



**Continuing Education University Regulations  
and Information**

**Programs, Courses and University Regulations  
2011-2012**



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

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

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

*Publication Information*

Published by

**Enrolment Services**

McGill University  
3415 McTavish Street  
Montreal, Quebec, H3A 1Y1  
Canada

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2. *Ministère de l'Immigration et des Communautés culturelles* and/or the *Régie de l'assurance-maladie du Québec* and the *Ministère de l'Éducation, du Loisir et du Sport* (MELS).
3. The appropriate authorities involved with the external or internal funding of your student fees (financial records may also be disclosed to those authorities).
4. The Association of Universities and Colleges of Canada.
5. The Association of Registrars of Universities and Colleges of Canada and the *Conférence des recteurs et des principaux des universités du Québec*, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics.
6. The school(s) or college(s) that you attended.
7. Students and alumni who have volunteered to speak with admitted students.
8. Student Associations recognized by McGill University for the student category(ies) to which you belong.
9. The McGill Alumni Association.
10. Professional bodies or corporations (e.g., engineers, dentists).
11. McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory.

If you do not want to authorize the University to disclose personal information to the organizations mentioned above in 8, 9, 10 and 11, you must complete and submit an *Opposition Form*, available at Service Point (<http://www.mcgill.ca/students/servicepoint>).

## 1.5 Email Communication

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

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

You should read and familiarize yourself with the *Code of Conduct for Users of McGill Computing Facilities* and *Email Communications with Students* policies found under *Information Technology* on the University Secretariat website at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology). For more information on email for students, refer to [www.mcgill.ca/it](http://www.mcgill.ca/it) and see *section 14: For your Information Technology (IT) needs*.

### Revision, June 2011. Start of revision.



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

### Revision, June 2011. End of revision.

## 1.6 Academic Integrity

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

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of cheating under Article 16 of the *Code of Student Conduct and Disciplinary Procedures*.

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

## 1.7 Responsible Use of McGill Information Technology Resources

You must comply with the *Policy on the Responsible Use of McGill Information Technology Resources* as approved by the University Senate. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology).

## 1.8 Non-smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see [www.mcgill.ca/adminhandbook/policies/smoking](http://www.mcgill.ca/adminhandbook/policies/smoking).

## 1.9 Health Insurance – International Students

By Senate regulation, all international students (full-time, part-time, half-time, additional session, Special, Exchange and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan. The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file. You must pick up an International Health Insurance card from Service Point upon your arrival at McGill University.

Students who meet certain criteria may be eligible for an *exemption*. If you believe you are eligible, you must submit an online exemption request on Minerva and present valid documentation proving eligibility to Service Point before the *deadline*.

Service Point  
3415 McTavish Street  
Montreal, Quebec, H3A 1Y1

For enrolment procedures and details on the health insurance plan, consult the website: [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health). For information concerning rates, see [www.mcgill.ca/internationalstudents/health/fee](http://www.mcgill.ca/internationalstudents/health/fee).

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

International Health Insurance  
Telephone: 514-398-6012  
Email: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)  
Website: [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health)

### Revision, June 2011. Start of Revision.



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

### Revision, June 2011. End of Revision.

## 1.10 Health Insurance – Canadian Residents

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

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To ensure adequate health insurance coverage, you may enrol in the group plan offered through International Student Services ([www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)). Please note that this option is available only during the first month of your first semester at McGill.

All undergraduate students who pay tuition fees at either the Canadian or Quebec rates and who are members of the Students' Society of McGill University (SSMU) or the Macdonald Campus Students' Society (MCSS) are automatically covered by their applicable Students' Society's Health and Dental Plans. For details on fees, change of coverage dates and on what is covered by the plans, refer to [www.ihaveaplan.ca](http://www.ihaveaplan.ca). If you're not sure of your eligibility, contact the *Alliance pour la santé étudiante au Québec* (ASEQ) at 514-789-8775 or 1-866 795-4435, Monday to Friday, from 9 a.m. to 5 p.m. ([www.aseq.com](http://www.aseq.com)).

### Revision, June 2011. Start of Revision.



**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.

### Revision, June 2011. End of Revision.

## 1.11 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 login. 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.
- Submit an online course evaluation.
- Submit an application to participate in an exchange program (not all faculties).
- Apply to graduate.
- View graduation status and convocation details.
- Order official transcripts.
- Retrieve tax receipts.

For information on logging-in to the Minerva website, visit our IT Services website at [www.mcgill.ca/it](http://www.mcgill.ca/it) and select **Logins and Passwords**.

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## 1.12 myMcGill

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

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

Systems that you can access through the portal are:

- Athletics
- Classroom A/V
- Exchange (email)
- Famis
- Gateway ([www.mcgill.ca](http://www.mcgill.ca))
- InfoEd
- Library
- Minerva
- *myCourses* (WebCT)
- *myFuture*
- *myLab*

To log into *myMcGill*, click the *myMcGill* tab at the top-right corner of the McGill homepage ([www.mcgill.ca](http://www.mcgill.ca)) or go to <https://my.mcgill.ca>.

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## 2 Personal Information

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

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### 2.1 Updating Personal Information

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

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

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

If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 1Y1. Macdonald Campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.

### Revision, June 2011. Start of Revision.



**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 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.

### Revision, June 2011. End of Revision.

## 2.2 Legal Documents: Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require legal documents confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide, refer to: [section 2.3: Legal Documents: 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 issued by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS), and is obligatory for all students registered in a Quebec institution.

If you have previously attended school in Quebec, you already possess a Permanent Code which can be found on your school report card or your CEGEP and/or university transcripts. After you have accepted the University's offer of admission, you can check on Minerva (under the *Personal Menu*) to see if McGill has received your Permanent Code.

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


## 2.3 Legal Documents: What Documents Does McGill Need from You?


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


Quebec and Canadian Out-of-Province Students	
You have applied to McGill directly from CEGEP or you already have a student record at McGill	<ul style="list-style-type: none"> <li>• <b>Usually</b> no documents are required for your Canadian and/or Quebec status, based on McGill's records or as confirmed by the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)</li> </ul>
You have applied to McGill from another Quebec university	<ul style="list-style-type: none"> <li>• Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Record of Permanent Resident status (Note 3); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>• For your Quebec residency status, <b>usually</b> no documents are required, unless McGill cannot confirm this from the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)</li> </ul>
You were born in Quebec	<ul style="list-style-type: none"> <li>• Quebec <b>birth certificate</b> (Note 1 and 5)</li> <li>• Permanent Code Data Form (Note 2 and 6)</li> </ul>
You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec	<ul style="list-style-type: none"> <li>• Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Record of Permanent Resident status (Note 3); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>• Permanent Code Data Form (Note 2 and 6)</li> </ul>


Quebec and Canadian Out-of-Province Students	
You are a Quebec resident as defined by one of the other situations outlined by the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)	<ul style="list-style-type: none"> <li>• Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence (Note 3); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>• Permanent Code Data Form (Note 2 and 6)</li> <li>• Attestation of Residency in Quebec Form (Note 6)</li> <li>• <b>Other supporting documents</b>, depending on which situation you checked on the above Attestation of Residency Form</li> </ul>

International Students	
You will be studying at McGill for less than 6 months (i.e., for only one academic semester) as a non-degree student (e.g. Exchange, Special, Visiting)	<ul style="list-style-type: none"> <li>• Visitors Permit issued at your port of entry into Canada by Citizenship and Immigration Canada</li> <li>• Photo page of your passport and the page date-stamped by Citizenship and Immigration Canada at your port of entry</li> <li>• Permanent Code Data Form (Note 2 and 6)</li> </ul>
You will be in Canada for more than 6 months (i.e. you are enrolled in a degree, certificate or diploma program, usually for two or more consecutive academic semesters)	<ul style="list-style-type: none"> <li>• Certificate of Acceptance of Quebec (CAQ)</li> <li>• Permanent Code Data Form (Note 2 and 6)</li> <li>• Study Permit issued by Immigration Canada (Note 4)</li> </ul>

 **Note 1:** You may alternatively provide your Quebec baptismal certificate if it was issued **prior to January 1, 1994**, and clearly shows where you were born and that your baptism in Quebec occurred no more than four months after your date of birth.

 **Note 2:** Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.

 **Note 3:** Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292) document or with your Canadian Permanent Resident card (copy of both sides required). 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 4:** If you are a refugee, your Convention Refugee status document is required instead of a Study Permit.

**Note 5:** Usually McGill does not require you to provide a valid Quebec Permanent Code. However, if you are a student from a country that is not a member of the Organisation for Economic Co-operation and Development (OECD), you must provide 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.



- Check your tuition status on the Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) Student Accounts menu: *Student Menu > Student Accounts Menu > View your Tuition and Legal 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/fees/tuition](http://www.mcgill.ca/student-accounts/fees/tuition)
- Electronic billing is the official means of delivering fee statements to all students; you may view your e-bill on Minerva. For more information, see the following website: [www.mcgill.ca/student-accounts/e-bill](http://www.mcgill.ca/student-accounts/e-bill).

**If you do not agree with y**

**In Person:**

Service Point  
3415 McTavish Street  
Montreal, Quebec, H3A 1Y1

**If there is a problem with your documents, contact:**

Telephone: 514-398-7878  
Email: <http://webforms.mcgill.ca/servicepoint/request.asp?bhcp=1>

## 2.6.1 For the School of Continuing Studies

**By Mail or in Person:**

**Revision, June 2011. Start of revision.**

McGill University  
The School of Continuing Studies, Client Services Office  
688 Sherbrooke Street West  
11th Floor  
Montreal, QC H3A 3R1

**Revision, June 2011. End of revision.**

**By Fax:**

514-398-2650

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

**Telephone:** 514-398-6200

**Email:** [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca); [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

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## 2.7 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.

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 2.3: Legal Documents: What Documents Does McGill Need from You?](#)).

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

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

- New students must be registered for at least one course to obtain an ID card.
- You must allow at least three hours after you have registered before applying for your ID card.
- If you do not register for consecutive terms you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties there is no charge as long as you hand in the ID card.
- If your card has been lost, stolen or damaged, there is a \$25 replacement fee.
- If you need security access to labs or other facilities, see [www.mcgill.ca/security/services/access](http://www.mcgill.ca/security/services/access).

**ID Card Schedule for the Downtown Campus:**

The locations and opening hours of ID card centres can be found on the Student Information website at [www.mcgill.ca/students](http://www.mcgill.ca/students).

**Revision, June 2011: Start of Revision.**



You can request to have your preferred first name display as part of your McGill Email Address by submitting a change to Network and Communication Services via REGGIE ([www.mcgill.ca/reggie](http://www.mcgill.ca/reggie)). For more information, see [www.mcgill.ca/student-records/biographical](http://www.mcgill.ca/student-records/biographical).

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## 2.10 Name: Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)). To do this, go to *Personal Menu > Name Change*, where you can make minor corrections such as changing case (upper/lower), adding accents and spacing.

Note that you cannot change the name on your record via Minerva. Requests for such changes must be made by presenting official documents (see [section 2.8: Name: Legal Name](#) and [section 2.9: Name: Preferred First Name](#)) in person at Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 1Y1.

### Revision, June 2011. Start of Revision.



**Note for Continuing Studies:** Requests for such changes must be made by presenting official documents (see [section 2.8: Name: Legal Name](#)) in person at the Client Services Office, School of Continuing Studies.

### Revision, June 2011. End of Revision.

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## 3 Registration for Continuing Studies Students

### Revision, June 2011. Start of revision.

Most students in Continuing Studies must register using *Minerva*, during the registration periods published in : [Key Dates, 2011-2012](#) and at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates).

### Revision, June 2011. End of revision.

#### Note:

If you are registering for short courses or seminars, see your individual academic area for specific registration information.

You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee of \$25. You may add courses until the end of the add/drop period without penalty. If you are in doubt about what course(s) to register for, you can meet with an adviser.

### Revision, June 2011. Start of revision.

You are responsible for your course selection, registration, and for ensuring that you have completed your program and degree requirements according to the regulations and deadlines indicated in this publication. Advisers and staff at the School of Continuing Studies are available to give you advice and guidance.

The School publishes an **Important Dates Supplement** three times a year that contains specific details on registration dates and information needed for the upcoming term. In case of discrepancy between what is published in the supplement and this publication, the supplement takes priority.

### Revision, June 2011. End of revision.

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## 3.1 Who Can Use Minerva?

### Revision, June 2011. Start of revision.

If you were registered at the School of Continuing Studies during the past year

If any of these conditions apply, you should see an adviser and register in person (see [section 3.3.1: In-Person Registration](#)).

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## 3.2 How to Register Using Minerva

Go to [Minerva](#) and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see [section 3.4.3.1: Minerva Registration Schedule 2011/2012](#).

### Before Going to Minerva:

- Read the timetable and registration instructions carefully. Not all courses are offered each term. Keep this in mind when selecting your courses. You can only register for one term at a time.
- See an Adviser. If you wish to substitute required courses or enrol in courses outside your program, you must obtain written approval from your academic area, otherwise the course may not be recognized for credit toward your program. If you need to see an adviser, call your academic area well before registration to make an appointment.

### Revision, June 2011, Start of revision

#### Problems Using Minerva?

If you have any program or course-related questions regarding registration, contact the Client Services Office at 514-398-6200. If you have problems using Minerva, contact the Minerva Help Line at 514-398-4474.

### Revision, June 2011, End of revision

#### Can't Remember Your PIN?

If you cannot remember your PIN, you can reset it using the "Forgot Pin?" button on the Minerva login page. If you are unable to reset your PIN, call the Minerva Help Line at 514-398-4474.

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## 3.3 Other Ways to Register

### 3.3.1 In-Person Registration

### New Special Students

(See *School of Continuing Studies > Getting Started > : Special Student Status: Undergraduate Courses* and *School of Continuing Studies > Getting Started > : Special Student Status: Graduate-Level Courses*.)

1. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student.  
For more information, see [section 2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#).
2. Your Permanent Code from the Government of Quebec (see [section 2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#)).
3. Proof of satisfactory completion of prerequisite courses.
4. Proof of proficiency in English, if applicable (*School of Continuing Studies > Areas of Study > Career and Professional Development > Career and Professional Development (Undergraduate Certificate Programs, Part-Time B.Com.) > : Proof of Proficiency in English*).

### Special Students Registering in Graduate-Level Courses

1. An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration et des Communautés culturelles*.
2. A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.
3. Proof of proficiency in English, if applicable (see [: Proof of Proficiency in English](#)).

Failure to provide the documents listed above will result in your not being permitted to register in courses.

### Revision, June 2011. End of revision.

### Revision, June 2011. Start of revision.

For *Translation and Written Communication*, see *School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > : Translation Programs: General Academic Requirements*.

### Revision, June 2011. End of revision.

### International Students

In addition to the above, international students should bring:

1. A completed Study Plan.
2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see [section 2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#)).
3. Valid passport.
4. Your Health Insurance Number (If not purchased, you must do so at the Brown Student Services Building, 3600 McTavish, before registration).

### 3.3.2 Registration for Short Courses, Seminars and Workshops

For registration in the following areas, please see the appropriate academic area in this publication:

[section 1: General Policies and Information](#)

*School of Continuing Studies > Areas of Study > Career and Professional Development > : Professional Development Courses (CE Units and Other)*

*School of Continuing Studies > Areas of Study > : The McGill Community for Lifelong Learning (MCLL)*

### 3.3.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A Proxy form is available at the School of Continuing Studies or at [www.mcgill.ca/conted/studentres/forms](http://www.mcgill.ca/conted/studentres/forms). This form must be completed and signed by both you and the proxy-holder. The School will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see [section 3.3.1: In-Person Registration](#)).

### 3.3.4 Registering by Mail, Fax or by Web

If you are registering for courses, workshops or seminars offered by *Career and Professional Development* or by *Faculty Partnerships and Summer Studies*, refer to the specific course on the website at [www.mcgill.ca/conted/prodep](http://www.mcgill.ca/conted/prodep). In some cases, you may be able to register by mail, fax or via web.

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## 3.4 Course Withdrawals and Refunds

Once registered for a course, you are responsible for the fees. If you decide not to follow the course, you must officially withdraw.

Simply not attending classes or informing the instructor does not constitute an official withdrawal.

### **3.4.1 How to Withdraw from a Course**

You can withdraw from a course in one of two ways:

#### **Revision, June 2011. Start of revision.**

- Online using Minerva (*Registration menu*)
- In-person by completing a "Course Change Form" available at [www.mcgill.ca/conted/studentres/forms](http://www.mcgill.ca/conted/studentres/forms) and bringing it to the Client Services Office.

### **3.4.2 Add/Drop Period**

You can change sections, add and drop courses only during the add/drop period. You will be charged a \$20 administrative fee for each course dropped. Refer to the Important Dates Supplement for specific add/drop dates. Courses dropped before and during the Late Registration and add/drop period will not show on your record.

### **3.4.3 Withdrawing from a course – Grade of W**

There are two withdrawal periods for the Fall and Winter terms; one with a refund and one without a refund.

It is very important that you take note of the deadlines for obtaining a refund.

If you miss the fee refund deadline, you are responsible for all course fees. During both withdrawal periods you may withdraw **G9d0 1sv**







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



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

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

#### **Revision, June 2011. Start of Revision.**



**Note for Continuing Studies:** If you are a Visiting IUT Student and your application has been approved, you must register in-person, by appointment only (see [section 3.3: In-Person Registration](#)).

#### **Revision, June 2011. End of Revision.**

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### **3.14 Auditing of Courses**

McGill does not permit auditing of courses.

#### **Revision, June 2011. Start of Revision.**



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

#### **Revision, June 2011. End of Revision.**

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## **4 Fees for Continuing Studies Students**

The University reserves the right to make changes without notice in the published scale of fees. Please consult the Student Accounts website at [www.mcgill.ca/student-accounts/fees](http://www.mcgill.ca/student-accounts/fees). The University will publish this schedule as soon as the fees for the 2011-2012 academic year are announced.

#### **Revision, June 2011. Start of revision.**

#### 4.2.2 International Students

Exemption from International Tuition Fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate. A list of these categories and the required application forms can be obtained from Service Point. Information is also available at [www.mcgill.ca/student-records/fees/exemption](http://www.mcgill.ca/student-records/fees/exemption).

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

#### 4.2.3 Tuition Fees for Continuing Studies Students: Fees for Non-Credit Courses

##### Revision, June 2011, Start of revision.

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in [section 3.11: Course Information and Regulations](#) or on the Continuing Studies website at [www.mcgill.ca/conted](http://www.mcgill.ca/conted). The MACES fee is included where applicable (see [section 21.7.2: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#)).

##### Revision, June 2011, End of revision.

#### 4.2.4 Tuition Fees for Continuing Studies Students: Senior Citizens

##### Revision, June 2011, Start of revision.

Senior citizens aged 65 years and over, registered in credit or non-credit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. This policy applies to students who have turned 65 as of September 30 for the Fall term and January 31 for the Winter term. Fee reductions do not apply to fees for: Intensive English and Intensive French, special programs in *Faculty Partnerships and Summer Studies*, and *Career and Professional Development* or membership in the *McGill Community for Lifelong Learning*. Senior students who pay the International or non-Quebec rate will be credited 50% of the Quebec tuition fee for their program.

##### Revision, June 2011, End of revision.

#### 4.2.5 Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details, refer to the policies and procedures found at [www.mcgill.ca/benefits/forms](http://www.mcgill.ca/benefits/forms). Here you can complete an online request form as you register. Should you not successfully complete the courses as detailed in the policy, the exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

#### 4.2.6 Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may download the application form from [www.mcgill.ca/benefits/forms](http://www.mcgill.ca/benefits/forms) and forward the completed form to Enrolment Services.

##### Revision, June 2011, Start of revision.



**Note for Continuing Studies Students:** This form can also be forwarded to the Client Services Office of the School of Continuing Studies as appropriate.

##### Revision, June 2011, End of revision.

The fee reduction will be credited to your McGill fee account once eligibility has been confirmed and all appropriate signatures have been obtained. This fee reduction will be reflected in a T4A slip issued in February by the University.

For more information, refer to the MUNACA Collective Agreement, or the Staff Dependent Policy at [www.mcgill.ca/adminhandbook/personnel/stafftuition](http://www.mcgill.ca/adminhandbook/personnel/stafftuition).

#### 4.3.1 Administrative Charges

The University charges a number of administrative fees to students in credit courses and programs which include:

**Registration Charge** - All students are assessed a registration fee.

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

**Transcripts and Diploma Charge** - The University charges a transcripts and diploma fee to all students which entitles you to order transcripts free of charge as well as covers the costs of your graduation.

**Copyright Fee** - All students in courses and programs are charged the copyright fee which covers the cost of the annual fee that all Quebec universities are required to pay to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy materials protected by copyright.

**General Administrative Charge** - As per the Quebec government's regulation on administrative fee increases, students are assessed \$15.00 in the Summer term and a total of \$30 for the Fall and Winter terms to cover indexation for the Registration Charge, the Information Technology Charge, Transcripts and Diploma Charge, and the Copyright Fee.

You may access the schedule of fees on [www.mcgill.ca/student-accounts/fees/compfees/it](http://www.mcgill.ca/student-accounts/fees/compfees/it).

#### 4.4 Other Fees for Continuing Studies Students

##### Other Fees

International Student Health and Accident Plan (compulsory) (based on 2011-12 rates)	
Single	\$651
Dependant	\$1,869
Family (one student with two or more dependants)	\$3,549
Application for Admission (credit programs)	\$65
Late Registration (non-refundable)	\$25
Language Placement Test \$25	\$25
Course Transfer	\$20
Course dropped prior to refund deadline	\$20
Re-reading an Examination Paper (refundable if the letter grade is increased)	\$35
Supplemental Examinations	\$35
Duplicate ID card	\$25
Late Payment charged on balances >\$100 as of the end of October (end of February for the Winter term)	\$50
Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)	
Returned cheque or Pre-Authorized Debit payment	\$35
Cheque Refund charge:	
on balances less than \$100	\$5
on balances \$100 and over	\$10
Reinstatement Penalty (see <a href="#">section 4.6: Other Policies Related to Fees for Continuing Studies Students: Overdue Accounts</a> )	\$150
Rescheduled Examinations	\$30
Exemption by Examination	\$50
Comprehensive Challenge Examination (English and French Language Programs)	\$100
McGill School of Continuing Studies Test of English Language Proficiency (TELP)	\$100

### Other Fees

Intensive Language Programs

Application Fee	\$80
Course cancellation prior to refund deadline	\$200

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## 4.5 Billings and Due Dates

### Invoicing of Fees

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

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

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#### **4.7 Other Policies Related to Fees: 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/refund](http://www.mcgill.ca/student-accounts/refund).

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#### **4.8 Other Policies Related to Fees: Fees for Students in Two Programs**

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

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

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#### **4.9 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements**

If you are taking courses as part of the Quebec Inter-University T

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#### **4.13 Tax Slips for Continuing Studies Students**

T4A (RL-1), T2202A and Relevé 8 slips are issued on Minerva under the *Student Accounts Menu* by the end of February each year. Note that a social insurance number as well as a valid mailing address are required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the T4A and the Relevé 8 slips, therefore it is highly recommended that if you e

- you should see your Faculty adviser to discuss degree planning.

If you are in probationary standing:



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

- Standing awaits deferred exam.
- Must clear K's, L's 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 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 *Incomplete Courses*.

**Note:** Requests are made at the *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).

- If you do not obtain either the TGPA or CGPA noted above, you will be placed in unsatisfactory standing.
- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

### 5.1.2.3 Unsatisfactory Standing: Faculty of Engineering

You are in unsatisfactory standing if you have **EITHER**:

a CGPA that is less than 1.20

**OR**

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

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

If you are in unsatisfactory standing for the first time, the regulations below apply.

#### Students in interim unsatisfactory standing after the Fall term:

You may continue with your studies under the following conditions:

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

#### Students in unsatisfactory standing after the Winter term:

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

For more information about academic standing, see [www.mcgill.ca/engineering/student/sao/policies/academic](http://www.mcgill.ca/engineering/student/sao/policies/academic).

### 5.1.3 Academic Standing: Faculty of Law

If you do not obtain a sessional Grade Point Average (GPA at the end of Fall and Winter terms combined) of 1.50, you will be required to withdraw from the Faculty. If your sessional GPA is between 1.50 and 1.99, you will be permitted to continue with your program, but you must obtain a minimum of 10 credits per session.

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### **5.3 Continuing Education Units (CE units)**

#### **Revision, June 2011. Start of revision.**

Some courses at the School of Continuing Studies carry a Continuing Education Unit (CEU) rating. These courses do not normally count toward the fulfillment of a credit program.

#### **Revision, June 2011. End of revision.**

A Continuing Education Unit is a measure of the number of hours of participation - contact and/or study - in an organized Continuing Education activity. One CE unit represents ten hours of participation.

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### **5.4 Grading and Grade Point Averages (GPA) for Continuing Studies**

## Graduate Grading

F (Fail)	0	0 - 64%
P		Pass

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

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

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

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

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

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

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



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

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

## 5.5 Other Grades for Continuing Studies

Other Grades	
<b>J</b>	- unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.
<b>K</b>	- incomplete; deadline extended for submission of work in a course (see "Incomplete Courses").
<b>KE or K*</b>	- further extension granted (see "Incomplete Courses").
<b>KF</b>	- failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
<b>KK</b>	- completion requirement waived. Not calculated in TGPA or CGPA. deferred e

Other Grades	
<b>WF</b>	- 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.)
<b>WL</b>	- faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
<b>NA or &amp;&amp;</b>	- grade not yet available.
<b>W-- or --</b>	- no grade; student withdrew from the University, not calculated in TGPA or CGPA.

## 5.6 Unexcused Absences for Continuing Studies Students

### Revision, June 2011. Start of revision.

If, without a valid excuse, you do not participate in or write a final examination or submit required term work for any courses you were registered in, you will receive a final grade of J (unexcused absence).

### Revision, June 2011. End of revision.

## 5.7 Incomplete Courses for Continuing Studies

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



**Note:** If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work. Consult the faculty sections for maximum extensions.



**Note:** If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.



**Note:** If you do not complete the required work before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.



**Note:** In exceptional circumstances, and with the approval of the Associate Dean or Director, the deadline may be extended further, in which case the grade of KE (further extension granted) appears. If you do not meet the extended deadline, a grade of KF will replace the KE.

### Revision, June 2011. Start of revision.



**Note for Continuing Studies:** All students who miss a final exam are given a grade of J. For more information regarding the J grade, see [section 5.6: Unexcused Absences for Continuing Studies Students](#).

### Revision, June 2011. End of revision.

## 5.8 Non-Evaluated Work for Continuing Studies Students

### Revision, June 2011. Start of revision.

If you are attending a course that has an evaluation process (such as an examination or other criteria), you may choose not to be evaluated. To do this, you must complete the required form at: [www.mcgill.ca/conted/studentres/forms](http://www.mcgill.ca/conted/studentres/forms), prior to the start of the third lecture. Submitting this request will result in a grade of NE on your academic record. Under no circumstances will a course with a grade of NE (No Evaluation) count toward a certificate, diploma or degree program. Note that only courses administered by Continuing Studies can have a grade of NE.

### Revision, June 2011. End of revision.

If you are taking a general interest course (non-program) that does not have an evaluation process, you may request to be evaluated by completing a form prior to the start of the third lecture. You can find the form at: [www.mcgill.ca/conted/studentres/forms](http://www.mcgill.ca/conted/studentres/forms) Note that this option does not apply to short courses, workshops and seminars not included on the McGill transcript.

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## 5.9 Verification of Student Records: Unofficial Transcripts

Subject to [section 5.10: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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

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

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#).

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### 5.11 Transcript of Academic Record: 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 5.12: Transcript of Academic Record: Official Transcripts](#).

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### 5.12 Transcript of Academic Record: Official Transcripts

Use Minerva (<http://www.mcgill.ca/minerva>) to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*. For more information on transcripts, delivery method and processing time see <http://www.mcgill.ca/student-records/transcripts>

**Alumni who were registered or graduated prior to Fall 2002:** Please visit the IT Knowledgebase (<http://www.mcgill.ca/it>) to view how your McGill ID & Minerva PIN has changed.

**Alumni who were registered or graduated prior to 1972 (archived records):** You are unable to submit a request in Minerva. Complete and sign a *Request for Release of Official Document* form located on: <http://www.mcgill.ca/student-records/forms/> and submit the form to Service Point (<http://www.mcgill.ca/student-records/contact/>).

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

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### 5.13 Transcript of Academic Record: General Information

Transcripts are free of charge.

The University sends official transcripts directly to the addresses provided by the student. If you intend to deliver the transcript to another institution yourself, you can request to receive it in a sealed envelope.

Requests are normally processed in 24 to 48 hours; transcripts requested at peak times and for pre-1976 records take longer.

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

The University issues only complete transcripts that record all attempted work and final results obtained in any and all programs. Under no circumstances does the University issue partial transcripts.

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

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

The University prints official transcripts on secure paper that cannot be copied.

Requests for official transcripts must be submitted on Minerva. For more information, refer to [section 5.12: Transcript of Academic Record: Official Transcripts](#).

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### 5.14 Transcript of Academic Record: 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](http://www.mcgill.ca/student-records/transcripts).

For information on our current course numbering, see *Course Numbering*.

**Revision, June 2011. Start of Revision.**



**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 W



**Revision, June 2011. End of revision.**

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## 6.1 Class Tests

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

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## 6.2 Special Examination Facilities for the Disabled

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

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## 6.3 Credit by Examination

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

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## 6.4 Final Examinations

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



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

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

### 6.4.1 University Regulations Concerning Final Examinations for Continuing Studies Students

#### Preamble

The objectives of these regulations are as follows:

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

#### Revision, June 2011. Start of revision.

#### Regulations

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

**Note for Continuing Studies:** Regulation 9 is not applicable to Continuing Studies students.

**10.** These regulations, and any variations to them, shall be made known to students by each faculty.

**Note for Continuing Studies:** Regulation 10 is not applicable to Continuing Studies students.

**Instructors are not permitted to grant any special treatment regarding examinations to any student.** Students who believe there are circumstances which might justify making special examination arrangements for them or which might legitimately be taken into account in evaluating their performance should apply to the Associate Dean or Director of their faculty.

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

**Note for Continuing Studies:** Students should consult: [www.mcgill.ca/conted](http://www.mcgill.ca/conted).

**Revision, June 2011. End of revision.**

#### **6.4.2 Deferred Examinations for Continuing Studies Students**

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your Faculty Client Services Office upon providing supporting documentation to defer the examination to the next supplemental examination period, except in the Faculty of Engineering (where students write the examination the next time the course is given); see the *Deferred Examinations: Faculty of Engineering* section in the *Programs, Courses and University Regulations* publication available at [www.mcgill.ca/study](http://www.mcgill.ca/study). You should be aware that the University will only defer examinations for compelling reasons, verified and accepted by the Client Services Office. You must provide supporting evidence such as an appropriate medical report, and you must inform the Client Services Office as soon as possible to explain why you missed the examination.

**Revision, June 2011. Start of revision.**

**Note for Continuing Studies:** There is no supplemental examination schedule.

If you are in one of the following faculties, you must apply for deferred examinations on Minerva: Agricultural and Environmental Sciences, Arts, Education, Engineering, Religious Studies, Science, School of Ph

- You must have received a final grade of D, F, J, or U in the course;
- A \$35 non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account;
- Only one supplemental examination is allowed in a course;
- Supplemental examinations are available for most courses given in the Faculties of Arts, Science, Education, Religious Studies and Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Management, Music, or Engineering;
- Special permission is required if you want to write supplemental exams totalling more than 8 credits;
- The format of the supplemental examination (e.g., multiple-choice or essay questions) will not necessarily be the same as the final examination, so you should consult the instructor about the format;
- The supplemental result may or may not include the same proportion of class work as did the original grade; the instructor will announce the arrangements to be used for the course by the end of the course change period;
- The supplemental grade will not replace the grade originally obtained, which is used in calculating the GPA; both the original mark and the supplemental result will be calculated in the CGPA;
- For courses in which both a supplemental examination and additional work are available, you may choose the additional work, or the examination, or both; where both are written, only one supplemental mark will be submitted, reflecting marks for both the supplemental examination and the additional work;
- There are no supplemental examinations for Summer courses;
- Additional credit will not be given for a supplemental exam where the original grade for the course was a D and you already received credit for the course;
- No supplemental examinations are available if you fail to achieve a satisfactory grade in a course with a deferred examination;
- Supplemental examinations in courses outside your faculty are subject to the deadlines, rules and regulations of the relevant faculty.

You must frequently verify the status of your supplemental exam application on Minerva for any additional information required by your Student Affairs Office. Once your application has been approved you will receive a confirmation email at your McGill email address.

If you register for a supplemental examination but find yourself unprepared for it, you should not write the exam; except for the loss of the application fee, there is no penalty for missing a supplemental examination. You should consult your Student Affairs Office for further information. It is important that you also see a faculty adviser 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).

You must verify the date and time of the supplemental examination, and make yourself available to write the exam. Dates can be found at [www.mcgill.ca/students/exams/dates](http://www.mcgill.ca/students/exams/dates).

#### **Revision, June 2011. Start of revision.**



**Note for Continuing Studies:** Availability of supplemental exams and the conditions under which you will be permitted to take them are different in each academic area.

#### **Revision, June 2011. End of revision.**



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

**Note for the Faculty of Engineering:** Supplemental examinations are available for courses in the Faculty of Science (including Year 0 (freshman) math and science courses)out.

The grade obtained on the reread takes precedence over the original grade.

You may also request a verification of your final grade. This involves a detailed review of the final examination to ensure that all questions have been graded, that grades have been added correctly and that any term work has been included in the final grade as per the course outline. Please see forms at [www.mcgill.ca/conted/studentres/forms](http://www.mcgill.ca/conted/studentres/forms).

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## **6.5 Examinations: Invigilation (Exams from Other Universities)**

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 9:30 a.m., and cannot be scheduled on evenings, weekends, statutory holidays or McGill holidays. This service is limited to written and paper based exams.

### **The Cost**

The cost for invigilation and administration is \$80 per student, per exam to be returned in Canada; ; and \$100 for each international exam. Unless otherwise specified by the home institution, you are expected to pay by debit card (bank card) on the day of the exam.

Any student/institution wishing to have the exam returned by courier/e

Students completing a second undergraduate degree at McGill must successfully complete a minimum of 60 McGill credits to obtain their degree. You should check with your Faculty adviser for any conditions applicable to the McGill credits required towards your degree.

Graduate students should refer to the Graduate and Postdoctoral Studies Calendar for information on minimum residency requirements for graduate programs.

**Revision, June 2011. Start of revision.**



**Note for Continuing Studies:** Minimum Residency Requirement (Continuing Studies):

- You must successfully complete a minimum of 21 McGill credits (excluding pre-requisites and co-requisites) in order to obtain a McGill undergraduate certificate. For specific information refer to your department section of this publication.
- Students completing a second undergraduate certificate at McGill must successfully complete a minimum of 21 McGill credits (excluding pre-requisites and co-requisites) in order to obtain their certificate. You should check with your advisor for any conditions applicable to the McGill credits required towards your certificate.

**Revision, June 2011. End of revision.**

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## **7.1 Graduation Honours: Dean's Honour List for Continuing Studies Students**

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

### 7.3 Apply to Graduate

**Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to apply to graduate** (go to *Student Records* > *Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information see [section 7: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory standing.

The Application for Graduation is available on Minerva when you register for your final year (e.g. U3 or U4), except if you are in the Faculty of Medicine or Faculty of Dentistry, where you are automatically flagged for graduation in your final year. For more information on how to apply on Minerva, go to [www.mcgill.ca/minerva-students/records/graduation](http://www.mcgill.ca/minerva-students/records/graduation).

Once you apply to graduate, you are authorizing the University to include your name in the Convocation program. If you want your name to be omitted from this publication you must send an email to Enrolment Services at [studentrecords@mcgill.ca](mailto:studentrecords@mcgill.ca) by March 15 for Spring convocation, and September 15 for Fall convocation.

#### Deadlines:

- Fall term graduation (courses completed in December; transcript will indicate 'degree granted' in February; Spring convocation): You must apply on Minerva by the end of November.
- Winter term graduation (courses completed in April; transcript will indicate 'degree granted' in May; Spring convocation): You must apply on Minerva by the end of February.
- Summer term graduation (courses completed by August; transcript will indicate 'degree granted' in October; Fall convocation): You must apply on Minerva by the end of March.

If you miss one of these deadlines, contact your Faculty Student Affairs Office immediately.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at the *Service Point* (3415 McTavish Street). However, it is important that you also see a Faculty 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).

#### Revision, June 2011. Start of Revision.



**Note for Continuing Studies:** The minimum residency requirement of 60 credits does not apply to the School of Continuing Studies certificates and diplomas.

#### Revision, June 2011. End of Revision.

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### 7.4 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) during the Faculty review and approval process (go to *Student Records* > *Graduation Approval Query*). The *Graduation Approval Query* form becomes available to graduating students approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the *Degree Granted* notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring).
- Late May, for Winter term graduation (Convocation in Spring).
- Late October, for Summer term graduation (Convocation in Fall).

See [www.mcgill.ca/convocations](http://www.mcgill.ca/convocations) for information regarding convocation ceremonies.

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### 7.5 Replacement Diploma

If your diploma was lost, damaged, or the name on the diploma should be changed, you can request a replacement diploma. You must send a written request plus a certified cheque or money order for CAD\$60, payable to McGill University. You should refer to the sections below to determine which situation applies to you. Send your request to:

Enrolment Services  
Duplicate Diploma Request  
McGill University  
3415 McTavish Street

Montreal (QC) H3A 1Y1

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

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

**To replace a lost diploma:** You must provide a sworn affidavit from a notary, a lawyer or a commissioner of oaths certifying that the diploma is lost. The affidavit must include: your full name; student number; address; phone number; date of birth; degree granted/year granted; and reason for a replacement diploma.

**To replace a damaged diploma or change the name on the diploma:** You must send or deliver the original diploma, and your letter must include the following information: full name; student number; address; phone number; date of birth; reason for a replacement diploma; and any corrections, additions or deletions.

**For name changes:** You must include clear and complete photocopies of legal documents supporting your name change request. Please see [section 2.8: Name: Legal Name](#) for the list of acceptable documents. Note that the name change must be processed in the University system before a duplicate diploma can be issued.

**To request certified copies of a diploma:** McGill provides only one original diploma per student. However, you may obtain certified copies of your diploma. Simply photocopy your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible. Enrolment Services will certify as many copies as required at no charge. A cover letter bearing your signature and including your full name, student number, address and phone number is required for mail or fax requests. Note that certified copies of your diploma are not sent by fax or email.

**To request a translation of a diploma:** McGill can provide you certified English or French translations of your diploma as required, free of charge. Please send us a written request specifying the degree to be translated and how many copies you need. You should ensure to include your complete name, address, date of birth and signature. You must allow at least a week for processing and mailing. Note that translated diplomas are not sent by fax or email.

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## 7.6 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations\* must be able to communicate verbally and in writing in French. To demonstrate a working knowledge of French, the professional corporation requires one of the following:

### Revision, June 2011. Start of revision.

- Evidence that you have completed three years of full-time instruction in a French post-primary school.
- A certificate that shows you completed your secondary education in Quebec in 19cA to i149.693 404.501 Tm(v)Tj1e0it mus .v

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Geologists

Industrial Administration

Speech Therapists and Audiologists

Urbanists



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## 8 Aegrotat Standing and Degree at McGill University

Aegrotat standing is awarded in rare cases where a student, based on serious medical or similar evidence, is unable to complete course requirements within a reasonable time, or at all.

At McGill, this designation is currently applied toward the end of a student's degree program resulting in the awarding of an aegrotat degree. An aegrotat indicator of 'Y' at graduation signifies that a student was awarded such a degree. An aegrotat degree is awarded only to students in good standing who have been unable to complete their degree due to special circumstances. Information on this degree designation is included only in the convocation program, and not on the transcript.

Aegrotat standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the faculty in which the student is registered during the graduating year. The approval of the Dean and the Deputy Provost, Student Life and Learning, is necessary to grant this status.

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## 9 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students *the best education available*. An essential component of this is the advising process. Because advising takes place in many ways and locations at McGill, it is important that you learn about the different types of advisers (see *Types of Advising and Advisers*) and how they can help you reach your goals.

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### 9.1 The Role of the Student in Advising for Continuing Studies Students

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various advisers, professors, and counsellors to ensure that you receive the advice you need to formulate a personal plan of study and to meet your academic goals. While advisers are there to provide you with guidance, you are ultimately responsible for meeting your degree or diploma requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your cooperation, advisers and counsellors will assist you throughout your undergraduate studies.

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### 9.2 Contact Information for School of Continuing Studies Advising

**Revision, June 2011. Start of revision.**

#### **Career and Professional Development**

##### **Undergraduate Programs**

Adelina Lameiras: 514-398-6200

(Please consult the website at [www.mcgill.ca/conted](http://www.mcgill.ca/conted) for further information)

##### **Graduate Level Programs**

Mary Rubiano: 514-398-6200

(Please consult the website at [www.mcgill.ca/conted](http://www.mcgill.ca/conted) for further information)

##### **Language and Intercultural Communication**

Verena Waterstradt: 514-398-2817

##### **Translation and Written Communication**

Bryan Jim: 514-398-1484

**Revision, June 2011. End of revision.**

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## 10 Support for Students: Office of the Dean of Students

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

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

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990

Email:

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**12.1 Office of the Executive Director, Services for Students**

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

For information, contact:

Telephone: 514-398-3825

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

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## 12.5 Computer Store

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

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

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## 12.6 Library Workshops

### Revision, June 2011. Start of revision.

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session. For library guides, brochures, information and schedules, visit the website at [www.mcgill.ca/library/library-assistance](http://www.mcgill.ca/library/library-assistance).

### Revision, June 2011. End of revision.

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## 12.7 Minerva Workstations for Continuing Studies Students

### Revision, June 2011. Start of revision.

Minerva workstations, located on the 11th floor at 688 Sherbrooke Street West, are available to Continuing Studies students to view course offerings, add and drop courses, view their transcripts, and access all other services.

### Revision, June 2011. End of revision.

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## 12.8 Optional Student Services

### Revision, June 2011. Start of revision.

As a Continuing Studies student, you are not obligated to pay Student Services fees; however, if you want to use the student services offered at McGill, you must opt in to one of the following packages.

### Revision, June 2011. End of revision.

### 12.8.1 Optional Student Services Package for Continuing Studies Students

This optional package is only available to students registered for a minimum of 9 credits in a given term. The fee gives access to Career Planning Service (CaPS), Chaplaincy Service, Counseling Service, Health Services (appointments with physicians, nurses/health educators, urgent care and a lab service), International Student Services, Mental Health Service, Student Aid Office, Tutorial Service, First People's House, Office for Students with Disabilities, and Off-Campus Housing.

Optional Student Services fees for one term (2011/2012):

1. \$151.52 until December 31, 2011 (based on 5% GST, 8.5% QST)
2. \$152.92 as of January 1, 2012 (based on 5% GST, 9.5% QST)

A McGill ID card is mandatory for access to services.

You may obtain further information or apply for this package at:

Office of the Executive Director  
Services for Students  
William and Mary Brown Student Services Building  
3600 McTavish Street, Room 4100  
Telephone: 514-398-3825  
Website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

## **12.8.2 Career Planning Service (CaPS) Package for Continuing Studies Students**

CaPS provides career education, individual advising and guidance to students, as well as job/career fairs, research libraries, mentor programs, CV drop-in-clinic and workshops. Students have access to ov

### 12.8.6 Tutorial Service for Continuing Studies Students

McGill's Tutorial Service offers an extensive tutorial program for students.

Brown Student Services Building, Suite 4200

Telephone: 514-398-6011

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

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

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## 13 The McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing for both native and non-native speakers of English. In addition to its credit course offerings, the MWC offers workshops, seminars, and tutorials. For further information, please visit the MWC website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc).

Courses coded as CEAP (for native speakers of English) and CESL (for non-native speakers of English) may be taken to fulfil language requirements or as electives in some degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your faculty, especially if the courses are part of your program requirements.

**List of Undergraduate Courses: (please take note of course number changes)**

Previous Course Number	New Course Number	Course Title	Credits
EAPR 250	CEAP 250	Research Essay and Rhetoric	3
ESLN	CESL 150	ESL: English as a Second Language	6

\*\*\* CCOM 207 is required for and restricted to students in the Public Relations Certificate program offered by Career and Professional Development in the School of Continuing Studies.

### 13.1 Contact Information for the McGill Writing Centre

*Effective May 1, 2011*

The McGill Writing Centre  
McLennan-Redpath Library  
Redpath Main, Room #02  
3459 McTavish Street  
Montreal, Quebec  
H3A 1Y1

Telephone: 514-398-7109

Fax: 514-398-7416

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

General Inquiries: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

Inquiries concerning CEAP 250, as well as CCOM courses, should be directed to:

Prof. Sue Laver, Director of the MWC  
Email: [sue.laver@mcgill.ca](mailto:sue.laver@mcgill.ca)  
McLennan-Redpath Library  
MWC, Room #03  
Telephone: 514-398-2351

Inquiries concerning CESL 200, 299, 300, 400, 640, 650 and 660 should be directed to:

Prof. Carolyn Samuel  
Email: [carolyn.samuel@mcgill.ca](mailto:carolyn.samuel@mcgill.ca)  
McLennan-Redpath Library  
MWC, Room #02F  
Telephone: 514-398-1712

Inquiries concerning CESL 500 and 690 should be directed to:

Prof. Robert Myles  
Email: [robert.myles@mcgill.ca](mailto:robert.myles@mcgill.ca)  
McLennan-Redpath Library  
MWC, Room #02D  
Telephone: 514-398-3320

Administrative inquiries should be directed to Mr. Bryan Jim ([bryan.jim@mcgill.ca](mailto:bryan.jim@mcgill.ca))

## 14 For your Information Technology (IT) needs

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

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

Take an interactive video tour of IT services at [knowledgebase.mcgill.ca/it/welcome-students](http://knowledgebase.mcgill.ca/it/welcome-students). Here you'll learn about myMcGill, the University portal, and myCourses (for online course content). You'll also find information on accessing your McGill email, connecting to the McGill wireless network, taking computer clinics, and downloading free software available to students.

## Logging In

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

To find out your McGill Username and set your McGill Password:

1. Log in to Minerva [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)



## Online Student Directory

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

## Getting Connected

You will need to use your McGill Username and McGill Password to access the services listed below. You can find more details on these services at [www.mcgill.ca/it](http://www.mcgill.ca/it):

**Wireless:** Access the Internet using your laptop or other mobile device from virtually anywhere on campus, through the McGill Wireless network. Log in to the Wireless network using your McGill Username and McGill Password.

**Virtual Private Network (VPN):** If you connect to the Internet with an Internet Service Provider (ISP), you need to establish a VPN connection to access McGill restricted sites and resources (e.g., Library databases). Connect by VPN using your McGill Username and McGill Password. For instructions on setting up a VPN connection, search the IT Knowledge Base at [www.mcgill.ca/it](http://www.mcgill.ca/it).

**McGill Residences Telecommunications:** For students living in McGill Residences and McGill Off-Campus Residences, there is REZ Voice and Data service (wired and wireless). For more information search the IT Knowledge Base at [www.mcgill.ca/it](http://www.mcgill.ca/it)

**Computer Labs:** Many faculties and departments offer their students computer labs. For lab locations, computer availability and software/peripheral availability, see [webforms.mcgill.ca/labs](http://webforms.mcgill.ca/labs).

**Connectivity@McGill iCare Clinic:** Attend this free, hands-on clinic and learn how to configure your computer to connect to the Internet via wireless or modem, and how to set up a VPN connection. Find out how to register for IT Training at [www.mcgill.ca/it](http://www.mcgill.ca/it).

## Safe Computing

**Computing Safety iCare Clinic:** Attend this free clinic and learn how to prevent viruses, spyware, adware and other malicious programs from infecting your computer. Find out how to register for IT T1.2 Tm(T)Tj1 0 0 1 223.804 391.2 Tm(1.2 Tm(T)Tjw0 1 rg0r)Tjnm(gister fo0 0 1 289.03 543(w 25m(T)Tj1 0 a/it)Tj0 C

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## 15 Resources for Study and Research: Libraries

The McGill Library consists of 12 branch libraries and 3 special collections located across both campuses. Numbering over six million items, the Library's vast holdings include 2.5 million books, textbooks and course-readers, thousands of journal titles, vast manuscript and pictorial collections and thousands of sound and video recordings. The Library's e-resources are extensive, and include over 60,000 e-journals, multimedia, and two million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website ([www.mcgill.ca/library](http://www.mcgill.ca/library)), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use from home using the VPN (Virtual Private Network) or laboratories anywhere on the campus - access any time, any place.

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

Although opening hours vary, most libraries are open up to 90 hours per week, and several branch libraries extend opening hours during examination periods, including 24-hour-access to the Humanities and Social Sciences Library. Hundreds of computers are available for email, word-processing, accessing online courses, reading library materials, preparing assignments and searching the Internet. Designed to enhance the learning experiences of diverse users, the Library's facilities offer a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked for use. Wireless access is available throughout the library, and all libraries have card-operated printing and copying facilities. Special facilities are available for vision- and hearing-impaired users. Laptops and e-readers are also available for loan.

You can use special library services such as the Electronic Data Resources Service, which supports empirical and statistical research. Unique scholarly materials from the Rare Books and Special Collections are being digitized and theses are being submitted electronically. The Course Reserve collection in each branch library includes copies of textbooks and high-demand items on course reading lists. You can borrow materials from any library and return them anywhere across the system. If you need material not owned by McGill University Library, our Interlibrary Loan & Document Delivery Service will source it for you and pickup is available at any branch.

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## 16 Resources for Study and Research: University Archives

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

The MUA acquires private records to support University research goals and manages the University's corporate memory and information assets through its records management program. This program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open Monday to Friday, from 9:00 a.m. to 12:30 p.m. and from 1:45 p.m. to 4:45 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 - 6<sup>th</sup> Floor, Room 17B  
Telephone: 514-398-3772

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

859 Sherbrooke Street West

Telephone: 514-398-4086

Email: [redpath.museum@mcgill.ca](mailto:redpath.museum@mcgill.ca)

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

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## 18 Resources for Study and Research: McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing - comprising over 16,000 garments or accessories - made or worn in Canada; an extensive collection of First Nations artifacts - the most important of its kind in Quebec with a corpus of over 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one million historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history.

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## 21 The University

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

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### 21.1 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 Govern

## 21.2.2 Affiliated Theological Colleges

### Montreal Diocesan Theological College

3473 University Street, Montreal, QC H3A 2A8

Principal: J. M. Simons; B.A.(Bishop's), S.T.B.(Trin. Coll. (Tor.)), Ph.D.(G'town)

### Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8

Principal: J. Vissers; B.A.(Tor.), M.Div.(Knox, Tor.), Th.M.(Prin.), Th.D.(Knox, Tor.)

### United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9

Principal: P. Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

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

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## 21.3 University Government

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

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

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

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

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

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

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## 21.4 Recognition of Degrees

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

McGill University was a founding member of the organization which ev

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**21.5 Governance: Board of Governors**

**21.5.1 The Visitor**

His Excellency The Right Honourable David L. Johnston

The Governor General of Canada

**21.5.2 Board of Governors**

Chair



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Marc Weinstein; B.A., B.C.L., LL.B.(McG.)

**Vice-Principal (Development & Alumni Relations) and Director  
(University Campaigns)**

Richard I. Levin; B.S.(Yale), M.D.(NYU)

**Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)  
Associate Vice-Principal (Health Affairs) and Associate Dean  
(Inter-Hospital**



### **21.7.2 Student Governance: McGill Association of Continuing Education Students (MACES)**

All students registered in courses that appear on the official McGill transcript, and whose records are administered by the Centre (including Faculty of Education Continuing Education), are members of the McGill Association of Continuing Education Students (MACES). Students taking Continuing Education courses, but registered in programs administered by other McGill faculties are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations. (Note: B.Com. students registered through the Centre are members of MACES.)

MACES was founded in 1985, incorporated in 1989 and a certificate of accreditation was issued in 1990. All McGill Continuing Education Students who pay the MACES fee become MACES members. The MACES building, located at 3437 Peel Street, has a Computer Lab which is free for all MACES members as well as study, meeting and social spaces. MACES is an ideal warm relaxed ambiance for socializing, studying or having a group meeting after a working day, before classes, after classes and on weekends; a place where you are always welcome. MACES is governed by its bylaws through the elected MACES Board of Directors. MACES representatives are also there to address your needs with an open door policy.

Full details of the bylaws, officers and committees of MACES are available from the Association (telephone: 514-398-4974).

