill.ca), with "External Scholarships" in the subject line, at least one week before the fee deadline as stated on the e-bill, and indicate the amount, currency (Canadian or US dollars) and agency or company issuing the scholarship. A fee deferral for the expected amount will reduce the amount owed. The deferral will expire by the end of September for the Fall term or January for the Winter term. Interest will be assessed at the prevailing rate on outstanding amounts beyond the deferral deadline.

Please note that credit balances in student fee accounts that result from payment from scholarships and awards are refundable only after the official "course withdrawal with full refund" deadline for each term.

##### **1.4.4.10.4 Tuition & Fees – Payment Deferral**

Students with no prior outstanding tuition/fees may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the University, government or other external agencies. Such requests will be granted on a term by term basis during which time no interest or late payment charges will be applied on the fees covered by the deferral while the deferral is effective. Once the deferral has ended, notification will be sent and fees will be due in full by the next payment deadline, otherwise interest and late payment fees will apply. The length of time that a fee deferral is in effect will depend on the nature of the fee deferral. For the list of deferrals and their duration, please refer to the [Student Accounts](http://StudentAccounts) website.

Students may apply for a fee deferral via "Defer Payment of Tuition and Fees" through the *Financial Aid/Awards* menu on Minerva, selecting the category applicable to their situation. All applicants will be verified to ensure they have self-reported their situation accurately.

The Minerv

you provide this information to the University upon registration. More information on these slips is available at [mcgill.ca/student-accounts/your-account/tax-information](http://mcgill.ca/student-accounts/your-account/tax-information).

#### **1.4.6 Refunds: Deadlines and How to Claim a Refund**

Refunds of tuition and administrative charges are av



Standings for the Fall term are designated as *Interim*. Note that Interim Standings do not appear on your official transcript. Consult the appropriate section of this publication for the regulations on Interim Standing decisions.

**Satisfactory/Interim Satisfactor**

Appeals for readmission by students in Unsatisfactory Standing must be received in their respective Faculties no later than the deadlines stated on their readmission websites. For **Arts**, see [mcgill.ca/oasis/students/seeking-readmission](http://mcgill.ca/oasis/students/seeking-readmission). For **Science** (including B.A. & Sc.) see [mcgill.ca/science/student/general/readmission](http://mcgill.ca/science/student/general/readmission). Readmission will be considered only when proof of extenuating circumstances that affected academic performance can be provided (e.g., medical or other documentation). If you are in Unsatisfactory Standing for the second time, you must withdraw permanently. Normally, supplemental examinations are not permitted; however, if you are in Unsatisfactory Standing, you may appeal for permission to write a supplemental examination, clearly stat.4 Td50m0 0

#### **1.5.1.5.2 Probationary Standing: Faculty of Engineering**

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

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

**or**

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

You may continue with your studies under the following conditions:

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

#### **1.5.1.5.3 Unsatisfactory Standing: Faculty of Engineering**

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

a CGPA that is less than 1.20

**or**

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

If at any time, you were placed in Unsatisfactory Standing and were readmitted to the Faculty of Engineering after one term away



**Note:** You cannot graduate at the end of the Summer 2024 term and attend the Spring 2024 convocation. If you complete your degree requirements during Summer 2024, you will be granted your degree at the Fall 2024 convocation.

## 1.5.2 Credit System

The faculties listed in this publication use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term, but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of you and generally assume two hours of personal study for each contact hour.

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



**Note:** One credit equals about 45 hours of work. This may be a combination of lecture, laboratory, tutorial, and conference time plus personal study hours. Personal study hours may include required activities, group activities, time spent doing assignments, and preparing and reviewing for a course. All synchronous activities should be held within the time the course is scheduled per the [Minerva Class Schedule](#). Credit hours normally do not require a set number of synchronous hours, allowing for flexibility in course design and scheduling options. However, some programs, such as those with accreditation requirements, may require a minimum of synchronous contact hours.



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

**Note for Agricultural and Environmental Sciences, and Science:**

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



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



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

The University assigns grade points to letter grades according to the above table. Your Academic Standing (e.g., satisfactory, probationary), which is your academic status at the end of each term, is determined by a grade point average (GPA), which is calculated by multiplying the course credit by the grade points and dividing the sum by the total GPA course credits. The GPA result is truncated by two decimal points and not rounded up to the nearest decimal point. For example, a GPA of 3.596 will display on the transcript as 3.59 and is NOT rounded up to 3.60.

GPA course credits are the credits of courses with final grades that are assigned grade points according to the table above (e.g., a 3-credit course with a final grade of A has 3 GPA course credits, but a 3-credit course with a final grade of P has no GPA course credits because a grade of P does not have a grade point value).

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

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change levels, e.g., from undergraduate to graduate, the CGPA starts again.

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed—e.g., from B.Sc. to B.A.—the CGPA calculation restarted 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 final grades are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.

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



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

- whether there will be a final examination in the course;
- how term work will affect the final grade in the course;
- how term work will be distributed through the term;
- whether there will be a supplemental examination in the course, and if so, whether the supplemental exam will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with formal final examinations *must* have supplementals);
- whether students with grades of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental grade will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).



**Note for Engineering:** In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course. This may not correspond to grades indicated in the “Numerical Scale of Grades” column in *Grading and Grade Point Averages*. A grade of D indicates marginal performance which is acceptable only for Complementary Studies courses (i.e., Group A *Impact of Technology on Society*; and Group B *Humanities and Social Sciences, Management Studies and Law*), Natural Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elective Courses (for Mechanical Engineering students from CEGEP and for Architecture students). A grade of D is not acceptable for required (core) courses (including Year 0 (Freshman/Foundation Year) math and science courses), technical complementary courses, laboratory complementary courses, or courses in any other category of Engineering programs. Individual departments/schools will decide if a student with a D in a prerequisite course(s) may take the subsequent course.

**Grades have the following designations:**

A,

Very Good



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



**Note for Medicine:** Refer to [mcgill.ca/ugme/policies-procedures/ugme-student-assessment-policy](https://mcgill.ca/ugme/policies-procedures/ugme-student-assessment-policy) and [mcgill.ca/ugme/policies-procedures/medical-student-performance-record](https://mcgill.ca/ugme/policies-procedures/medical-student-performance-record).

### **1.5.3.2 Unexcused Absences**

All students who miss a final exam or do not complete other required w

## 1.5.5 Changes to Student Records after Normal Deadlines

### 1.5.5.1 Student Record Changes

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

### 1.5.5.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

### 1.5.5.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the [section 1.5.5.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and decide. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at [Service Point](#) (3415 McTavish). However, it is important that you also meet with a faculty advisor in [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, refer to [Academic Advising](#).

### 1.5.5.4 After Registrar Deadlines

The University does not normally consider a change requested after the [section 1.5.5.2: Registrar Deadlines](#) have passed. In situations where there are extraordinary personal or extraordinary academic circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. You may be assessed a fee for a change requested after Registrar deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at [Service Point](#) (3415 McTavish). However, it is important that you also meet with a Faculty advisor in [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, refer to [Academic Advising](#).

### 1.5.5.5 Fee Assessment Consequences

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

If you wish to contest the fee assessment, you must submit a written request to Enrolment Services. Enrolment Services will review the extraordinary circumstances described in the supporting documentation provided by your faculty and, if necessary, consult with the Student Accounts Office to decide whether to consider your request. Then, Enrolment Services will communicate with you explaining the decision.

### 1.5.5.6 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 exemption status; see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

## 1.5.6 Transcript of Academic Record

The proceeding sections contain information on transcripts and other details regarding academic records.

**Transcript of Academic Record: General Informationac1 3 0 19lt**



Paper official transcripts are normally processed in 3 to 5 working days (5 to 7 during peak periods) and mailed by regular Canada Post mail to the address(es) indicated on the request. Paper transcripts are free of charge for currently registered students. Transcript fees apply for alumni and former students. Requests for archived transcripts (pre-1972) have a longer processing time.

Paper official transcripts are printed on secure paper that cannot be copied. eTranscripts are digitally signed and certified PDF documents that cannot be copied.

For more information on requesting official transcripts, refer to [Official Transcripts](#).

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

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

### 1.5.6.2 Unofficial Transcripts

If you require a copy of your student record, access Minerva ([mcgill.ca/minerva](http://mcgill.ca/minerva)) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, your transcript is archived, and you must order an official transcript. See [section 1.5.6.3: Official Transcripts](#).

### 1.5.6.3 Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see [mcgill.ca/student-records/transcripts](http://mcgill.ca/student-records/transcripts).

**Currently Registered Students:** Use [Minerva](#) to order an official transcript at *Student Menu > Student Records Menu > Request/Official Transcript*.

**Alumni or former students who were registered or graduated as of 1972 or later:** You **must** submit your request in [Minerva](#) at *Student Menu > Student Records Menu > Request/Official Transcript* and will require login credentials. Please contact the IT Service Desk ([mcgill.ca/it](http://mcgill.ca/it)) to obtain your McGill ID & Minerv

### **1.6.1 Credit by Examination**

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

### **1.6.2 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)
- TI-30XIIS

No other calculators will be permitted, regardless of their lev

4. A final examination given during the examination period shall be worth at least 25% of the final grade.
5. Students shall be informed of all course requirements by the end of the course add/drop period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine and Health Sciences, Dental Medicine and Oral Health Sciences, and Education that do not follow the normal University T

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

### 1.6.3.3.2.1 Reassessment of Coursework

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

### 1.6.3.3.2.2 Rereads of Final Examinations

Deadlines to request final exam rereads:

- **March 31** for courses in the Fall term
- **September 30** for courses in the Winter and Summer terms

Exam reread fees apply; refer to the [Student Accounts](#) website for fee amounts and information.

For students pursuing a *Bachelor of Arts*, *Bachelor of Science*, or *Bachelor of Arts & Science*:

- Requests for a final exam reread must be made via [Service Point](#);
- It is strongly recommended, but not required, that you consult with the instructor of the course before requesting a reread of a final exam.

Students from outside the Faculties of Arts or Science taking a course administered by them must submit final exam reread requests directly to the Student Affairs Office of their Faculty for Approval.

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

### 1.6.3.3.3 Rereads: Faculty of Engineering

You can request a formal reread of a final examination once you have discussed it with your instructor. You must complete a Reassessment of a Grade and Reread [webform](#) and submit it to the Student Affairs Office, [Engineering Student Centre](#).

The following regulations apply:

- Grades may be either raised or lowered as the result of a reread.

#### Reread application deadlines:

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

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

## 1.6.4 Supplemental Examinations

There are no supplemental examinations for Summer courses.

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## 1.7 Service Point

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

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

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

- pick-up of alternative U.S. Loans

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

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

For a complete list of student services and resources at McGill, see [mcgill.ca/studentservices/](http://mcgill.ca/studentservices/).

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

### 1.7.1 Location

3415 McTavish Street (at Sherbrooke)

Montreal QC H3A 0C8

Telephone: 514-398-7878

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

Email: please refer to [mcgill.ca/servicepoint/contact](http://mcgill.ca/servicepoint/contact)

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## 1.8 Student Services

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

### 1.8.1 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 to families, 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)

WTm

Website: [mcgill.ca/student-services](https://mcgill.ca/student-services)

A list of services available is given below. For further information, see the [Student Services website](#). This list also includes services offered by McGill offices external to the Student Services office.

- [section 1.8.3.1: Campus Life & Engagement \(CL&E\)](#)
- [section 1.8.3.2: Career Planning Service \(CaPS\)](#)
- [section 1.8.3.3: First Peoples' House](#)
- [section 1.8.3.4: International Student Services \(ISS\)](#)
- [section 1.8.3.5: Office of Religious and Spiritual Life \(MORSL\)](#)
- [section 1.8.3.6: Office for Sexual Violence Response, Support, and Education](#)
- [section 1.8.3.7: Student Accessibility & Achievement](#)
- [section 1.8.3.8: Office of Sustainability](#)
- [section 1.8.3.9: Scholarships and Student Aid Office](#)
- [section 1.8.3.10: Student Wellness Hub](#)

### **1.8.3.1 Campus Life & Engagement (CL&E)**

Supports all students, new and returning, and connects them to resources and opportunities that will enhance their student experience.

Brown Student Services Building  
3600 McTavish Street, Suite 4100  
Telephone: 514-398-6913  
Email: [cle@mcgill.ca](mailto:cle@mcgill.ca)  
Website: [mcgill.ca/cle](https://mcgill.ca/cle)

#### **Incoming first-year students:**

Email: [firstyear@mcgill.ca](mailto:firstyear@mcgill.ca)  
Website: [mcgill.ca/getready](https://mcgill.ca/getready)

### **1.8.3.2 Career Planning Service (CaPS)**

Provides career education, industry events, advising, mentoring, workshops and a comprehensive job posting system (myFuture) to help you find permanent/part-time/summer jobs and internships, explore your career or graduate education options, and build your network.

Brown Student Services Building, East Wing, Suite 2200  
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.  
Telephone: 514-398-3304  
Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [mcgill.ca/caps](https://mcgill.ca/caps)  
myFuture: [caps.myfuture.mcgill.ca](https://caps.myfuture.mcgill.ca)

### **1.8.3.3 First Peoples' House**

McGill's First Peoples' House provides a sense of community and a voice to Indigenous students who have left their home communities in order to pursue higher education. Services and supports address academic, cultural and community needs. All Indigenous students including Métis, the Inuit, & First Nations (both "status" & "non-status"), Maori and Aborigines are welcome.

A McGill ID card is not required for access to services.

First Peoples' House at McGill  
3505 Peel Street  
Telephone: 514-398-3217  
Email: [firstpeopleshouse@mcgill.ca](mailto:firstpeopleshouse@mcgill.ca)  
Website: [mcgill.ca/fph](https://mcgill.ca/fph)

### **1.8.3.4 International Student Services (ISS)**

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

Brown Student Services Building, East Wing, Suite 5100  
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-4349

myISS Request for Information Form can be submitted at [mcgill.ca/internationalstudents/myiss](http://mcgill.ca/internationalstudents/myiss)

International Health Insurance email: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

W

### 1.8.3.9 Scholarships and Student Aid Office

Provides assistance in the form of bursaries, loans, and Work Study programs to students requiring financial aid; administers government aid programs; and promotes financial wellness through tools and workshops.

Brown Student Services Building, East Wing, Suite 3200

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-6013

Student Aid email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)

Scholarships email: [scholarships@mcgill.ca](mailto:scholarships@mcgill.ca)

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

### 1.8.3.10 Student Wellness Hub

The Student Wellness Hub provides physical and mental health and wellness resources in one space to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisors, dietitians, psychiatrists (by referral only), sexologists, and lab technicians; as well as information, support, and programming through the Healthy Living Annex.

Downtown Campus

Brown Student Services Building, 3rd floor

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-6017

Email: [hub@mcgill.ca](mailto:hub@mcgill.ca) or [clinic@mcgill.ca](mailto:clinic@mcgill.ca)

Website: [mcgill.ca/wellness-hub](http://mcgill.ca/wellness-hub)

Macdonald Campus

Centennial Centre, Room 124

Telephone: 514-398-7992

Website: [mcgill.ca/macdonald-studentservices/health-wellness](http://mcgill.ca/macdonald-studentservices/health-wellness)

## 1.8.4 Student Services – Macdonald Campus

Students who study on the Macdonald campus may make full use of all Student Services on both campuses. A complete list of Student Services can be found at [mcgill.ca/student-services/services](http://mcgill.ca/student-services/services). All **Student Services** at Macdonald Campus are located in the Centennial Centre, unless otherwise noted:

Centennial Centre, Room 124

21,111 Lakeshore Road

Sainte-Anne-de-Bellevue QC H9X 0 0 1:m





## 1.8.5 Ombudsperson for Students

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

The mandate of the Office is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. Please refer to the website to determine *when you should contact the Ombudsperson*.

Office of the Ombudsperson  
3610 McTavish Street, Room 14 (main floor)  
Telephone: 514-398-7059  
Email: [ombudsperson@mcgill.ca](mailto:ombudsperson@mcgill.ca)  
Website: [mcgill.ca/ombudsperson](http://mcgill.ca/ombudsperson)

## 1.8.6 Bookstore

### 1.8.6.1 Downtown Campus

The *Le James* – McGill Bookstore sells a full range of books for the academic and professional community, stationery supplies, McGill clothing, and gift items. Visit the *Le James* website to sign up for the newsletter so you are the first to know about services, promotions, store hours, and so much more. The *Le James* [online store](#) is open year-round, and you can shop 24/7 from the comfort of your home.

**Main Store:**  
680 Sherbrooke Street West  
Website: [lejames.ca](http://lejames.ca)

### 1.8.6.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Macdonald Campus Bookstore carries textbooks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available. Shop online 24/7 at [lejames.ca](http://lejames.ca).

**Macdonald Campus Bookstore**  
Macdonald Campus Centennial Centre  
21111 Lakeshore Road, Sainte-Anne-de-Bellevue  
Website: [lejames.ca/category/macdonald-campus](http://lejames.ca/category/macdonald-campus)

### 1.8.6.3 Institutional Sales Department

The Institutional Sales Department (formerly the McGill Computer Store; MCS) is dedicated to the support and success of the McGill community. We are committed to the mission of Ancillary Services to provide efficient and quality assistance to McGill staff and departments, as well as the affiliated teaching hospitals of the MUHC.

Contact the sales team at [is.bookstore@mcgill.ca](mailto:is.bookstore@mcgill.ca) with your enquiry or list of products.

**Institutional Sales**  
Website: [lejames.ca/institutional](http://lejames.ca/institutional)

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## 1.9 Summer Residence Accommodation



**Note:** Please note that due to a large University on-campus Congress, rooms are not available from June 10 to 24, 2024.

### 1.9.1 Residences

McGill University Housing and Conference Services offers residence accommodations in the following locations during the summer:

- **La Citadelle (LC):** located only a few blocks from the McGill University main campus at 410 Sherbrooke Street West.
- **Carrefour Sherbrooke (CS):** located near McGill's main campus in the heart of downtown

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

**La Citadelle (LC)** offers hotel-style accommodation in McGill's residence located on Sherbrooke Street West, just steps from McGill's Downtown campus and the Golden Square Mile. At LC, you have the choice of a single-occupancy room with one queen-size bed or a double-occupancy room with two double beds. Each guestroom is equipped with a private bathroom, air conditioning, cable TV, free local calls, and Wi-Fi Internet access. There is a card-operated laundry room and fitness centre available 24 hours per day on site. LC also offers a common kitchen area for students. Students must bring their own cookware, dishware, and flatware.

**Carrefour Sherbrooke (CS)** provides hotel-style accommodations. Guests will find first-class shopping, restaurants and art galleries, outdoor cafés, and street festivals all within walking distance. Rooms offer one or two queen beds, private bathrooms, cable TV, air conditioning, a small refrigerator, and daily in-room housekeeping services. The building includes a small gym, paid laundry facilities, and shared common spaces.

**Royal Victoria College Residence (RVC)** offers traditional dormitory-style accommodations, featuring private rooms with shared bathroom and kitchen facilities. RVC is located right in the centre of the city, directly across from McGill's downtown campus. It is only a few steps away from the well-known Sainte-Catherine Street, lined with great shops and restaurants. The "Quartier des Spectacles" (entertainment district), museums, and Mount Royal Park are all within walking distance. All rooms are private study rooms with one twin bed, a desk, dresser, armoire, and a small refrigerator. Shared bathrooms, kitchenettes, and laundry facilities can be found throughout the residence.

### 1.9.2 Reservations for Summer Residences

Anyone arriving prior to May 8 must commit to a minimum of one month's stay and will be required to pay one month's accommodation in advance. There will be no refund of this amount should the student withdraw.

#### **Cancellation Policy:**

Please contact the Housing and Conference Services reservation office at 514-393-1200 or 514-393-1210 (toll-free 1-855-490-3400) or email [reservations@mcgill.ca](mailto:reservations@mcgill.ca) (with a copy to [reservations@mcgill.ca](mailto:reservations@mcgill.ca)) to cancel your reservation. Cancellation must be received by May 17, 2017, for the 2017-2018 academic year. Cancellation after this date will result in a charge of one month's accommodation. Please refer to the [Residence Reservations and Cancellation Policy](#) for more information.

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## **1.10 Athletics & Recreation**

### **1.10.1 Downtown Campus Athletics & Recreation**

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

- gymnasium
- fully-equipped fitness centre
- varsity weight room
- pool
- arena
- fieldhouse
- stadium
- indoor and outdoor running tracks and tennis courts
- squash and racquetball courts
- spinning, fitness, and martial arts studios
- various playing fields
- small groups and one-on-one training spaces
- gender-neutral changing spaces and bathrooms

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for

## 1.11 Information Technology (IT) Services

- [section 1.11.1: IT Support](#)
- [section 1.11.2: Communication and Collaboration](#)
- [section 1.11.3: Online Course Materials and Lecture Recordings](#)
- [section 1.11.4: Minerva](#)
- [section 1.11.5: Secure Your Journey](#)

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please visit [IT Services > Resources for Students](#) for details.

### 1.11.1 IT Support

McGill's [IT Support site](#) is your one-stop shop for information and support on using IT services including email, Microsoft 365 tools, Wi-Fi, VPN, and more. Search the IT Knowledge Base for instructional articles, report issues, make requests for services, chat with support agents, view announcements and system status, and follow up on your support tickets all from one convenient location.

### 1.11.2 Communication and Collaboration

McGill offers communication and collaboration tools that work together to support and enhance your educational experience.

#### Email

All students are assigned a McGill email address (usually in the form of *firstname.lastname@mail.mcgill.ca*) and given a McGill email mailbox. Please refer to [section 1.1.7.5: Email Communication](#) for further information on email services.

#### MS Teams

[Microsoft Teams](#) is the recommended application for conducting virtual meetings, audio and video calls, text messaging, and filesharing among McGill students, faculty, and staff members.

#### OneDrive

Students are given 1 Terabyte of free [file storage space](#) on the Microsoft 365 cloud where you can store and share documents.

#### Microsoft Office and 365 Apps

As a student you can download and install the entire [Microsoft 365 apps \(previously ProPlus apps\)](#) suite (Word, Excel, PowerPoint, OneNote, etc.) to your personal devices, and sync your files with the online versions in OneDrive.

Other Microsoft 365 apps include Forms (surveys and data collection), Sway (interactive online presentations), Stream (video streaming platform), SharePoint Online, and more. Find out about all the Microsoft 365 apps at [mcgill.ca/it/explore-services/o365](http://mcgill.ca/it/explore-services/o365).



**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.

### 1.11.3 Online Course Materials and Lecture Recordings

Sign in to [myCourses](#) for your online assignments, reading materials, and syllabus. Many course lectures are recorded for streaming playback on demand.

[Zoom](#) is the cloud-based tool used for attending remote classes when on-campus classes are not available.

See the [Teaching & Learning Services website](#) for more information.

### 1.11.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to [mcgill.ca/minerva](http://mcgill.ca/minerva) and log in with your McGill username and password or with your McGill ID and Minerva PIN. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill Username, used to access computers on campus, WiFi, Email, Office 365, campus printing, and more
- View your Permanent Code, citizenship, and Quebec residency status, and fee information

- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts
- Official documentation to order a reduced-fare STM Opus card

For information on accessing Minerva, visit [McGill's IT Portal](#).

### 1.11.5 Secure Your Journey

McGill IT Services wants to ensure students have a safe and secure journey from the moment you apply to the university to graduation, and beyond. Our new Secure Your Journey website contains tips on:

- Starting your McGill journey safely with strong passwords and two-factor authentication (2FA);
- Learning securely; and
- Staying vigilant against cyber threats such as phishing.

Visit [mcgill.ca/cybersafe](http://mcgill.ca/cybersafe) for tools and resources to secure your student journey at McGill.

## 1.12 Resources for Study and Research

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

### 1.12.1 Libraries

The McGill Libraries provide access to *over nine million items*, both in print and electronic formats, and consist of multiple location and units, including the [McGill University Archives](#), and the [McGill University Visual Arts Collection](#). Visit [mcgill.ca/library/branches](http://mcgill.ca/library/branches) for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from our collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

The website ([mcgill.ca/library](http://mcgill.ca/library)) is the portal to all our resources and services for your learning and research needs. There are thousands of *databases available* that you can choose from when doing a search on any topic. Librarians have created subject guides for each area of study at McGill. Each guide pulls together all the relevant resources for doing research in that field. Find your *subject guide* to get started. In addition, unique scholarly materials from the *Rare Books and Special Collections have been digitized* and are accessible through the library's website. Our website also provides access to items such as *newspapers*, and [escholarship.mcgill.ca](http://escholarship.mcgill.ca), a digital repository, which collects, preserves, and showcases the publications, scholarly works, and theses of McGill University faculty members, researchers, and students.

Friendly staff in each library location can help you locate the information you need. Students have *liaison librarians* for their departments. Liaison librarians provide *workshops* on finding, organizing, and citing information, visit your classes to provide instruction on doing research for course assignments, and are available to assist you with your questions, whether in person, on the phone, by email, or via online chat.

Most libraries are open up to 90 hours per week, and several branch libraries extend *opening hours* during exam periods. The Library offers a variety of comfortable and attractive spaces, such as individual quiet study areas and group study rooms that can be *booked* for use. Wireless access is available throughout the library, as are hundreds of computers, and all libraries have printing, scanning, and copying machines.

Special library services like the *Course Readings Service* allows you to access digital items on course reading lists in the Library's catalogue and in *myCourses*. You can also borrow materials from any library location and the McGill University Collection Centre and return them anywhere across the system. If you need material not owned by the McGill University Library, our *network loan* and *Interlibrary Loan and Document Delivery Service* will obtain it for you at no cost for McGill students, faculty, and staff. Loans can be picked up at any library location.

### 1.12.2 McGill Writing Centre

The McGill Writing Centre (MWC), established in 2010, is the University's central resource for writing and communication. Staffed by specialists in writing pedagogy, the Writing Centre offers a slate of credit courses and non-credit activities that attract undergraduate and graduate students from across disciplines.

The MWC's core set of credit courses focuses on a number of relevant topics, e.g., academic or scholarly communication, creative writing, digital genres, business communication, and communicating science to broad audiences. In addition to courses, students can also access non-credit programming (e.g., workshops, writing retreats) and indi

The courses in academic, creative, digital, and professional writing may be taken as electives or to fulfil language requirements in some undergraduate degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic advisor before you take courses outside of your faculty, especially if the courses do not form part of your program requirements.

For further information, please visit the MWC website at [mcgill.ca/mwc](http://mcgill.ca/mwc).

#### **1.12.2.1 McGill Writing Centre Course Information**

Undergraduate course offerings can be found at [mcgill.ca/mwc/courses/undergraduate](http://mcgill.ca/mwc/courses/undergraduate).

Graphos graduate course offerings can be found at [mcgill.ca/graphos/courses](http://mcgill.ca/graphos/courses).

Continuing Education (non-credit) course offerings can be found at [mcgill.ca/mwc/special-interest-courses](http://mcgill.ca/mwc/special-interest-courses).

#### **Course Coordinator Information:**

If you have inquiries about courses, please contact the specific course coordinator listed at [mcgill.ca/mwc/contact-us](http://mcgill.ca/mwc/contact-us).

#### **1.12.2.2 McGill Writing Centre Tutorial Service**

The *McGill Writing Centre Tutorial Service* provides writing instruction and support for all McGill students. Our tutors work with you on your writing projects, assignments, and research papers. Our tutors are trained in the field of writing and are available to help you with your writing. Our tutors are available to help you with your writing. Our tutors are available to help you with your writing.

McGill University Archives  
McLennan Library Building, 4th Floor  
3459 rue McTavish  
Montreal QC H3A 0C9  
Telephone: 514-398-4711  
Email: [refdesk.archives@mcgill.ca](mailto:refdesk.archives@mcgill.ca)  
Website: [mcgill.ca/library/branches/mua](http://mcgill.ca/library/branches/mua)

#### 1.12.4 Redpath Museum

The Redpath Museum is an academic unit of McGill University. Its mission is to foster understanding and appreciation of the diversity of our biological, geological, and cultural heritage through scientific research, collections-based study, and education. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology, and other fields. Its largest collections include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features a world cultures gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West  
Montreal QC H3A 0C4  
Telephone: 514-398-4086, 514-398-4861  
Email: [redpath.museum@mcgill.ca](mailto:redpath.museum@mcgill.ca)  
Website: [mcgill.ca/redpath](http://mcgill.ca/redpath)

#### 1.12.5 McCord Stewart Montreal Social History Museum

The McCord Stewart Montreal Social History Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 27,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations objects—the most important of its kind in Quebec, with a corpus of over 16,000 objects from across Canada; and an impressive Photography collection of more than 2,150,000 historical photographs—including the 400,000 photographs of the renowned Notman Photographic Archives—which offers a unique pictorial record of Canada from pre-Confederation to the present.

The museum also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris, along with iconographic documents reflecting the perspectives of Canadians over the past three centuries. A Material Culture collection consisting of more than 62,000 objects primarily documents the history of the domestic material environment in Montreal. The museum's textual archives include some 340 linear metres of documents relating to Canadian history.

Finally, *the museum's website* features award-winning exhibitions, innovative learning resources, and a vast, searchable database of information on the museum's collections. Since the spring 2022, the *McCord Stewart Museum Online Collection platform* allows everyone to browse bilingual descriptions of over 157,000 objects, photographs and archival documents from its collections. The site also features close to 153,000 royalty-free images that may be downloaded in the highest resolution available, free of charge, with no restrictions on their use.

Exhibitions at the McCord Stewart Museum 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 museum offers a range of services including Café Notman and the boutique.

Researchers are welcome by appointment. Please contact the museum's *Archives and Documentation Centre*.

690 Sherbrooke Street West  
Telephone: 514-861-6701, ext. 1234  
Email: [info@mccord-stewart.ca](mailto:info@mccord-stewart.ca)  
Website: [musee-mccord-stewart.ca](http://musee-mccord-stewart.ca)

#### 1.12.6 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald Campus, this institution is the insect collection and systematic entomology laboratory of McGill University. The collection houses 2.8 million specimens of insects and other arthropods, mak52 2474.776 157.12and o82oha



### 1.12.7 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature curated by McGill's **Heritage Advisory Committee**. McGill began accumulating cultural property by virtue of acquisition or donation even before the univ

### **Montreal Diocesan Theological College**

3473 University Street, Montreal QC H3A 2A8

Principal: Rev. Dr. Jesse Zink; B.A.(Acad.), M.A.(Chic.), M.Div.(Yale), Ph.D.(Camb.)

### **Presbyterian College of Montreal**

3495 University Street, Montreal QC H3A 2A8

Principal: Rev. Dr

**Board of Governors**

Deep Saini

**President and Vice-Chancellor**

Pierre Boivin

**Chancellor****1.13.5.2.1 Members****Members**

Bob Babinski

Arun Bajaj

Gregory David

Ariel Deckelbaum

Alan Desnoyers

Luciano D'Iorio

Lucy Gilbert

Celia Greenwood

Joseph Hakim

Fred Headon

Inez Jabalpurwala

Pierre Matuszewski

Ram Panda

Maarika Paul

Adrienne Piggott

Diletta Prando

Samira Sakhia

Jonathan Sigler

Petra Rohrbach

Edith A. Zorychta

**1.13.5.2.2 Student Representatives****Student Representatives**

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

Observers ("voice but no vote"):

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

**1.13.6 Governance: Members of Senate****1.13.6.1 Ex-Officio****Ex-Officio**

The Chancellor

The Chair of the Board of Governors

The President and Vice-Chancellor

The Provost, Deputy Provost, and the vice-presidents



## **Administration**

Benoit Boulet	<b>Associate Vice-President (Research and Innovation) (Innovation and Partnerships)</b>
Lara Khoury	<b>Associate Vice-President (Research)</b>
Marc Weinstein	<b>Vice-President (University Advancement)</b>
Jean-François Legault	<b>General Counsel and Director of Legal Services</b>
Pascal Théoret	<b>Executive Director, Internal Audit</b>

### **1.13.7.1 Deans, Directors of Schools and Libraries**

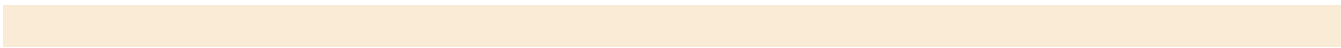
#### **1.13.7.1.1 Deans**

## **Deans**

Valérie Orsat	<b>Agricultural and Environmental Sciences</b> <b>Artal</b>
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### **1.13.8 Student Governance**

All students registered in an undergraduate program on the Downtown Campus are registered members of the accredited Students' Society of McGill



, June 24 and



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## 4 Administration and Governance

### Administration and Governance

Derek Tannis	Associate Dean, Student Success and Enrolment Management
TBA	Senior Manager, Enrolment and Strategy Services
Johnny Martuccio	Manager, Student Records
Vanessa Carillo	Manager, Admissions and Graduation

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## 5 How to Reach Us

### General Information

Summer Studies  
680 Sherbrooke Street West  
Montreal QC H3A 2M7  
Canada

Telephone: 514-398-5212

Fax: 514-398-5224

Email: [summer.studies@mcgill.ca](mailto:summer.studies@mcgill.ca)

Website: [mcgill.ca/summer](http://mcgill.ca/summer)

Office Hours: Monday–Friday: 9:00 a.m.–5:00 p.m.

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### 5.1 Inquiries about the Status of your Registration to Summer Studies

#### Faculties of Arts, Education, Music, and Science:

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

Office hours for Service Point, as well as online student query forms, can be found at [mcgill.ca/servicepoint](http://mcgill.ca/servicepoint)



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**Faculty of Arts**

*Linguistics*; 514-398-4222

*Music*; 514-398-4535

*Philosophy*; 514-398-6060

*Political Science*; 514-398-4800

*Quebec Studies*; 514-398-1029

*Religious Studies*; 514-398-4121

*Social Work*; 514-398-7070

*Sociology*; 514-398-6848

**School of Continuing Studies**

*School of Continuing Studies*; 514-398-6200

**Faculty of Education**

*Educational & Counselling Psychology*; 514-398-4242

*Integrated Studies in Education*; 514-398-4527

*Kinesiology & Physical Education*; 514-398-4184, ext. 0302

**Faculty of Engineering**

*Architecture*; 514-398-6700

*Biomedical Engineering*; 514-398-6736

*Chemical Engineering*; 514-398-4494

*Civil Engineering & Applied Mechanics*; 514-398-6860

*Electrical & Computer Engineering*; 514-398-7110

*General Engineering*; 514-398-7257

*Mechanical Engineering*; 514-398-6296

*Mining & Materials Engineering*

Mining: 514-398-2215

Materials: 514-398-4755

**Desautels Faculty of Management**

*BCom Office*; 514-398-4068

**Schulich School of Music**

*Music Research*; 514-398-4535

**Faculty of Science**

*Biology*; 514-398-6400

*Chemistry*; 514-398-6999

*Computer Science*; 514-398-7071

*Earth & Planetary Sciences*; 514-398-6767

*Geography*; 514-398-4111

*Mathematics & Statistics*; 514-398-3800

*Physics*; 514-398-6490

*Psychology*; 514-398-6100

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## 8 Faculty of Agricultural and Environmental Sciences: Summer Studies



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

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**Barbados Interdisciplinary Tr**

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## 9.2 French Language Centre

Students registering for courses offered by the French Language Centre, please also refer to [University Regulations and Resources](#) > *Summer* > *Student Types and Registration Procedures* > [section 1.3.1: Course Information and Regulations](#).

### French as a Second Language

All French as a Second Language courses given at the French Language Centre have limited enrolment and mandatory placement tests for all students (including Beginners). Students who have already taken a course at the French Language Centre do not need to take the placement test. They can find their recommendation in the dossier Grades on MyCourses and should contact [flc@mcgill.ca](mailto:flc@mcgill.ca) in case of a problem to get a permit to register.

### Placement Tests

Please check our website—[mcgill.ca/flc](http://mcgill.ca/flc)—for dates. At the placement test, students will receive a permit so that they can register on Minerva. Students may be required to show a copy of their previous French language course(s) transcript. Credits will not be given to a student who has taken and passed equivalent courses at a CEGEP or another university.

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## 9.3 Histoire et Culture de Montréal et du Québec en Français

QCST 336 QUEBEC STUDIES SUMMER SEMINAR (6 credits)



**Note:** This course is not offered in the Summer 2025 term.

A six-week intensive course.

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

*Histoire et Culture de Montréal et du Québec en français* offers an extraordinary opportunity to enhance your French communication skills and discover Quebec's vibrant culture in the largest French-speaking city in North America. Through a multidisciplinary historical approach, this six-week intensive course brings together leading scholars in anthropology, archeology, history, political science, and literary studies as well as cultural figures, opinion makers, and public intellectuals. It is an integrated course in French language and Quebec history taught by cutting-edge specialists in second-language instruction and socio-cultural history. Please note the language of instruction is French.

### Benefits

- Discover important elements of Montreal and Quebec history and culture by interacting with well-known scholars and public figures;
- Improve your French oral and written communication skills and develop your critical mind by listening, reading, debating, and doing your academic assignments in French;
- Take advantage of a small class setting with the presence and expertise of two professors (one for the language component and one for the history component).
- Students will have the opportunity to participate in an Experiential Community-Engaged Learning and Research (ExCELRL) project with a Montreal community organization to implement the knowledge gained from readings and lectures. Interested students must be available afternoons during the course schedule.

### Prerequisites and Registration

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

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## 9.4 Summer Intensive Language Program

Learn ancient Greek and Latin over the summer at one of Canada's premier univ

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

**CLAS 215 Intensive Introductory Latin** (6 credits)

**CLAS 225 Intensive Introductory Ancient Greek** (6 credits)

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## 10 School of Continuing Studies: Summer Studies



**Note:** For a complete list of summer courses offered by the School of Continuing Studies, please click [here](#)

The McGill School of Continuing Studies has an international reputation as a leader in continuing education. We are situated at the heart of the city of Montreal, on the main campus of Canada's leading university. The School of Continuing Studies is known for its excellence in teaching, innovative programs, and entrepreneurial approaches to education.

To upgrade your professional skills, Continuing Studies has a multitude of job-enhancing credit and non-credit offerings covering dozens of industries and

- [Certificate \(Cert.\) Middle School Education in Indigenous Communities \(30 credits\)](#)
- [Certificate \(Cert.\) First Nations and Inuit Educational Leadership \(30 credits\)](#)
- [Bachelor of Education for Certified Teachers - Elementary Education: Indigenous Education \(90 credits\)](#)
- [Certificate \(Cert.\) First Nations and Inuit Student Personnel Services \(30 credits\)](#)

#### **Diploma Program**

- [Diploma \(Dip.\) in Human Relationships, Diversity, and Sexuality \(30 credits\)](#) (previously the Diploma in Human Relations and Family Life Education)

### **10.1.3 Languages (Undergraduate)**

The following language programs are found in [School of Continuing Studies Areas of Study > Global and Strategic Communications](#) .

- [Certificate \(Cert.\) Proficiency - English for Professional Communication \(30 credits\)](#)
- [Certificate \(Cert.\) Proficiency - French for Professional Communication \(30 credits\)](#)
- [Certificate \(Cert.\) Proficiency – Bilingual Professional Communication \(30 credits\)](#)

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

- [English Immersion Summer Program \(EISP\)](#)
- [Intensive English Language and Culture](#)
- Intensive French Language and Culture – For information regarding this program, please contact the Summer Studies office at [summer.studies@mcgill.ca](mailto:summer.studies@mcgill.ca).

## **10.2 Graduate Programs**

The School of Continuing Studies offers programs and courses to help you reach your personal and professional goals. Regardless of the field of study, you will be surrounded by motivated students and taught by experienced course lecturers who are current business and industry leaders.

### **10.2.1 Graduate Credit Programs**

The following business and professional programs are found in [School of Continuing Studies > Areas of Study > Graduate Credit Programs](#)

#### **Graduate Certificates**

- [Graduate Certificate \(Gr. Cert.\) in Financial Analysis \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Financial Technology \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Health and Social Services Management \(15 credits\)](#) (This is a restricted program. Not open to the general public.)
- [Graduate Certificate \(Gr. Cert.\) in Public Relations and Communication Management Practice \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Strategic Public Relations and Communication Management \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Human Resources Management \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Advanced Human Resources Management \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Public Administration and Governance \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Advanced Public Administration and Governance \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Marketing \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Advanced Marketing \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Data-Driven Decision Making \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Data Analysis for Complex Systems \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Dynamic Supply Networks \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Integrated Supply Networks \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Business Manag](#)

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**Students from universities outside Quebec (b**



**Note:** The logistics for EPSC 331 hav

