



**Summer Studies**  
**Programs, Courses and University Regulations**  
**2019-2020**



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

Archival copies are available at [www.mcgill.ca/study](http://www.mcgill.ca/study).

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

**1 .** McGill University reserves the right to mak

## *Publication Information*

Published by

### **Enrolment Services**

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

All contents copyright © 2020 by McGill University. All rights reserved, including the right to reproduce this publication, or portions thereof, in any form.

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

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

- 1 University Regulations and Resources, page 11
  - 1.1 General Policies and Information, page 11
    - 1.1.1 Authorization, Acknowledgement, and Consent, page 11
    - 1.1.2 Student Rights and Responsibilities, page 11
    - 1.1.3 Language Policy, page 11
    - 1.1.4 Academic Integrity, page 11
    - 1.1.5 University Student Assessment Policy, page 12
    - 1.1.6 Policy Concerning Access to Records, page 12
    - 1.1.7 Information Technology (IT) Resources, page 13
      - 1.1.7.1 Responsible Use of McGill Information Technology Resources, page 13
      - 1.1.7.2 Use of Cloud Services, page 13
      - 1.1.7.3 Email Communication, page 13
      - 1.1.7.4 Minerva, page 14
      - 1.1.7.5 myMcGill, page 14
    - 1.1.8 Non-Smoking Policy, page 14
    - 1.1.9 Student Health & Insurance, page 15
      - 1.1.9.1 Health Insurance – International Students, page 15
      - 1.1.9.2 Health Insurance – Canadian Citizens and Permanent Residents, page 15
      - 1.1.9.3 Special Medical Needs, page 16
  - 1.2 Personal Information, page 16
    - 1.2.1 Updating Personal Information, page 16
    - 1.2.2 Submitting Legal Documents, page 16
      - 1.2.2.1 Why Does McGill Collect Legal Documents from You?, page 17
      - 1.2.2.2 What Documents Does McGill Need from You?, page 17
      - 1.2.2.3 Has McGill Received Your Documents?, page 18
      - 1.2.2.4 What Are the Consequences of Not Providing Your Documents?, page 19
      - 1.2.2.5 Where and How Do I Send My Documents?, page 19
    - 1.2.3 Identification (ID) Cards, page 20
      - 1.2.3.1 ID Card Schedule for the Downtown Campus, page 20
      - 1.2.3.2 ID Card Schedule for the Macdonald Campus, page 20
    - 1.2.4 Legal Name, page 20
      - 1.2.4.1 Preferred First Name, page 21
      - 1.2.4.2 Verification of Name, page 21
  - 1.3 Student Types and Registration Procedures, page 21
    - 1.3.1 Course Information and Regulations, page 23
      - 1.3.1.1 Class Schedule, page 23
      - 1.3.1.2 Course Numbering, page 23
      - 1.3.1.3 Course Terminology, page 24
    - 1.3.2 Course Selection, page 24

1.3.2.2 Summer Course Load for McGill, Visiting, and Special Students, page 24

1.3.2.3 Course Load for Quebec Inter-University Transfer (IUT) Students, page 25

1.3.3 Course Changes, page 25

1.3.3.1

- 
- 1.5.5.1 Student Record Changes, page 38
  - 1.5.5.2 Registrar Deadlines, page 38
  - 1.5.5.3 Before Registrar Deadlines, page 38
  - 1.5.5.4 After Registrar Deadlines, page 38
  - 1.5.5.5 Fee Assessment Consequences, page 38
  - 1.5.5.6 Student's Citizenship and/or Immigration or Fee Exemption Status, page 38
  - 1.5.6 Transcript of Academic Record, page 38
    - 1.5.6.1 Transcript of Academic Record: General Information, page 39
    - 1.5.6.2 Unofficial Transcripts, page 39
    - 1.5.6.3 Official Transcripts, page 39
    - 1.5.6.4 Course Numbering on the Transcript, page 39
  - 1.6 Examinations: General Information, page 40
    - 1.6.1 Class Tests, page 40
    - 1.6.2 Examination Facilities for Students with Disabilities, page 40
    - 1.6.3 Credit by Examination, page 40
    - 1.6.4 Faculty of Engineering Policy on Use of Calculators in Faculty Tests and Examinations, page 40
    - 1.6.5 Final Examinations, page 41
      - 1.6.5.1 Final Examinations: University Regulations Concerning Final Examinations, page 41
      - 1.6.5.2 Deferred Examinations for Summer Term Courses, page 42
      - 1.6.5.3 Final Examinations: Reassessments and Rereads, page 42
    - 1.6.6 Supplemental Examinations, page 43
  - 1.7 Service Point, page 43
    - 1.7.1 Location, page 44
  - 1.8 Student Services, page 44
    - 1.8.1 Support for Students: Office of the Dean of Students, page 44
    - 1.8.2 Office of the Senior Director, Services for Students, page 44
    - 1.8.3 Student Services – Downtown Campus, page 44
      - 1.8.3.1 Campus Life & Engagement (CL&E), page 45
      - 1.8.3.2 Career Planning Service (CaPS), page 45
      - 1.8.3.3 First Peoples' House, page 45
      - 1.8.3.4 International Student Services (ISS), page 45
      - 1.8.3.5 Office of Religious and Spiritual Life (MORSL), page 45
      - 1.8.3.6 Office for Sexual Violence Response, Support, and Education, page 46
      - 1.8.3.7 Office for Students with Disabilities (OSD), page 46
      - 1.8.3.8 Office of Sustainability, page 46
      - 1.8.3.9 Scholarships and Student Aid Office, page 46
      - 1.8.3.10 Student Wellness Hub, page 46
      - 1.8.3.11 Tutorial Service, page 47
    - 1.8.4 Student Services – Macdonald Campus, page 47
      - 1.8.4.1 Career Planning Service (CaPS), page 47

- 
- 1.8.4.2 International Student Services (ISS), page 47
  - 1.8.4.3 Office for Students with Disabilities (OSD), page 47
  - 1.8.4.4 Office of Religious and Spiritual Life (MORSL), page 48
  - 1.8.4.5 Student Wellness Hub, page 48
  - 1.8.4.6 Student Financial Aid, page 48
  - 1.8.4.7 Other Services, page 48
  - 1.8.5 Ombudsperson for Students, page 48
  - 1.8.6 Bookstore, page 49
    - 1.8.6.1 Downtown Campus, page 49
    - 1.8.6.2 Macdonald Campus, page 49
  - 1.8.7 Computer Store, page 49
  - 1.9 Summer Residence Accommodation, page 49
    - 1.9.1 Residences, page 49
    - 1.9.2 Reservations for Summer Residences, page 50
  - 1.10 Athletics & Recreation, page 50
    - 1.10.1 Downtown Campus Athletics & Recreation, page 50
    - 1.10.2 Macdonald Campus Athletics & Recreation, page 51
  - 1.11 Information Technology (IT) Services, page 51
    - 1.11.1 Get Started with IT for Students, page 51
  - 1.12 Resources for Study and Research, page 52
    - 1.12.1 Libraries, page 52
    - 1.12.2 McGill Writing Centre, page 52
      - 1.12.2.1 McGill Writing Centre Contact Information, page 53
    - 1.12.3 University Archives, page 54
    - 1.12.4 Redpath Museum, page 54
    - 1.12.5 McCord Museum of Canadian History, page 55
    - 1.12.6 Lyman Entomological Museum and Research Laboratory, page 55
    - 1.12.7 Other Historical Collections, page 55
  - 1.13 The University, page 55
    - 1.13.1 History, page 55
    - 1.13.2 Incorporated and Affiliated Colleges, page 56
      - 1.13.2.1 Incorporated College, page 56
      - 1.13.2.2 Affiliated Theological Colleges, page 56
    - 1.13.3 University Government, page 56
    - 1.13.4 Recognition of Degrees, page 57
    - 1.13.5 Governance: Board of Governors, page 57
      - 1.13.5.1 The Visitor, page 57
      - 1.13.5.2 Board of Governors, page 57
    - 1.13.6 Governance: Members of Senate, page 58
      - 1.13.6.1 Ex-officio, page 58



---

1.13.6.2	Elected Members, page 58
1.13.7	Administration, page 58
1.13.7.1	Deans, Directors of Schools and Libraries, page 59
1.13.8	Student Governance, page 60
2	About Summer Studies, page 60
3	Key Dates, Summer 2020, page 60
4	Administration and Governance, page 62
5	How to Reach Us, page 62
5.1	Inquiries about the Status of your Registration to Summer Studies, page 62
5.2	Academic Inquiries about a Specific Summer Course, page 63
6	How to Register for Summer Studies, page 63
7	Departmental Contact Information, page 63
8	Faculty of Agricultural and Environmental Sciences: Summer Studies, page 65
8.1	Barbados Interdisciplinary Tropical Studies Field Semester, page 65
9	Faculty of Arts: Summer Studies, page 65
9.1	McGill Summer Studies in Greece (MSSG), page 65
9.2	French Language Centre, page 66
9.3	Histoire et Culture de Montréal et du Québec en français, page 66
9.4	Summer Intensive Language Program, page 67
10	School of Continuing Studies: Summer Studies, page 67
10.1	Undergraduate Programs, page 67
10.1.1	Business and Professional Programs (Undergraduate), page 67
10.1.1.1	Career and Professional Development (Undergraduate), page 67
10.1.1.2	Education (Undergraduate), page 68
10.1.1.3	Languages (Undergraduate), page 68
10.1.1.4	Translation (Undergraduate), page 68
10.2	Graduate Programs, page 68
10.2.1	Business and Professional Programs (Graduate), page 68
10.2.1.1	Career and Professional Development (Graduate), page 69
10.2.1.2	Education (Graduate), page 69
10.2.1.3	Languages (Graduate), page 69
10.2.1.4	Translation (Graduate), page 69
10.3	Professional Development Courses, page 69
10.4	Study Abroad Summer Offerings, page 70
11	Desautels Faculty of Management: Summer Studies, page 70
11.1	Brazil Study Abroad Program, page 70
11.2	Israel Study Abroad Program, page 70
12	Faculty of Medicine: Summer Studies, page 70
12.1	Department of Epidemiology, Biostatistics and Occupational Health, page 70
13	Faculty of Science: Summer Studies, page 71

- 
- 13.1 Off-Campus Field Courses, page 71
  - 13.2 Biology, page 71
  - 13.3 Earth and Planetary Sciences, page 71
  - 13.4 Geography, page 72

---

# 1 University Regulations and Resources

---

## 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 publication contains important details required 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.

### Student Rights and Responsibilities

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



**Note:** All newly-admitted undergraduate 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, the tutorial was completed in myCourses via the course AAAA 100, but as of Fall 2018 the tutorial must be completed in Minerva. For more information, see [www.mcgill.ca/students/srr/honest/students/test](http://www.mcgill.ca/students/srr/honest/students/test).



**Note for Graduate and Postdoctoral Studies:** Graduate students must complete a **mandatory online academic integrity tutorial** accessed through [Minerva > Student Menu > Academic Integrity Tutorial](#). All newly-admitted graduate students must complete the tutorial within their first semester or a registration "hold" will be placed on their record. For more information, see [www.mcgill.ca/students/srr/honest/students/test](http://www.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 an

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine or to the Faculty of Dentistry in undergraduate, graduate, or postgraduate studies, you would be asked to consent** to the release of personal information to other schools of medicine; to 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 would be asked to consent** to the use of your name and images in public recognition of academic achie

#### 1.1.7.4 Minerva

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

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

For information on logging in to the Minerva website, visit our IT Services website at [www.mcgill.ca/it](http://www.mcgill.ca/it) and select **Services & software**; and then **Minerva for Students and Guests**.

#### 1.1.7.5 myMcGill

myMcGill is a portal which gives students and staff a personalized interface to the University's information systems. It provides a central point of access to systems listed below, and displays timely news and important announcements.

Systems accessible through the portal include:

- Athletics
- Email
- FAMIS
- [McGill home page](#)
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab
- Visual Schedule Builder

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

#### 1.1.8 ~~Issue Area~~ **No Smoking Policy**

## **1.1.9 Student Health & Insurance**

Learn more about health insurance, your requirements as a student, and services offered for special medical needs in the following sections.

### **1.1.9.1 Health Insurance – International Students**

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The Univ

425 Boulevard de Maisonneuve O., Suite 301  
Montreal QC H3A 3G5  
Telephone: 514-864-3411  
Website: [www.ramq.gouv.qc.ca/en/pages/home.aspx](http://www.ramq.gouv.qc.ca/en/pages/home.aspx)

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



**Note for Graduate and Postdoctoral Studies:** Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at [studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS\\_Home](http://studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home). Students without valid Canadian medicare, please see [section 1.1.9.1: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

### 1.1.9.3 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. Contact information for the **Downtown campus** is available at [www.mcgill.ca/wellness-hub/access-care/meet-professional](http://www.mcgill.ca/wellness-hub/access-care/meet-professional), and for the **Macdonald campus** at [www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care](http://www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care).

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Office for Students with Disabilities](#) to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access adviser. 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 [www.mcgill.ca/osd](http://www.mcgill.ca/osd) for more information, or to book an appointment.



**Note for Medicine and Dentistry:** See the WELL Office at [www.mcgill.ca/thewelloffice](http://www.mcgill.ca/thewelloffice).

---

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

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

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

If you need to change important personal information that requires the University to verify official documents—such as a name or citizenship change, or a correction of your birth date—refer to the instructions at [www.mcgill.ca/student-records/personal-information/address](http://www.mcgill.ca/student-records/personal-information/address). Macdonald campus students can request changes in person at the [Macdonald Campus Student Affairs Office](#), Laird Hall, Room 106.



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



**Note for Nursing:** A Quebec address and telephone number must be registered 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 for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 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** from the Government of Quebec. This unique 12-character code is created by the Quebec Ministry of Education, and is obligatory for all students registered in a Quebec institution. If you have previously attended school in Quebec, you should already possess a Permanent Code; it can be found on your school report card or your CEGEP and/or university transcripts. If you do not already have a Permanent Code, we will request to have it created for you. Once it has been created, it will reflect on your unofficial transcript.

You can consult your tuition and legal status (including your Permanent Code) on [Minerva](#). Select *Student Menu* > *Student Accounts Menu* > *View your Tuition and Legal Status*.

**Note for Medicine:** Once admitted to the Faculty of Medicine, you will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. F

## International Students

- Photo page of your passport
- Permanent Code Data Form (Notes 1 and 5)

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

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



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



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



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



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



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

### 1.2.2.2.1 Fee Exemptions

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

- 1. French Course Fee Exemptions** – Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (note exclusions as listed at [www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://www.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 [www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://www.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 Fello



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

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

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

#### 1.2.2.3.2 Permanent Code

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

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 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 subsequent to the start of the semester, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

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

#### 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 on each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order. Refer to [www.mcgill.ca/legaldocuments/how](http://www.mcgill.ca/legaldocuments/how) for further details.

##### **By Email:**

Follow these steps to submit your legal documents electronically.

1. **Save the attached file in the accepted format : Standard PDF (.pdf).** Standard PDF (.pdf) is the only accepted format. Encrypted PDFs will not be accepted. Ensure that you save your documents properly in standard PDF—do not just rename the file extension. Due to the possibility of computer viruses, McGill does **not** accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.
2. **Ensure that the resolution used is at least 300 dpi (dots per inch)** for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate).ut Tm6 0 0 7

### 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;
- 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 attach your ID card to the withdrawal form or return it to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties, there is no charge as long as you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a 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](#).

#### 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 [www.mcgill.ca/student-records/personal-information/id](http://www.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: [www.mcgill.ca/student-records/personal-information/id](http://www.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](#).

Student Affairs Office, Room 106, Laird Hall

**Office hours:**

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

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



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

### 1.2.4 Legal Name

This 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.

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

1. Canadian birth certificate or citizenship certificate.
2. Canadian Immigration Record of Landing, (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card.)
3. Canadian Immigration Study or Work Permit.
4. Certificate of Acceptance of Quebec (CAQ.)
5. International passport (**Note:** If you possess Canadian citizenship, a Canadian citizenship card or certificate is required as a Canadian passport is not acceptable.)
6. Letter from international student's consulate or embassy in Canada.

7. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). *Note that Quebec marriage certificates are only acceptable if issued prior to 1984.*
8. Certificate of Name Change issued by the Quebec *Directeur de l'état civil* or applicable force in any Canadian Pro

**STUDENT TYPES**

- One who has not registered or who withdrew in the Winter term and has received a letter of readmission from the Faculty office.

**REGISTRATION PROCEDURES**

- Consult your faculty student affairs office for a list of Summer courses that are acceptable for credit toward your degree. Other courses may be tak



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

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

#### **1.3.1.3 Course Terminology**

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

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

**Credits:** The credit weight of each course is indicated in parentheses beside the course title. F



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

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

### 1.3.3 Course Changes

**All students** must use *Minerva* to make any changes to their course selection. You can use Minerva to add or drop courses at any time up to and including the fourth scheduled day of classes (which include lectures and laboratories). See the specific dates outlined in [section 3: Key Dates, Summer 2020](#).

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

You are responsible for all courses in which you are registered unless you formally drop the courses online using Minerva before the deadline date. **Neither notification of the course instructor nor discontinuing class attendance is sufficient.** Please see [section 1.4.6: Refunds](#) for information on refunds.

#### 1.3.3.1 Course Drop and Withdrawal

**You may drop (with refund) a course on *Minerva* up to and including the fourth (4<sup>th</sup>) scheduled class, and withdraw (without refund) from a course fr**

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

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

Y

Where permitted by f



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

### 1.3.7 Auditing of Courses

McGill does not permit auditing of courses.



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

---

## 1.4 Fees

The information in this publication was updated in February 2020. **The University reserves the right to make changes without notice in the published scale of fees.**

**Further information regarding fees can be found on the Student Accounts website:**

[www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates](http://www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates).

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



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

### 1.4.1 Invoicing Information

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

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance, and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your

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

### 1.4.2.3 Overdue Accounts

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

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

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



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

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

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

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

#### 1.4.3 Payment Procedures

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

#### 1.4.4 Tax Slips/Receipts

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

#### 1.4.5 Students With Sponsors

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

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

#### 1.4.6 Refunds

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

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

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may, however, request your credit balance to be refunded at any time.

You can request a refund in *Minerva* at *Student > Student Accounts > Refund Request > Create a new Refund Request*. Please note that we strongly recommend that you supply direct deposit banking information via Minerva (Canadian banks only); otherwise, a refund charge will apply. Please see [www.mcgill.ca/student-accounts/your-account/requesting-refund](http://www.mcgill.ca/student-accounts/your-account/requesting-refund) for details.

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

#### 1.4.7 Fees Other Than Tuition

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

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

---

### 1.5 Student Records

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

#### 1.5.1 Academic Standing

You enter the University in Satisfactory Standing, and your Academic Standing is determined at the end of each term based on your faculty's regulations. Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term, and are displayed on your

McGill official and unofficial transcripts. If you receive Unsatisfactory Standing, you must apply to your faculty for readmission. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.

- [section 1.5.1.1: Academic Standing: Desautels Faculty of Management](#)
- [section 1.5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences](#)
- [section 1.5.1.3: Academic Standing: Faculties of Arts and Science \(including B.A. & Sc.\)](#)
- [section 1.5.1.4: Academic Standing: Faculty of Education](#)
- [section 1.5.1.5: Academic Standing: Faculty of Engineering](#)
- [section 1.5.1.6: Academic Standing: Faculty of Law](#)
- [section 1.5.1.7: Academic Standing: School of Continuing Studies](#)
- [section 1.5.1.8: Academic Standing: Schulich School of Music](#)

#### **1.5.1.1 Academic Standing: Desautels Faculty of Management**

BCom students, see [Desautels Faculty of Management](#) > [Undergraduate](#) > [BCom Degree Requirements](#) > : [Academic Standing](#).

#### **1.5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences**

Agricultural and Environmental Sciences students, see [Faculty of Agricultural and Environmental Sciences](#) > [Undergraduate](#) > [About the Faculty of Agricultural and Environmental Sciences, including School of Human Nutrition \(Undergraduate\)](#) > [Faculty Information and Regulations](#) > : [Academic Standing](#).

Farm Management and Technology students, see

- if you were previously in Unsatisfactory Readmitted Standing and have satisfied the relevant conditions specified in your letter of readmission, but your CGPA is still less than 2.00.

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

If you are in Unsatisfactory Readmitted Standing:

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

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

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

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

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

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

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

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

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

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

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

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

If your Standing changes to Unsatisfactory:

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

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



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

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

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

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

**Students in Unsatisfactory Standing after the Winter term:**

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

For more information about Academic Standing, see [www.mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing](http://www.mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing).

**1.5.1.6 Academic Standing: Faculty of Law**

If you do not obtain a sessional grade point average (GP

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

**Note for Physical and Occupational Therapy:** A grade of C+ is a minimum required passing grade for courses with the subject codes of OCC1, PHTH, and POTH. A grade of C is a minimum required passing grade for all other courses. For complete details, refer to the Rules and Regulations, available at



## Other Grades

W	—	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
WF	—	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA (Not used by Music.)
WL	—	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	—	grade not yet available
		no grade; student withdrew from the University, not calculated in TGPA or CGP

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

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

### 1.5.6.1 Transcript of Academic Record: General Information

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

The University issues official transcripts in electronic or paper format. Requests for both electronic official (**eTranscripts**) and paper transcripts are submitted in [Minerva](#).

eTranscript PDFs are sent the same-day in as little as 15 minutes (providing there are no holds on your student account and no attachments to review) via the National Student Clearing House, a US-based non-profit organization and leading provider of trusted, educational data exchange and verification services. A minimal fee applies.

Paper official transcripts are processed in 3 to 5 working days (5 to 7 during peak periods) and are 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 ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See [section 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 [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts).

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

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

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



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

### 1.5.6.4 Course Numbering on the Transcript

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

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

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

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

A list of the former teaching unit codes and their subject code equivalents is available at [www.mcgill.ca/student-records/transcripts/key](http://www.mcgill.ca/student-records/transcripts/key).

For information on our current course numbering, see [University Regulations & Resources > Undergraduate > Registration > Course Information and Regulations > section 1.3.1.2: Course Numbering](#).



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

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

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

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





- CASIO fx-300MSPlus
- CASIO fx-570MS
- CASIO fx-991MS
- CASIO fx-992S
- SHARP EL-510
- SHARP EL-520
- SHARP EL-531
-



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

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



**Note for Medicine:** Refer to [www.mcgill.ca/ugme/policies-procedures/examinations](http://www.mcgill.ca/ugme/policies-procedures/examinations).



**Note for Dentistry:** Refer to [www.mcgill.ca/dentistry/academicaffairs/examschedule](http://www.mcgill.ca/dentistry/academicaffairs/examschedule).

### 1.6.5.2 Deferred Examinations for Summer Term Courses

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

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

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

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



**Note for Engineering Courses:** For summer courses administered by the Faculty of Engineering, the deferral application is not available on Minerva. Students must submit a request to defer a final exam by email to [deferralexam.engineering@mcgill.ca](mailto:deferralexam.engineering@mcgill.ca) **no later than one week or five (5) working days after the missed exam.**

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

The final examination schedule for Summer Studies courses is available at [www.mcgill.ca/summer/finalexams](http://www.mcgill.ca/summer/finalexams).

### 1.6.5.3 Final Examinations: Reassessments and Rereads

In accordance with the *Charter of Students' Rights*, and subject to its stated conditions, you have the right to consult any written submission for which you have received a grade. You also have the right to discuss this submission with the examiner. If you want to have a formal final examination reread, you must apply in writing:

- **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 who are taking a course administered by the Faculty of Arts or Science 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.

#### **1.6.5.3.2 Rereads: Faculty of Engineering**

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

The following regulations apply:

- You may request rereads for only one course per term, unless you obtain permission from the Student Affairs Office, Engineering Student Centre.
- Grades may be either raised or lowered as the result of a reread.
- A fee for each reread will be assessed directly to your McGill account if the result remains the same or is lowered. If the grade is raised, there is no charge. Consult the Student Accounts website for the fee at [www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other).

#### **Reread application deadlines:**

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

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

### **1.6.6 Supplemental Examinations**

There are no supplemental examinations for Summer courses.

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

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

### 1.7.1 Location

3415 McTavish Street (corner Sherbrooke)  
Montreal QC H3A 0C8  
Telephone: 514-398-7878  
Opening hours: please refer to [www.mcgill.ca/servicepoint](http://www.mcgill.ca/servicepoint)  
Email: please refer to [www.mcgill.ca/servicepoint/contact-us](http://www.mcgill.ca/servicepoint/contact-us)

---

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

### 1.8.2 Office of the Senior Director, Services for Students

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

For information, contact:

Telephone: 514-398-8238  
Website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

The Senior Director, Services for Students (SDSS), coordinates all student services at McGill to help promote student success and well-being. The SDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the appropriate academic department.

- [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: Office for Students with Disabilities \(OSD\)](#)
- [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](#)
- [section 1.8.3.11: Tutorial Service](#)

### **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.

1010 Sherbrooke Street, Suite 203  
Telephone: 514-398-6913  
Email: [cle@mcgill.ca](mailto:cle@mcgill.ca)  
Website: [www.mcgill.ca/cle](http://www.mcgill.ca/cle)

#### **First-year students:**

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

### **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  
Telephone: 514-398-3304  
Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)  
myFuture: [caps.myfuture.mcgill.ca](http://caps.myfuture.mcgill.ca)

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

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

3505 Peel Street  
Telephone: 514-398-3217  
Email: [firstpeopleshouse@mcgill.ca](mailto:firstpeopleshouse@mcgill.ca)  
Website: [www.mcgill.ca/fph](http://www.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  
Telephone: 514-398-4349  
Email: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)  
Website: [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

### **1.8.3.5 Office of Religious and Spiritual Life (MORSL)**

Connects students from various religious backgrounds with their on-campus communities and faith liaisons. Provides students with space and resources to explore spirituality, and educates students on how to thrive in a pluralistic society.

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

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

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

550 Sherbrooke W., Suite 585 (West Tower)

Telephone: 514-398-3786; 514-398-4486

Email: [svoffice@mcgill.ca](mailto:svoffice@mcgill.ca)

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

### 1.8.3.7 Office for Students with Disabilities (OSD)

The Office for Students with Disabilities (OSD) provides learning assessment, support services, and reasonable accommodations to **undergraduate, graduate, and postdoctoral** students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Main Office - Downtown

1010 Sherbrooke St. W., Suite 410

Telephone: 514-398-6009

Email: [disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca)

Exam Centre

Redpath Library Building, 3459 McTavish St., Suite RS-56

Telephone: 514-398-2480

Email: [exams.osd@mcgill.ca](mailto:exams.osd@mcgill.ca)

Website: [www](http://www)

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

#### **1.8.3.11 Tutorial Service**

Sponsors an extensive peer matching tutoring program for students.

Brown Student Services Building, AskMcGill Kiosk (East Wing Entrance)

Telephone: 514-398-8238

Email: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)

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

#### **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. All **Student Services** at Macdonald Campus are located in the Centennial Centre:

Centennial Centre, Room 124

21,111 Lakeshore Road

Sainte-Anne-de-Bellevue QC H9X 3V9

T at MacdBro

Macdonald Campus

Telephone: 514-398-7992 (Mac)

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

Main Office - Downtown

1010 Sherbrooke St. W., Suite 410

Telephone: 514-398-6009

Email:



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

## 1.8.6 Bookstore

### 1.8.6.1 Downtown Campus

The *Le James* – McGill Bookstore sells new and used textbooks, a full range of books for the academic and professional community, stationery supplies, technology, and McGill clothing and gift items. Visit the *Le James* website to sign up for email reminders so you are the first to know about services such as used textbook buyback and other events.

The *Le James* – McGill Bookstore is open year round. Please visit the [Le James](http://LeJames) website for details and directions.

#### **Main Store:**

680 Sherbrooke Street West

Telephone: 514-398-5025

Online Order Pickup available at this location

#### **Mobile Store (Seasonal)**

McGill Lower Campus

Webstore: [lejames.ca](http://lejames.ca)

### 1.8.6.2 Macdonald Campus

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

#### **Robber's Roost Bookstore**

Macdonald Campus Centennial Centre

Telephone: 514-398-8300

Website: [mcss.mcgill.ca/bookstore](http://mcss.mcgill.ca/bookstore)

## 1.8.7 Computer Store

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

---

## 1.9 Summer Residence Accommodation

### 1.9.1 Residences

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

- **Royal Victoria College (RVC)** is situated next to the main campus in the heart of downtown Montreal;
- Just down the street on Sherbrooke is

TV, high-speed Internet, air conditioning, and a private bathroom. You also have the choice of single-occupancy rooms with a queen-size bed or double-occupancy rooms with two double beds. Card-operated laundry facilities are available on site. There are kitchen facilities throughout the building, however, all cooking utensils/pots/pans must be provided by the student. *Rates at the New Residence Hall now include a full breakfast buffet serving the Dining Hall.*

## 1.9.2 Reservations for Summer Residences

### **Reservations for all summer residences (including RVC, CS, and NRH):**

Rooms are available as of May 15, 2019, at all locations. Rooms for McGill Summer Studies may be available from as early as Monday, May 6, 2019; please contact the Housing and Conference Services Reservation Office for any inquiries. Anyone arriving prior to May 15, 2019, must commit to a minimum of one month's stay and will be required to pay one month's accommodation in advance. There will be no refund of this amount should the student withdraw.

### **Cancellation Policy:**

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

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

### **To make a reservation for RVC, CS, and NRH:**

Telephone: 514-398-5200

Email: [reserve.residences@mcgill.ca](mailto:reserve.residences@mcgill.ca)

Website:

- 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 instructional courses, intramurals, sports equipment rentals, and membership to the Fitness Centre. Sporting equipment (x-country skis, snowshoes, racquets, balls, etc.) is available for loan or rent.

McGill Sports Complex  
 475 Pine Avenue West  
 Telephone: 514-398-7000  
 Email: [perry.karnofsky@mcgill.ca](mailto:perry.karnofsky@mcgill.ca) (recreational sports) or [lisen.moore@mcgill.ca](mailto:lisen.moore@mcgill.ca) (varsity sports)  
 Website: [www.mcgillathletics.ca](http://www.mcgillathletics.ca)  
 Facebook: [www.facebook.com/mcgillathleticsandrecreation](https://www.facebook.com/mcgillathleticsandrecreation)  
 Twitter: [www.twitter.com/McGillAthletics](https://www.twitter.com/McGillAthletics)

### 1.10.2 Macdonald Campus Athletics & Recreation

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

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

Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramurals and fitness courses. Sporting equipment (x-country skis, snowshoes, stand up paddle boards, kayaks, canoes, Frisbees, balls, etc.) is available for loan or rent.

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

Stewart Athletic Complex  
 Telephone: 514-398-7789  
 Website: [macdonaldcampusathletics.ca](http://macdonaldcampusathletics.ca)  
 Facebook: [www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts](https://www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts)

---

## 1.11 Information Technology (IT) Services

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

- find details on all IT services, including network connectivity, email, Minerva, myCourses, Microsoft Office 365, and more;
- search the McGill IT [Knowledge Base](#) for FAQs and How-To articles on all IT services. Search by keywords such as “myMcGill” or by specific article number;
- view [IT security alerts](#), such as phishing emails that target McGill;
- check the status of key services;
- send us your [feedback](#) or get help on an IT issue;
- read featured [articles](#) on computer security, new software, and other timely tips;
- view announcements about new services and scheduled downtimes.

### 1.11.1 Get Started with IT for Students

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

## 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 Library system provides access to *over 6 million items*, both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit [www.mcgill.ca/library/branches](http://www.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 Library 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 Library's website ([www.mcgill.ca/library](http://www.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 *McGill theses*.

Friendly staff in each branch library 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. Facilities are available for vision and hearing impaired users.

Special library services like the Course Reserve collection located in each branch library allow you to borrow high-demand items on course reading lists. You can also borrow materials from any library and return them anywhere across the system. If you need material not owned by the McGill University Library, our *Interlibrary Loan and Document Delivery Service* will obtain it for you at no cost for McGill students, faculty, and staff. Interlibrary loans can be picked up at any branch.

### 1.12.2 McGill Writing Centre

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

#### Undergraduate Courses:

Course Number	Course Title	Credits	Notes
CEAP 150	Critical Analysis and Composition	3	Instructor permission required
CEAP 250	Research Essay and Rhetoric	3	
CESL 299	ESL: Academic English Seminar	3	
CESL 300	ESL: Academic English 2	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CESL 400	ESL: Essay & Critical Thinking	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CESL 500	ESL: Research Essay and Rhetoric	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CCOM 200	Introduction to Creative Writing	3	
CCOM 206	Communication in Engineering	3	Restricted to and required for students pursuing a B.Sc. in Engineering
CCOM 314	Communicating Science	3	
CCOM 315	Writing the Internet	3	



**Note:** CEAP, CESL, and CCOM undergraduate courses are not open to students who have taken them previously under the corresponding EAPR, ESLN, and EDEC codes.

#### Graduate Courses:

Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1
CEAP 652	Fundamentals of Academic Presentations	1



Inquiries concerning graduate-level courses and other aspects of the Graphos program, as well as YCCM 600, should be directed to:

Dr. Yvonne Hung  
Email: [yvonne.hung@mcgill.ca](mailto:yvonne.hung@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-8430

Administrative inquiries should be directed to:

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

### 1.12.3 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to students, faculty, staff and researchers (including the general public) more than 30,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, and certain Montreal-based organizations. Archived media include:

- textual records;
- photographs;
- audio tapes;
- film;
- video;
- plans;
- University publications;
- artifacts.

The MUA acquires private records to complement its collection of the University's documentary heritage and to support University research goals. The MUA manages the University's corporate memory and information assets through its records management program. This program manages the lifecycle of administrative records and protects vital evidence of University functions and activities according to federal and Quebec archives and records legislation, in addition to professional standards.

The MUA Reading Room is open Monday to Friday, from 10:00 a.m. to 6:00 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and a large bank of digitized images.

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

### 1.12.5 McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 18,845 garments or accessories—made or worn in Canada; an extensive collection of First Nations artifacts—the most important of its kind in Quebec with a corpus of over 15,800 objects from across Canada; and the renowned Notman Photographic Archives, which contain over 1,300,000 historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris. The Museum's Textual Archives include some 262 linear metres of documents relating to Canadian history. Finally, the McCord's [website](#) features award-winning virtual exhibitions, innovative learning resources, and a vast, searchable database of information on the Museum's collections.

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

Researchers are welcome by appointment.

690 Sherbrooke Street West  
 Telephone: 514-398-7100  
 Email: [info@mccord.mcgill.ca](mailto:info@mccord.mcgill.ca)  
 Website: [www.musee-mccord.qc.ca](http://www.musee-mccord.qc.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, making it the second-largest insect collection in Canada, and the largest university insect collection in the country. The Lyman Museum is not generally open to the public since its main functions are research and teaching, not exhibitions. However, tours are available by appointment to interested parties.

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

### 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 university itself was established. At the Montreal Medical Institute, which became McGill's Faculty of Medicine, specimens were collected and used as teaching tools as early as 1822. Articles published about early collections gained international recognition for faculty members such as Andrew Fernando Holmes and Sir William Dawson. Their collections and others had a major influence on building McGill's reputation as a learned institution.

For more information, and to view the full list of historical collections at McGill, please visit [www.mcgill.ca/historicalcollections](http://www.mcgill.ca/historicalcollections).

---

## 1.13 The University

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

### 1.13.1 History

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

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

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

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

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

The University now comprises 10 faculties and 13 schools. At present over 38,000 students are taking credit courses; one in four is registered in Graduate Studies.

The Univ







## Administration

Angela Campbell; B.A. B.C.L.(McG.), LL.M.(Harv.)  
Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)  
  
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)  
Edyta Rogowska; B.A.(Tor.), M.A.(McG.)  
Yves Beauchamp; B.Eng., M.Eng.(UQTR), Ph.D.(WVU)  
Diana Dutton; B.F.A.(C'dia), Gr. Dip., M.B.A.(McG.)  
Robert Couvrette; B.Sc.(École Poly., Montr. & HEC), M.P.M.(UQAM)  
Louis Arsenault; B.A.(UQAM), M.A.(Paris VII)  
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP  
Sam Benaroya; B.Sc., M.D.,C.M.(McG.)  
Martha Crago; B.A.(McG.)  
Sylvain Coulombe; B.Sc., M.Sc.A(Sherbrooke), Ph.D.(McG.)  
  
Anne McKinney; B.Sc., Ph.D.(Ulster)  
Nancy Ross; Ph.D.(McM.)  
Marc Weinstein; B.A., B.C.L., LL.B.(McG.)

**Associate Provost (Equity & Academic Policies)**  
**Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)**  
**Chief Information Officer**  
**Secretary-General**  
**Vice-Principal (Administration & Finance)**  
**Associate Vice-Principal (Human Resources)**  
**Associate Vice-Principal (Facilities Management and Ancillary Services)**  
**Vice-Principal (Communications & External Relations)**  
**Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)**  
**Associate Vice-Principal (Health Affairs) and Vice-Dean (Health Affairs)**  
**Vice-Principal (Research & Innovation)**  
**Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)**  
**Associate Vice-Principal (Research & Innovation) (Health Sciences)**  
**Associate Vice-Principal (Research & Innovation) (Social Sciences)**  
**Vice-Principal (University Advancement)**

### 1.13.7.1 Deans, Directors of Schools and Libraries

#### 1.13.7.1.1 Deans

## Deans

Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)  
Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)  
Carola Weil; B.A.(Bryn Mawr), M.A., M.P.M., Ph.D.(Md.)  
Elham Emami; D.D.S.(Tehran), M.Sc., Ph.D.(Montr.)  
Dilson Rassier; B.Sc.(UFPEL, Brazil), M.Sc.(UFRGS), Ph.D.(Calg.)  
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(W

**Agricultural & Environmental Sciences**  
**Arts**  
**Continuing Studies**  
**Dentistry**  
**Education**  
**Engineering**





Management		
Last day to <b>add/drop</b> a course ( <b>with refund</b> )*	<b>4th SCHEDULED CLASS</b>	
	* The add/drop deadline might differ for intensive courses; please consult the course description for details.	
	<b>9th SCHEDULED CLASS</b>	
	** The withdrawal deadline might dif	

Montreal QC H3A 0C8  
CANADA  
T

## Departmental Contact Information

*Food Science & Agricultural Chemistry*  
514-398-7773

*Plant Science*  
514-398-7773

### Faculty of Arts

*Anthropology*  
514-398-4300

### 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



## Departmental Contact Information

*Social Work*  
514-398-7070

*Sociology*  
514-398-6848

514-398-3800

*Physics*  
514-398-6477

*Psychology*  
514-398-6100

---

## 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](#).

---

### 8.1 Barbados Interdisciplinary Tropical Studies Field Semester

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

The Barbados Interdisciplinary Tropical Studies (BITS) Field Semester is offered jointly by McGill University and the University of the W



## 9.4 Summer Intensive Language Program

Learn ancient Greek and Latin over the summer at one of Canada's premier universities. McGill is located in the heart of Montreal, a multilingual, culturally diverse, and dynamic city. Through the McGill Summer Language Institute, the Classics program offers intensive first-year Ancient Greek and intensive first-year Latin. Students may register in one or both courses. Those who complete both will have the equivalent of two years of ancient languages in just twelve weeks, and will be ready to enter intermediate level courses in the Fall term.

The *Intensive Ancient Greek and Latin* Summer language program is ideal for students entering university who wish to get a head start on an undergraduate program that requires knowledge of Greek and/or Latin, such as classics (especially an honours program), Religious Studies, Medieval Studies, etc., and for more advanced students who plan to apply to graduate school in fields related to classics (e.g. ancient Greek and Roman history, art history of ancient Greece and Rome, classical archaeology, Early Christianity, ancient Philosophy, Political theory, etc.) but have not yet started to learn ancient languages.

For more information, please visit our website at [www.mcgill.ca/classics/summer-languages](http://www.mcgill.ca/classics/summer-languages).

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

**CLAS 215 INTENSIVE INTRODUCTORY LATIN** (6 credits)

(May 12 - June 19, 2020)

**CLAS 225 INTENSIVE INTRODUCTORY ANCIENT GREEK** (6 credits)

(June 22 - August 3, 2020)

## 10 School of Continuing Studies: Summer Studies

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 professions. You can also improve your English, French, or Spanish with a part-time or full-time language course.

Our students come to McGill from Montreal, across Canada, and around the world to take advantage of exceptional learning and professional development opportunities that are tailored for today's rapidly changing society.

Multidisciplinary and actively collaborating with McGill faculties and experts from both the public and private sectors, we are learner- and client-centred and responsive to our students' evolving needs. The School also continues to build international partnerships with educational institutions, corporate clients, and other organizations.

Join us for a rewarding journey on the path of lifelong learning.

### 10.1 Undergraduate 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 instructors who are current business and industry leaders.

#### 10.1.1 Business and Professional Programs (Undergraduate)

The School of Continuing Studies offers undergraduate-level programs and courses on a wide variety of topics.

##### 10.1.1.1 Career and Professional Development (Undergraduate)

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

- Certificate (Cert.) Accounting and Finance (30 credits)
- : [Certificate \(Cert.\) Applied Finance \(30 credits\)](#) (Admissions no longer accepted)
- : [Certificate \(Cert.\) Applied Marketing \(30 credits\)](#)
- : [Certificate \(Cert.\) Computers and Information Technology \(30 credits\)](#)
- : [Certificate \(Cert.\) Entrepreneurship \(30 credits\)](#)
- : [Certificate \(Cert.\) Health and Social Services Management \(30 credits\)](#) (This is a restricted program. Not open to the general public)
- : [Certificate \(Cert.\) Human Resources Management \(30 credits\)](#)

- : [Certificate \(Cert.\) Indigenous Business Management \(30 credits\)](#)
- : [Certificate \(Cert.\) Management \(30 credits\)](#)
- : [Certificate \(Cert.\) Public Administration and Governance \(30 credits\)](#)
- : [Certificate \(Cert.\) Public Relations and Communication Management \(30 credits\)](#)
- : [Certificate \(Cert.\) Software Development \(30 credits\)](#) (Admissions no longer accepted)
- : [Certificate \(Cert.\) Supply Chain Management and Logistics \(30 credits\)](#)



**Note:** A new Certificate in Accounting and Finance will be offered this summer. See the School of Continuing Studies [website](#) for details.

#### 10.1.1.2 Education (Undergraduate)

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

##### Programs for Qualified teachers:

- : [Bachelor of Education for Certified Teachers - Elementary Education: Indigenous Education \(90 credits\)](#)
- : [Certificate \(Cert.\) Aboriginal Education for Certified Teachers \(30 credits\)](#) (This program is closed for admissions.)
- : [Certificate \(Cert.\) Indigenous Language and Literacy Education \(30 credits\)](#)
- : [Certificate \(Cert.\) Education for First Nations and Inuit \(60 credits\)](#)
- : [Certificate \(Cert.\) First Nations and Inuit Educational Leadership \(30 credits\)](#)
- : [Certificate \(Cert.\) First Nations and Inuit Student Personnel Services \(30 credits\)](#)
- : [Certificate \(Cert.\) Inclusive Education \(30 credits\)](#)
- : [Certificate \(Cert.\) Middle School Education in Indigenous Communities \(30 credits\)](#)

##### Diploma Program

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

#### 10.1.1.3 Languages (Undergraduate)

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

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

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

- English Immersion Summer Program (EISP) – [www.mcgill.ca/continuingstudies/program/english-immersion-summer-program](http://www.mcgill.ca/continuingstudies/program/english-immersion-summer-program)
- Intensive English Language and Culture - [intensive.scs.mcgill.ca](http://intensive.scs.mcgill.ca)
- Intensive French Language and Culture - [summer.scs.mcgill.ca](http://summer.scs.mcgill.ca)

#### 10.1.1.4 Translation (Undergraduate)

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

- : [Certificate \(Cert.\) Translation: English to French Option \(30 credits\)](#)
- : [Certificate \(Cert.\) Translation: French to English Option \(30 credits\)](#)
- : [Certificate \(Cert.\) Translation: English to Spanish \(30 credits\)](#)

---

## 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 instructors who are current business and industry leaders.

### 10.2.1 Business and Professional Programs (Graduate)

The School of Continuing Studies offers graduate-level programs and courses on a wide variety of topics.



---

## 10.4 Study Abroad Summer Offerings

There are a number of non-credit study abroad programs offered in the Summer 2019 term. For a complete list of programs and dates, please visit [summer.scs.mcgill.ca](http://summer.scs.mcgill.ca) or contact us by email at [shortprograms.scs@mcgill.ca](mailto:shortprograms.scs@mcgill.ca) or by phone at 514-398-5212.

---

## 11 Desautels Faculty of Management: Summer Studies



**Note:** The following section lists special programs and courses offered in the summer by the Desautels Faculty of Management; for a complete list of summer courses, please click [here](#).

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

---

### 11.1 Brazil Study Abroad Program

- MRKT 434/MRKT 690 GLOBAL BRANDING (3 credits)
- ORGB 380/ORGB 685 CROSS CULTURE

**Health professionals** and others not seeking academic credits can obtain a Professional Interest Certificate. Tuition fees vary; please see [www.mcgill.ca/epi-biostat-occh/academic-programs/summer](http://www.mcgill.ca/epi-biostat-occh/academic-programs/summer) for detailed information on registration and course offerings.

For further information please contact the Student Affairs Office at:

McGill University, Faculty of Medicine  
Department of Epidemiology, Biostatistics and Occupational Health  
Purvis Hall, Room 27  
1020 Pine Avenue West  
Montreal QC H3A 1A2  
Telephone: 514-398-6258  
Email: [graduate.eboh@mcgill.ca](mailto:graduate.eboh@mcgill.ca)  
Website: [www.mcgill.ca/epi-biostat-occh/academic-programs/summer](http://www.mcgill.ca/epi-biostat-occh/academic-programs/summer)

---

## 13 Faculty of Science: Summer Studies



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

---

### 13.1 Off-Campus Field Courses

The following departments in the Faculty of Science offer students the opportunity to put theory into practice through off-campus field courses during the Summer term:

- [section 13.2: Biology](#)
- [section 13.3: Earth and Planetary Sciences](#)
- [section 13.4: Geography](#)

---

### 13.2 Biology

The following off-campus field courses are offered during summer 2020:

**B 6he follo6h5 obtain /6h5 obtain ) ( 88.691 607 T315 23(29 lhfollo)iifical/**

This course is held consecutively with EPSC 331 in the Massif Central in France during May 2020. Cannot be taken separately from EPSC 331.



**Note:** The logistics for EPSC 331 and EPSC 341 will be planned according to the number of participants confirmed before December 15, 2019. We cannot accept later registrants. Withdrawals must be justified with a documented reason. Three mandatory introduction sessions will take place early in the 2019 winter semester, which will cover: an introduction into the geology of Europe and the field area; preparation for field mapping using aerial and satellite imagery; an outdoor geochemical field sampling exercise; and training in field laboratory methods. The ideal preparation for this field school is the required Major Geology U1 and U2 courses: EPSC 203, EPSC 210, EPSC 220, EPSC 233, EPSC 240, and EPSC 423. If you have completed these courses, you may request a permit to register before December 15 from Kristy Thornton (kristy.thornton@mcgill.ca). If you have completed no more than three of these courses, you must get approval from professor Vincent van Hinsberg before requesting a permit to register.

---

## 13.4 Geography

The following off-campus field courses are offered during the summer:

**GEOG 425 SOUTHEAST ASIA URBAN FIELD STUDIES** (3 credits)

**GEOG 494 URBAN FIELD STUDIES** (3 credits)

**GEOG 495 FIELD STUDIES – PHYSICAL GEOGRAPHY** (3 credits)