



**University Regulations and Resources
(Undergraduate)**

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

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

1 . McGill University reserves the right to mak

Publication Information

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1 General Policies and Information

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

1.1 Authorization, Acknowledgement, and Consent

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

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

1.2 Student Rights and Responsibilities

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

Further details regarding your rights and responsibilities are also available at www.mcgill.ca/secretariat/policies-and-regulations.

1.3 Language Policy

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

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



Note for Continuing Studies: For English language programs, see [Continuing Studies > Areas of Study > Languages > : English Language Programs](#).



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



Note for Graduate and Postdoctoral Studies: You should refer to [University Regulations & Resources > Graduate > Regulations > Registration > : Courses Taken as Extra to a Program](#).

Note for Health Sciences: Students studying in the Faculties of Dentistry or Medicine or in the Schools of Human Nutrition, Nursing, or Physical and Occupational Therapy should consult the Health Sciences : [Language Policy](#) and an

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

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



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

Note for Graduate and Postdoctoral Studies: Graduate students must complete a **mandatory online academic integrity tutorial** accessed through [Minerva](#) >

indicating that you have applied to be admitted to McGill University, including your name, the McGill program you have applied to, the academic term when you wish to begin your studies at McGill, and your statement describing how the referee knows you.

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

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine or to the Faculty of Dentistry in undergraduate, graduate, or postgraduate studies, you would be asked to consent to** the release of personal information to other schools of medicine; to Employment and Social Development Canada; to the Ministère du Travail, de L'Emploi et de la Solidarité sociale of Quebec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health centre to which you apply/or join for residency or rotations.

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

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

- collect and maintain your personal information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Éducation et de l'Enseignement supérieur*; the *Ministère de l'Éducation, du Loisir et du Sport*; the Ontario Universities' Application Centre and/or the British Columbia Ministry of Education;
- make inquiries to and obtain personal information from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*, Immigration, Refugees, and personal inform

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

- **Downtown campus**

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

- **Macdonald campus**

Student Services

not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home. Students without valid Canadian medicare, please see [section 1.9.2: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

1.9.4 Special Medical Needs

If you have special medical needs, please book an appointment with the Student Wellness Hub to discuss how to manage your health while at McGill. Contact information for the **Downtown campus** is available at www.mcgill.ca/wellness-hub/access-care/meet-professional, and for the **Macdonald campus** at www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Office for Students with Disabilities](#) to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access adviser. Academic accommodation planning and support is available to students at the downtown campus as well as the MacDonal campus, and to students in Continuing Studies. Please refer to www.mcgill.ca/osd for more information, or to book an appointment.



Note for Medicine and Dentistry: See the WELL Office at www.mcgill.ca/thewelloffice.

1.9.5 Academic Accommodation of Pregnant Students and Students Caring for Dependants

McGill acknowledges the particular challenges facing you as a pregnant student and/or as a student caring for a dependant.

McGill supports you in your desire to further your education while meeting your family obligations.

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments, these guidelines aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

Please consult [the guidelines](#).

1.10 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see www.mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy.

2 Personal Information

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

2.1 Updating Personal Information

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

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

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

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



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

Note for Nursing: Students must register a Quebec address and telephone number on Minerva to meet OIIQ registration requirements 0 0 1 67.52 628.201 Tm(Q

2.2 Submitting Legal Documents

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

2.2.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 2.2.2: What Documents Does McGill Need from You?](#)

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

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



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

2.2.2 What Documents Does McGill Need from You?

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

Quebec and Canadian Out-of-Province Students

- | | |
|---|--|
| You have applied to McGill directly from CEGEP or you already have a student record at McGill | <ul style="list-style-type: none">• Usually no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your Minerva account to verify that your status is updated correctly (Select <i>Student Menu > Student Accounts Menu > View your Tuition and Legal Status</i>) |
| You have applied to McGill from another Quebec university | <ul style="list-style-type: none">• Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card)• Additionally, for Quebec residency status, usually no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your Minerva account to verify that your status is correct |
| You were born in Quebec | <ul style="list-style-type: none">• Quebec birth certificate |

International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting) • You may need a Visitor's Permit or *eT*

2.2.3 Has McGill Received Your Documents?

2.2.3.1 Quebec/Canadian/International Fees and Immigration Status

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

- Check your tuition status on the [Minerva](#) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*.

Note: Ensure that you select the correct term when vie

legaldocuments.conted@mcgill.ca

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

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

2.4 Legal Name

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

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

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

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list.

Should McGill require a copy of one of the documents listed about, both or all sides of the document must be copied and presented.

2.4.1 Preferred First Name

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

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

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

- McGill ID cards
- Class lists
- Student advising transcripts

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

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

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

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

You can also request that your preferred first name be part of your McGill email address by submitting a change to Network and Communications Services (NCS) via the *REGGIE* tool. For further details, see www.mcgill.ca/student-records/personal-information/address, which includes the Preferred First Name FAQ.

2.4.2 Verification of Name

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

Note that you cannot change your legal name via Minerva. Requests for such changes must be made by presenting official documents (see [section 2.4: Legal Name](#) and [section 2.4.1: Preferred First Name](#)) in person at *Service Point*, 3415 McTavish Street, Montreal QC H3A 0C8.



Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see [section 2.4: Legal Name](#)) in person at the [Client Services Office](#), School of Continuing Studies.

3 Registration

Once you have confirmed your intention to attend McGill on Minerva at www.mcgill.ca/minerva, you must register by adding courses to your record during the registration periods listed at www.mcgill.ca/importantdates. You must register on Minerva and can continue to do so throughout the registration period by adding and dropping courses until you have finalized your schedule.

All course descriptions are available at [Class Schedule](#). If you are a new student, you should refer to [section 3.2: Course Information and Regulations](#) to familiarize yourself with McGill's course numbering system ([section 3.2.1: Course Numbering](#)), multi-term course rules ([section 3.2.2: Multi-term Courses](#)), and course terminology ([section 3.2.3: Course Terminology](#)).

For fee policies related to registration and withdrawal from courses or withdrawal from the University, please refer to [section 4: Fees](#).



Note for the Faculties of Arts and Science (including B.A. & Sc.): For detailed information on registration, you can also refer to:

- Arts: www.mcgill.ca/oasis
- Science and B.A. & Sc.: www.mcgill.ca/science/student



Note for the Faculty of Engineering:

- If you are a returning student, it is mandatory that you see a departmental/school academic adviser to review your course selection at the beginning of the Fall and Winter terms.
- If you are a new student, it is mandatory that you see a departmental/school academic adviser during the advising period. For advising days, times and locations for new students, see www.mcgill.ca/engineering/students/undergraduate/new-students/advising.



Note for the Faculty of Law: The registration period for new Law students for the 2019–2020 academic year begins Tuesday, July 16, 2019 and ends at the end of the course change period (September 17, 2019).

Returning Students – During the month of May, students in upper years are required to register on Minerva indicating their course selections for the next academic year.

Students in the Faculty of Law should consult registration materials available at www.mcgill.ca/law-studies/courses.



Note for Medicine and Dentistry: All M.D., C.M. and D.M.D. students must complete registration online, as per [section 3.1: Registration Periods](#), by adding the prescribed courses on [Minerva](#) in the Fall term. U3 medical students need to have registered prior to July 29.

3.1 Registration Periods

The dates given below were accurate when this publication was finalized. Although changes are not anticipated, the dates below are subject to change.



Note for the Faculty of Law: In order to facilitate access to small enrolment courses and ensure equity among students, registration priorities are programmed in Minerva. These priorities, established after consultation between the Faculty and the Law Students' Association, are made on a rolling basis by class year (i.e., fourth-year students register first). Priority registration dates are established by the Student Affairs Office and posted at www.mcgill.ca/law-studies/courses.



Note for Health Sciences: The information contained in this section applies to the University in general; students are advised to consult the appropriate faculty or school section for academic policies and regulations specific to their programs.

Note f

Special Late Registration: If you cannot register online during the late registration period, usually due to late admission, you may receive special permission to register in person. This information is included with your letter of acceptance.

3.2 Course Information and Regulations

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

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

Not all courses listed are offered every year.



Note for Graduate Studies: You are advised to also refer to [University Regulations & Resources](#) > [Graduate](#) > [Regulations](#) > [: Registration](#) and [: Student Records](#).



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



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

3.2.1 Course Numbering

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


The first four characters (subject code) refer to the unit offering the course.


These codes were implemented in September 2002, replacing the three-number teaching unit codes previously used. A complete list of teaching unit codes and their subject code equivalents can be found at www.mcgill.ca/student-records/transcripts/key in the section *Cross-walk of curr*

In exceptional cases, when circumstances are beyond your control, the faculty Student Affairs Office may grant permission to change sections midway through a multi-term course. You must make your request in writing, citing your reason for the request. The request must also have the written support of the instructors of the sections involved and the coordinator of the course (if applicable). Your request must be submitted to:


- Arts students – Associate Dean, Student

- If you have deferred exams (grade of L on your unofficial transcript), you cannot register for more than 18 credits or write more than six exams per term, whichever is greater.
- You must register for enough credits to satisfy visa, financial aid, and/or scholarship requirements.
- The average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For e

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

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

For further information, contact your departmental adviser or Student Affairs Office, as appropriate.

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


 **Note for Engineering:**


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


 **Note for Law:**


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

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

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

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

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

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

3.2.6 First-Year Seminars

First-Year Seminars (FYS) are limited-enrolment credit courses offered by the Faculties of

3.2.7 Auditing of Courses

McGill does not permit auditing of courses.



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

3.3 Course Change Period

You may make changes to your course registrations (add or drop courses), subject to the requirements and restrictions of your program and individual courses from the opening date of registration until the end of the course change period. The course change deadline coincides with the deadline for late registration. See www.mcgill.ca/importantdates.

If you drop all Fall courses **before** the end of August (or drop all Winter courses **before** the end of December), you will not be registered in that term. If you are a newly admitted student, you may be able to defer your admission (see [section 3.9: Deferred Admission](#)), or you may have to apply for a later term. If you are a returning student and want to register in a later term, you must follow the procedures for readmission (see [section 3.10: Readmission](#)).

If you drop all Fall courses **after** the end of August (or drop all Winter courses **after** the end of December) you are considered University Withdrawn and your transcript will display a notation in that term. Whether you are a newly admitted or returning student, you must follow the procedures for readmission. For more information see [section 3.10: Readmission](#).

If you are registered in the Fall term, you may add and drop Winter term courses throughout the Fall term until the Winter term deadline for course change/late registration.

After the course change deadline, you may add courses only with written permission of the instructor, and the Associate Dean or Director of your faculty. A fee will be charged for each course you add.



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



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

3.3.1 Course Withdrawal

After the course change deadline in the Fall and Winter terms, there is a period of a few days during which you may withdraw, with a grade of W, and receive a full refund of course fees.

After the Withdrawal (with refund) deadline, there is a period during which withdrawal from a course will also result in a grade of W but no course fees will be refunded.

3.3.1.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, September 24, 2019

Deadlines for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, October 29, 2019
- Multi-term courses that begin in Fall term (**refund for the Winter portion of the course only**): Tuesday, January 21, 2020

3.3.1.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, January 28, 2020

Deadline for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, March 10, 2020
- Multi-term courses that begin in Winter term (**refund for the Summer or later portion of the course only**): May 15, 2020*

* If you are in multi-term courses with course numbers ending in N1 and N2 (course begins in the Winter term, skips the Summer term, and is completed in the subsequent Fall term) you may withdraw after May 15 and until the end of the Fall term course change period by contacting your faculty Student Affairs Office.

After the withdrawal (without refund) deadline but before the end of term, and only under exceptional circumstances, you may be granted permission to withdraw from a course. Permission will not be granted merely because you are doing unsatisfactory work. A grade of W or WF, as appropriate, will appear on your transcript but will not be calculated in your GPA. For further information, consult your faculty Student Affairs Office.



Note:

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your faculty Student Affairs Office. Additional restrictions for Music courses are indicated in [Schulich School of Music](#).
2. It is solely your responsibility to initiate a course withdrawal on *Minerva*. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on *Minerva* is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the course change deadline without academic penalty provided that you do so within the appropriate withdrawal deadlines for the term. Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with [section 4.7: F](#)



Note for M.D.,C.M. program: Course changes are not permitted and withdrawals are only permitted when the student is on an *approved leave of absence* from the program.

3.4 Class Schedule

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

You should make a note of any preregistration requirements for a course, such as placement tests or departmental approval.

Note for Faculty of Engineering students who ha



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



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

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

3.8 University Withdrawal

If you are considering withdrawing from the University, you are strongly encouraged to consult with your adviser and your Student Affairs Office (www.mcgill.ca/students/advising/advisordirectory) before making a final decision.

3.8.1 Student's Responsibility

It is solely your responsibility to initiate University withdrawal by submitting a form or writing to your Student Affairs Office. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you dropped or withdrew from all courses is entered on Minerva and is the official date of withdrawal, even if you had stopped attending lectures earlier.



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



Note for Graduate and Postdoctoral Studies: If you are considering withdrawing from the University, you are strongly encouraged to consult with your academic unit before making a final decision. The date the request for withdrawal is submitted is the official date of withdrawal. Students who do not register in a given term are subject to University withdrawal. If you wish to return to complete your program in a later term, you must submit a [Request for Readmission](#).



Note for Physical and Occupational Therapy: If you are blocked from withdrawing from course(s) in Minerva, you must contact the Student Affairs Office, who will provide you with the proper forms.

3.8.2 Deadlines for University Withdrawal

If you decide not to attend the term(s) you are registered in, you must officially withdraw from the University within the deadlines indicated. See Withdrawal (W) deadline dates at www.mcgill.ca/importantdates. If you drop

Note for the Faculty of Agricultural and Environmental Sciences: If you wish to withdraw after the deadlines indicated above, please contact the Faculty Adviser in the Student



Note for Law: The Faculty of Law does not normally accept requests for deferred entry. You will be expected to start your course on the date and term you applied for and as indicated on your admission offer letter. If you still wish to seek an admission deferral, you must first accept the offer of admission and pay the \$400 deposit. Once the offer of admission has been accepted, you must submit, in writing, a request for the deferral. The request should be addressed to the Assistant Dean (Admissions and Recruitment) and should set out the reason(s) for the request. You are encouraged to submit your request as early as possible in consideration of other candidates.



Note for M.D.,C.M. program: Requests for deferral must be submitted to the Office of Admissions no later than July 1st of the year in which the deferral is sought. For information, consult the [Office of Admissions website](#).

3.10 Readmission

To return to McGill after an absence from a Fall and/or Winter term of an academic year, you must submit an application for readmission using [Minerva's Faculty Transfer/Readmission Menu](#). In your application, state the reasons for your absence from the University and give a summary of your activities during that period.

If you withdrew because of illness, you must provide your faculty Student

3.11.1 Agricultural and Environmental Sciences

Students should note that there are no supplemental examinations for Agricultural and Environmental Sciences courses.

3.11.2 Arts

For Faculty of Arts specific program and course information, refer to:

www.mcgill.ca/oasis

Term(s) offered (Fall, Winter, Summer) may appear after the course credit weight to indicate when a course would normally be taught.

All courses have limited enrolment. You may register for and take any course for credit, unless otherwise indicated, in the sections of this publication applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

Since the registration system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that may not be credited toward your program. When your record is manually verified, however, any courses taken that break the Faculty or degree regulations will be flagged after the end of course change period as "not for credit". As a result, your expected date of graduation may be delayed.

Some courses may require special permission. You should consult this publication and/or the [Class Schedule](#) well in advance of the course change period to determine if permission is required of the instructor, the department, or the Faculty for any course you want to take.

If you believe that you have valid reasons for taking a course that may not be credited toward your program, you must obtain the permission of the Associate Dean or Director.

3.11.3 Education

Some courses will be available in the evenings only, or will be offered during the Summer term.

Students should give particular notice to prerequisite and corequisite courses and registration for Field Experience courses.

3.11.4 Engineering

Most courses offered by the Faculty of Engineering, including the School of Architecture, are restricted to Engineering students. Non-Engineering students should obtain permission from a Faculty adviser in the Student Affairs Office, Engineering Student Centre (Frank Dawson Adams Building, Room 22), to register for Engineering courses.

A limited number of School of Architecture (ARCH) courses are open to students not registered in the School. Please refer to individual course descriptions.

The average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or labs, and five hours of personal study per week.

3.11.4.1 Extra Courses

Courses that you choose to take outside your program may be classified as "extra", provided that you choose this option at the time of registration. The course will be designated as "extra" ("RX" at the time of registration, and "E" once the course is graded) on your transcript, and the grade earned in that course will not be included in your grade point average (GPA) calculation. This option will not be added to your record after the course change (add/drop) deadline. Courses that are taken to satisfy your engineering program requirements or minor requirements cannot be designated as "extra".

3.11.4.2 Prerequisites and Corequisites

You must ensure that you have completed any course prerequisite(s) and/or corequisite(s) before course registration. If you have registered for a course and did not satisfy the prerequisite(s) and/or corequisite(s), the course may be dropped from your record automatically by Minerva.

If you received advanced credit(s)/exemption(s) or passed a placement exam for a course and are blocked from registration because of a prerequisite or corequisite error, you must go to your department/school in order to receive the appropriate permit override.

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3.11.6 Science

For Faculty of Science specific program and course information, refer to:

www.mcgill.ca/science/student

Term(s) offered (Fall, Winter, Summer) may appear after the course credit weight to indicate when a course would normally be taught.

All courses have limited enrolment. You may register for and take for credit any course, unless otherwise indicated, in the sections of this publication applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

Since the registration system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that may not be credited toward your program. When your record is manually verified, however, any courses taken that break the Faculty or degree regulations will

4.3 Tuition Fees

Tuition rates are subject to change each academic year. Please access *Tuition and fees* at

4.4.2 Athletics and Recreation Fee

The Athletics and Recreation fee supports programs offered on the Downtown and Macdonald campuses. The fee provides access to most athletics facilities; however, registration to fitness and recreation courses, intramural sports, pay-as-you-go programs, and/or the Fitness Centre carries a supplemental charge. Please consult the Athletics and Recreation website at www.mcgillathletics.ca for further information.

4.4.3 Student Society Fees

Student Society fees are collected on behalf of student organizations and are compulsory. These fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society.

Students may vote on changes to Student Society fees during either the Spring or Fall referendum periods.

For Canadian students, the Student Society fees include health and dental insurance. For international students, the Student Society fees include a dental insurance plan. International students are required to participate in the University's compulsory International Health Insurance (IHI) plan. For more information, please visit International Health Insurance at www.mcgill.ca/internationalstudents/health.

Rates for the current year may be found at www.mcgill.ca/student-accounts.

4.5 Administrative Charges

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

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

Information Technology Charge – The purpose of the information technology charge is to enhance certain technological services pro

If you use Minerva to drop your last course between September 1 (January 1 for the Winter term) and the end of the withdrawal period with full refund, you will be deemed withdrawn from the University. You are automatically charged a registration cancellation fee of \$200 (or your registration deposit fee, whichever is higher) to cover administrative costs of registration.

If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees. See [section 3.8: University Withdrawal](#).

If you are considering withdrawal from the University, please review the information found on the following Student Accounts web page for further details of the financial repercussions of withdrawal: www.mcgill.ca/student-accounts/your-account/withdrawals.

4.7.1 Fee Refund Deadlines

The deadline dates for course refunds are independent of the deadline dates given for withdrawal from courses.



Note for Graduate and Postdoctoral Studies: Generally, there are no refunds for tuition and fees charged for a Summer term course from which you have withdrawn. For newly admitted graduate students who have withdrawn from a Summer Term of Residence, see [University Regulations & Resources](#) > Graduate > Regulations > Registration > : [Summer Registration](#) for information about a potential fee refund.

4.7.1.1 Fall Term – up to and including September 24

Returning students – 100%* refund (less registration cancellation fee of \$200 in the case of complete withdrawal).

New students – 100%* refund (less registration deposit or \$200, whichever is higher).

4.7.1.2 Fall Term – after September 24

No refund.

4.7.1.3 Winter Term – up to and including January 28

Returning students – 100%* refund (less registration cancellation fee of \$200 in the case of complete withdrawal).

New students – 100%* refund (less registration deposit or \$200, whichever is higher).

4.7.1.4 Winter Term – after January 28

No refund.

* Includes tuition and compulsory student fees.

To discuss the refund policy applicable to a special case, undergraduate students should contact their faculty Student Affairs Office (Associate Dean or Director) and graduate students should contact their departmental Graduate Program Director or Graduate Program Coordinator (see www.mcgill.ca/graduate/6und6nts/your for contact information).

4.7.2 Refund Procedures

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may request a refund if you have a credit balance over \$2.00. Students with awards may be subject to a waiting period for their refund until the end of course add/drop, as most awards require fullysity Re

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



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

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

4.8.1.1 Information for Registered Students

If you register for a term but still owe amounts from previous terms, you must either pay your previous term account balance or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the **Student Aid Office** to discuss the possibility of obtaining financial aid:

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

Telephone: 514-398-6013

Email: student.aid@mcgill.ca

Website: www.mcgill.ca/studentaid

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

4.8.1.2 Information for Students Who Are No Longer Registered

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

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

In accordance with the fee policies stated in [section 4.8.1: Overdue Accounts](#) and [section 4.8.1.1: Information for Registered Students](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your re

website at www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program for further details.

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

4.8.5 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 3.7: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

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

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

4.8.6 Senior Citizens

Financial aid is available for students in need who are aged 65 or over and who are enrolled in full-time degree programs. Contact the [Scholarships and Student Aid Office](#) for more information at 514-398-6013.

4.9 Sponsorships/Awards/Fee Deferrals

4.9.1 Students with Sponsors

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

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

4.9.2 Students Receiving McGill Awards

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

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

4.9.3 External Scholarships

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

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

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

4.9.4 Tuition & Fees – Payment Deferral

Students with no prior outstanding tuition/fees may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the Uni

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

The Minerva application for deferral of tuition fees form is available in mid-July for the Fall term (mid-December for the Winter, and early April for the Summer). Students who apply up to the fee deadline can be assured that the deferral will be in effect prior to interest being charged on their account. Note that students who apply late may not request cancellation of interest.

A fee deferral generally covers the amount of the Fall (Winter or Summer) term charges, which include tuition, administrative, and certain academic fees, and health and dental insurance. Charges not covered by the tuition deferral include, but are not limited to, housing charges, meal plans, printing charges, or any other amounts owing that are not considered registration charges. Interest on outstanding already-billed amounts will continue to be charged on a monthly basis excluding amounts covered by the student aid tuition deferral.

Students are reminded that tuition and student housing fees have first call upon financial aid received from any source.

4.10 Tax Slips/Receipts

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

4.11 Yearly Fees and Charges by Faculty

Tuition fees at the undergraduate level are based on the number of credits you take.

Please consult the Student Accounts website at www.mcgill.ca/student-accounts for tables of fees by residency status and faculty.

5 Student Records

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

5.1 Academic Standing

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

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

5.1.1 Academic Standing: Desautels Faculty of Management

BCom students, see [Desautels Faculty of Management](#) > Undergraduate > BCom Degree Requir

5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

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

Farm Management and Technology students, see [Faculty of Agricultural and Environmental Sciences > Undergraduate > Farm Management and Technology Program > : Academic Rules and Information – FMT](#).

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

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

Decisions about Academic Standing in the Fall term are based only on grades that are available in January

5.1.4 Academic Standing: Faculty of Education

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

5.1.5 Academic Standing: Faculty of Engineering

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



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

5.1.5.1 Satisfactory Standing: Faculty of Engineering

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

You may continue with your studies under the following conditions:

- If you obtained a grade of D or F in a core course, you must repeat the course successfully (grade of C or better) or replace it with an alternative approved

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85 – 100%
A-	3.7	80 – 84%
B+	3.3	75 – 79%
B	3.0	70 – 74%
B-	2.7	65 – 69%
C+	2.3	60 – 64%
C	2.0	55 – 59%
D	1.0	50 – 54%
F (Fail)	0	0 – 49%



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



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

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

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

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

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

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

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

You must obtain a minimum CGPA of 2.00 to be considered for graduation with a McGill deYwnstrucrerew for is t5 dee if yon withwrittm(he coursutlinm(e.)Tj1 0 042

Grades have the following designations:

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

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



Note: Not all grades listed below apply to every faculty, school or level. Faculty policy prevails when determining if a student may be eligible to receive one of these grades.

Other Grades

J	—	unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA
K	—	incomplete; deadline extended for submission of work in a course
KE or K*	—	further extension granted
KF	—	failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA
		completion requirement waived; not calculated in TGPA or CGP



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



Note for Medicine: Refer to www.mcgill.ca/ugme/policies-procedures/recording-numeric-grades and www.mcgill.ca/ugme/policies-procedures/medical-student-performance-record.

5.3.2 Unexcused Absences

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

1. Ask to be assigned a grade based only on the grades earned for your w

Note: Y

5.5 Incomplete Courses

If the instructor decides there is sufficient reason to permit a delay in the submission of required term work, they may extend the deadline for your work until after the end of the course. 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 you 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.



Note for the Faculties of Arts and Science (including B.A. & Sc.): An instructor who believes that there is justification for a student to delay submitting term work may extend the deadline until after the end of the course. In this case, the instructor will submit a grade of “K” (incomplete), indicating the date by which the work is to be completed. The maximum extensions for the submission of grades are as follows:

Students graduating in June

Fall, Winter, and multi-term courses	April 30
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Non-graduating students

Fall courses	April 30
Winter and multi-term courses	July 30
Summer courses	November 30

Students’ deadlines for submitting their work must be scheduled appropriately before these dates to ensure that the work can be assessed and the grade submitted on time.

It is important to note that instructors may impose earlier deadlines than those listed above.

If grades to clear Ks have not been submitted by the above deadlines, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean or Director of their faculty.

For more information, see [section 5.3: Grading and Grade Point Averages \(GPA\)](#).

Requests must be made to the instructor for consideration. If your request is approved, the instructor will inform you of the extension deadline, and submit a grade of K (incomplete). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.



Note for the Faculty of Agricultural and Environmental Sciences: The maximum extensions for the submission of grades to the Student Affairs Office are as follows:

Students graduating in June

Fall courses	January 15
Winter courses, and courses spanning Fall/Winter	April 30

Non-graduating students

Fall courses	January 15
Winter courses, and courses spanning Fall/Winter	May 15

Students’ deadlines for submitting their work must be sufficiently in advance of these dates to ensure that the work can be graded and the mark submitted on time. It is important to note that instructors may impose earlier deadlines than those listed above.

If instructors have not submitted grades to clear Ks to the Student Affairs Office by the above dates, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean (Student Affairs). More information about grading and credit is found under *University Regulations and Resources > Undergraduate > Student Records > section 5.3: Grading and Grade Point Averages (GPA)*.



Note 1 for Law students: In the Faculty of Law, permission to delay submission of required term work must be obtained from the Director (Student Life & Learning). It cannot be granted by the instructor. If, in the opinion of the Director (Student Life & Learning), there is sufficient reason to permit a delay in the submission of required term work, the Director may grant you an extension of the deadline after the end of the course. In this case, the instructor will submit a grade of K (incomplete). If an extension of the deadline is granted, the Director (Student Life & Learning) will indicate the date by which you must complete the work. If the instructor submits a new grade within the new deadline, both the new grade and the grade of K will appear on your f



Note for the Faculty of Science (including B.A. & Sc.): The Science Office for Undergraduate Student Advising (SOUSA) does not encourage you to participate in any type of study away or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.

5.6.1 Advanced Standing Transfer Credits

Students who have successfully completed their high school studies, including courses or programs that may result in the awarding of Advanced Standing and exemptions, such as the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, must declare these studies upon applying for admission to McGill University. Advanced Standing and exemptions will be given for these completed studies.

Students who have been granted advanced standing for the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, but who wish to complete a four-year undergraduate program at McGill, will be permitted to do so, with the appropriate limitations on the repetition of courses for which they have received exemptions. This gives students with Advanced Standing the option of completing 120 McGill credits.

Interested students should contact their Faculty or School advisers.

5.7 Verification of Student Records: Degree Evaluation

Degree Evaluation is a Minerva tool to help students and advisers compare the student's academic record with the requirements of a specific program. If you have access to Degree Evaluation on *Minerva* under the *Student Records Menu*, you can review your progress within your current program. Also, if you are considering a program change, you can generate a “what-if” comparison of your academic record with the requirements of another program.

The presentation in the **Degree Evaluation Report** may have a different appearance than the requirements listed in this publication. For example, a long listing of courses may be grouped into one course “attribute” on the Minerva report.

Degree Evaluation also provides a central record of adviser/faculty-approved adjustments to your program of study (e.g., the replacement of one specified course with another or acceptance of a non-McGill course for credit).

Please note that Degree Evaluation is an advising tool only. A Degree Evaluation Report that indicates program requirements have been satisfied does **not** constitute approval to graduate.

For details regarding Degree Evaluation, including *Reading a Degree Evaluation Report*, see www.mcgill.ca/students/courses/plan/evaluation.



Note for Medicine and Dentistry: The Degree Evaluation tool is not used in the faculties of Medicine and Dentistry.



Note for Nursing: You may view Degree Evaluation Reports on Minerva. However, if you have completed courses that differ from the School's defined “Course of Study” for the program you are completing, it is highly recommended that you do so in consultation with your academic adviser. Any questions about a Degree Evaluation Report or requests for adjustments should be discussed with the Nursing Student Affairs Office.

5.8 Changes to Student Records after Normal Deadlines

5.8.1 Student Record Changes

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

5.8.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

5.8.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the [section 5.8.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.



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



Note for Medicine: Refer to www.mcgill.ca/ugme/policies-procedures/examinations.



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

6.1 Class Tests

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

6.2 Examination Facilities for Students with Disabilities

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

6.3 Credit by Examination

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

6.4 Final Examinations

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



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



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

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

6.4.1 Final Examinations: University Regulations Concerning Final Examinations

6.4.1.1 Preamble

The objectives of these regulations are as follows:

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

6.4.1.2 Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final grade.
3. If the written examinations in a course constitute 50% or more of the final grade, 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 grade.

5. Students shall be informed of all course requirements by the end of the course change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

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



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

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



Note for Medicine: Refer to www.mcgill.ca/ugme/policies-procedures/examinations.



Note for Dentistry: Refer to www.mcgill.ca/dentistry/academicaffairs/examschedule.

6.4.2 Final Examinations: Deferred Examinations

Step 1: Understanding your options and the consequences

Deciding whether or not to defer a final exam can be difficult. While there are obviously times when taking that step is necessary, there are usually more cons involved than pros. If you're contemplating applying for a deferred exam, consider the following first:

- Exams during the regular period are scheduled shortly after the end of the course. Deferred exams are held much later after the end of a term, **meaning course material will not be as fresh.**
- Applying for a deferred exam does not guarantee approval. **Deferr**

- The course with a deferred final exam will show a grade of "L" on your transcript until the deferred exam is written and graded. **Both the grade of "L" and your final grade will display on your advising/unofficial transcript.**
- McGill offers **many resources** to help you avoid having to defer, including McGill [Tutoring Services](#), McGill [Counselling Workshops](#), [faculty-specific resources](#), and other [academic resources](#). If you have a disability or a chronic illness, register with the [Office for Students with Disabilities](#) (OSD) to help you manage your accommodation needs
- Your [academic advisor](#) can help point you toward valuable resources and support services, as well as outline how a deferral might affect your career and timeline.

Step 2: Find out if you are eligible for a deferred exam

The following are the eligibility requirements for a deferred exam:

- Requests are submitted according to your Faculty Guidelines (see "Submitting a request").
- You must cite a valid reason for requesting a deferred exam, even if this is your first-time request. Valid reasons are:
 - Serious medical illness;
 - Serious personal issues/circumstances;
 - Serious unforeseeable or extenuating circumstances.



Note: Travel plans are not a valid reason.

- If this is not your first deferred exam request, you must also provide supporting documentation (such as a medical note) which confirms your inability to write the exam on the original date. Documents should be submitted as soon as you submit your deferral request in [Minerva](#). Incomplete requests will be cancelled, and late documents will not be accepted. See "Submitting a request" for details on accepted supporting documents and how and when to submit supporting documents.
- First-time requests: Students in eligible faculties (**listed below**) who request a **first-time** exam deferral due to illness or other serious extenuating circumstance may be granted the deferral without the need for supporting documentation (such as a medical note). Students requesting a first-time deferral are nonetheless required to have a valid reason, and all other requirements and deadlines for submitting a request for a deferred exam will apply.

Eligible faculties:

- Science (including the Bachelor of Arts & Science)
- Management
- Law
- Engineering (including School of Architecture)
- Education
- Arts (including Schools of Social Work and Religious Studies)
- Agricultural and Environmental Sciences

Ineligible faculties/schools:

- Continuing Studies
 - Nursing
 - Information Studies
 - Physical and Occupational Therapy
 - Dentistry
 - Medicine
 - Music
 - Graduate and Postdoctoral Studies
- For ineligible faculties/schools, the [guidelines](#) for your home faculty or school are applicable.

Step 3: Submit your request

1. Read [Step 1: Options and consequences](#), and [Step 2: Eligibility](#).
2. Check the deadlines for submitting a request applicable to you. Visit [My Exams](#) to view deferred exams application deadlines.

3. Submit your request. You must do this by the posted *deadline* in your *faculty guidelines*.

Where do I submit supporting

Where can I seek academic
advising?

- The refusal could be for any number of reasons, including but not limited to:
 - You did not provide a valid reason for your request;
 - Your medical documentation was non-specific, inadequate, or missing;
 - You have made previous requests for similar or the same reasons and there is no evidence that you have taken measures to address the challenges you are facing during exam periods.
- You **must write the final exam at its originally scheduled date and time**. If you do not or did not write your final exam, you will receive a grade of J, which counts as a failure in your TGPA and CGPA. If you receive a J, a supplemental exam may be an option for you if you meet the eligibility requirements. See [Supplemental Exams](#).
- If you are an Arts or Science student, you may make a written request to have the decision reviewed; there must be new information or documentation relevant to your initial request that you did not originally submit.

If you believe that your situation warrants a decision review, submit your written request no later than 5 business days after the refusal of your initial request.

- How to submit a request:
 - Write a concise (max 500 words) statement explaining why you are requesting a decision review, and what new and relevant information you are sharing to support your request.
 - Email your statement - including PDF-formatted supporting documents - to servicepoint@mcgill.ca from your McGill email account, ensuring that the subject line reads "Decision Review: Deferred Exam".
- Decisions are reviewed by a committee consisting of the following individuals: Director, Service Point; Registrar and Executive Director of Enrolment Services; and either the Associate Dean (Arts OASIS) or the Director of Advising (Science SOUSA), depending on your Faculty.
- Decisions made by this committee **are final**.



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



Note for the Faculty of Agricultural and Environmental Sciences: The Faculty offers deferred exams for medical reasons and exceptional circumstances (to be approved by the Associate Dean (Student Affairs)) for the Fall and Winter periods. Verify dates on the Important Dates website at www.mcgill.ca/importantdates, apply on Minerva, and provide medical documentation to the Student Affairs Office.



Note for the Faculty of Engineering: You should refer to [section 6.4.2.1: Deferred Examinations: Faculty of Engineering](#) for more information on the Faculty of Engineering policies on deferred exams.



Note for the Faculty of Law: You should refer to www.mcgill.ca/law-studies/courses/exams for more information on the Faculty of Law policies on deferred exams.



Note for the Schulich School of Music: A Music student who has not cleared a grade of L by mid-May is ineligible for scholarships.

6.4.2.1 Deferred Examinations: Faculty of Engineering

For more information, see www.mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment/deferrals.

All requests to defer a final exam must be submitted online through Minerva, no later than one week (or five [5] working days) after the missed exam. You must submit **complete** supporting documentation to:

[McGill Engineering Student Centre](#)
Frank Dawson Adams Bldg.
3450 University Street, Room 22

A detailed explanation in support of the application must be entered in the "reason(s) for deferral" section of the application on [Minerva](#). Supporting documents must cover the date of the missed exam and must include the student's official name.

For requests due to medical reasons, a deferral is granted only if the nature of the illness is serious enough to justify absence from the examination. The nature of the illness must be clearly indicated on the medical certificate. You may be required to meet with an adviser.

If you miss your examination for reasons other than medical reasons, you must submit supporting documentation from the appropriate authority.

You will receive an email when there is a change in the status of your deferral; therefore you are to verify the status of your application on [Minerva](#) to determine whether any additional information has been requested by the Student Affairs Office, Engineering Student Centre.

You will receive an email notification once a decision has been made.

Rules and regulations:

- Deferred exams for courses administered by the Faculty of Engineering are written during the final examination period the next time the course is offered, excluding the summer term. (Exception: deferred examinations for CHEM 234 will be offered during the supplemental/deferred examination period). The final examination schedule is available at www.mcgill.ca/exams.
- The following courses are administered by the Faculty of Engineering: CHEM 233, COMP 208, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 270, MATH 271, MATH 363, MA

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

There are two recognized types of impartial reviews: reassessments and rereads:

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

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

6.4.3.1.1 Reassessment of Coursework

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

6.4.3.1.2 Rereads of Final Examinations

Deadlines to request final exam rereads:

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

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

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

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

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

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

6.4.3.2 Reassessments and Rereads: Faculty of Agricultural and Environmental Sciences

Two forms of formal re-evaluation of graded work are possible: reassessments of term work (midterm exams, quizzes, assignments, etc.) and rereads of final exams.

In both cases the first step is to discuss your grades with your instructor, for explanation and possible adjustment. If a satisfactory conclusion cannot be reached, a formal re-evaluation by a qualified and impartial evaluator can be requested.

For term work, you must apply for a reassessment in writing to the chair of the department that administers the course. An email request is sufficient. If in doubt about whom to contact, ask your Academic Adviser. The request for reassessment of term work must be made within 10 working days after the graded material has been made available to you.

For formal final examinations, you must apply for a reread in writing to the Associate Dean (Student Affairs). Application for rereads must be made by March 31 for Fall term courses and by September 30 for Winter term and Summer term courses. You will be assessed a fee for formal rereads; if your examination grade increases, the fee is waived.

You should be aware that, in either case:

- grades may be raised, stay the same, or be lowered as the result of a re-evaluation;
- the final course grade will be determined using the new grade, whether it is higher or lower;
- re-evaluations in courses outside the Faculty of Agricultural and Environmental Sciences are subject to the deadlines, rules, and regulations of the relevant faculty.

6.4.3.3 Reassessments and Rereads: Faculty of Law

For information on the Faculty of Law's grade review regulations (rereads of failed examinations, rereads of failing assignments, and review of final evaluations) refer to: www.mcgill.ca/law-studies/courses.

6.4.3.4 Rereads: Faculty of Engineering

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

The following regulations apply:

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

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

Reread application deadlines:

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

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

6.4.4 Supplemental Examinations

To write a supplemental examination for a course, you must submit a request on Minerva (www.mcgill.ca/minerva) by going to *Student Menu > Student Records Menu > Supplemental Exam Application*.

The following rules and conditions apply:

- You must be in Satisfactory or Probationary Standing;
- You must have received a final grade of D, F, J, or U in the course;
- A non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account; consult the Student Accounts website for the fee at www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other;
- 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 the School of Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Engineering, Management, Music, or Nursing;
- 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 before you write the supplemental examination;
- The supplemental result may or may not include the same proportion of class work as the final exam.

Supplemental examinations are **not** available for the following Engineering courses: CHEM 233, COMP 208, EPSC 221, MA

- SHARP EL-520
- SHARP EL-531
- SHARP EL-546 (all extensions are acceptable for SHARP calculators)
- TI-30XIIS

No other calculators will be permitted, regardless of their level of sophistication, unless otherwise stated by the examiner. **Non-regulation calculators will be removed and no replacement calculator will be provided.** You are expected to own one of the above-listed Faculty of Engineering Standard Calculators.

For more information, see

www.mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators.

6.7 Laptop Examination Policy for the Faculty of Law

All students wishing to write one or more final examinations on their laptop must:

1. ensure laptop compatibility with Faculty-approved software;
2. complete the Faculty of Law Laptop Examination Agreement;
3. download the Faculty-approved software;
4. run a test prior to the start of the examination period;
5. if necessary, sign an *IST Customer Services-Computer Repair Waiver*.

The Student Affairs Office will provide term-specific deadlines. You will not be permitted to use a laptop unless you have fulfilled the above requirements. You must ensure that the laptop you are using meets the minimum requirements for the software as specified by the Student Affairs Office, as posted on the [SAO website](#) and [myCourses](#). Students using laptops will not be placed in separate examination rooms. You may opt out of using your laptop at any point, even once the examination has started, and revert to handwriting.

First-year students are required to attend the examination information session and software download session during the Fall term; dates will be provided by the SAO.

Students considering updating their laptop's operating system should consult the Student Affairs office in advance, to ensure that the new version of the operating system is compatible with the examination software.

- **Faculty of Agricultural and Environmental Sciences** students: Refer to [Faculty of Agricultural and Environmental Sciences > Undergraduate > Overview of Programs Offered by the Faculty of Agricultural and Environmental Sciences > : Internship Opportunities](#).
- **Faculty of Arts** students: See the Arts Internships website at www.mcgill.ca/arts-internships.
- **Faculty of Engineering** students: Refer to [Faculty of Engineering > Undergraduate > : Engineering Internship Program](#). The Department of Mining and Materials Engineering also offers co-op programs in Mining Engineering and Materials Engineering.
- **Faculty of Law** students: For information on Human Rights internships, see: www.mcgill.ca/humanrights/clinical/internships.
- **Desautels Faculty of Management** students: Refer to [Desautels Faculty of Management > Undergraduate > BCom Degree Requirements > : Course Overlap](#).
- **Faculty of Science** students:
 1. Information regarding internships for Science students can be found at www.mcgill.ca/science/programs/internships.
 2. For required B.Ed. Field experience courses and optional internship opportunities, please refer to www.mcgill.ca/isa.

7.2 Exchange Programs

For information on Exchange Programs, refer to [Study Abroad & Field Studies > Undergraduate > : Exchange Programs](#).



Note for Arts students: Further information on exchanges and studying away may be obtained from the Arts OASIS website at www.mcgill.ca/oasis.

Note for Engineering students: For further information, contact the F

8 Scholarships and Student Aid

The Scholarships and Student Aid Office offers a complete range of merit and need-based awards for entering and in-course undergraduate students. As well, the office administers all federal, provincial, and U.S. government student aid programs. For information and links to government websites as well as comprehensive information concerning all undergraduate awards appearing in the *Undergraduate Scholarships and Awards Calendar*, see [Scholarships and Student Aid](#).

8.1 Entrance Awards for McGill Students

Undergraduate Entrance Scholarships are available to students entering McGill University for the first time in a full-time undergraduate degree program. You should consult www.mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships for details. Highlights include:

- Entrance Scholarships are entirely merit-based; financial need is not considered.
- Value ranges from \$3,000 to \$12,000.
- There are two types: the One-Year, where eligibility is based solely on academic achievement; and the renewable Major, based on academic achievement as well as leadership qualities in school and/or community activities.

8.1.1 Application Procedures

- **One-Year Scholarships:** by applying to McGill, all eligible applicants who meet the minimum academic requirements are automatically considered. No separate application is required. For more information, see www.mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/criteria.
- **Major (renewable) Scholarships:** candidates can apply on the web by the scholarship deadline dates after their application for admission has been submitted and they have received an email acknowledgment.
- You must ensure that you send in all required supporting documentation; please refer to www.mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/application-instructions.
- The Faculties of Dentistry, Law, Medicine, and Music administer their own entrance award programs. Applicants should inquire at their respective faculty's admissions office regarding availability and procedures.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, the scholarship is renewed only if you meet the McGill standards for renewal. See www.mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations.

8.1.2 Need-Based Entrance Financial Aid

This program offers financial aid to students from families of modest means who require assistance to attend McGill. Upon acceptance to the University, first-year, undergraduate degree students can apply for an entrance bursary on Minerva. Entrance bursaries range in value and are determined by the level of need demonstrated by the student/family and the tuition fee rate charged based on student residency and program of study. Since financial need is the primary factor in the selection of aid recipients, applicants for this program are expected to apply for government student aid programs where eligible. For more information, see www.mcgill.ca/studentaid.

8.2 In-Course Awards for McGill Students

Faculty scholarships and awards are decided by the faculty scholarships committees. You should consult the appropriate section of the *Undergraduate Scholarships and Awards Calendar* for regulations and information concerning these awards.

- A maximum of the top 10% of students in each faculty are named to the Dean's Honour List. This designation is based on the combined GPA for the Fall and Winter terms (i.e., your sessional GPA) and the minimum required combined GPA is determined by each faculty. It is an official University recognition of your achievements and appears on your transcript. There is no monetary reward.
- All awards, with the exception of convocation prizes, are credited to students' tuition fee accounts for the following academic year. Students must be registered on a full-time basis to receive the funds.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, it will *only* be renewed if you meet the McGill standards for renewal. See www.mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations.

8.2.1 In-Course Financial Aid

The University offers an In-Course Financial Aid program to full-time undergraduate degree students on the basis of demonstrated financial need. This aid includes bursaries, short- and long-term loans, and a Work Study Program. To be considered for McGill financial aid, the University recommends that applicants apply for the maximum government student assistance for which they are eligible. The Scholarships and Student Aid Office oversees all provincial, federal, and U.S. student aid programs and disburses government funds.

Student Aid Counsellors are available for consultation on an individual basis to provide advice on budgeting and debt management, and to award financial assistance to needy and deserving students. For more information, see www.mcgill.ca/studentaid.

8.3 Work Study Program

The Work Study Program provides students with financial assistance through part-time employment. 0 0 151 524.220 1 370.825831 0 0 1 376.9721 03rs 1 125131 0 0 1 3762

The total number of McGill credits required to graduate is known as the minimum residency requirement. You must successfully complete a minimum of 60 McGill credits in order to obtain a McGill undergraduate degree. Some programs have specific requirements on the type of credits that must be completed at McGill. For example, two-thirds of all program requirements must be completed at McGill. For specific information refer to your faculty section of this publication.

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 toward your degree.

Graduate students should refer to their faculty under [Faculties & Schools](#) > [Graduate](#) > [Program Requirements](#) for information on minimum residency requirements for graduate programs. This information is listed for each faculty, so you can also access it through your faculty's graduate pages.



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

- You must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) 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 prerequisites and corequisites) in order to obtain their certificate. You should check with your adviser for any conditions applicable to the McGill credits required toward your certificate.

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/graduation/convocation for information regarding convocation ceremonies.

Note for Medicine and Dentistry: 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.

9.4.3 Certified Copies

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original in English or Latin).

Submitting your request for a certified copy

There are two ways to submit a request:

1. Via [Service Point Checkout eStore](#) – Follo



Note: You cannot apply non-credit language courses, and certain credit language courses, completed at the School of Continuing Studies to program/degree requirements. Consult your faculty for clarification.

* McGill degrees and diplomas currently give access to corporations regulating the activities of the following professional groups:

Professional Groups

Agrologists	Lawyers
Architects	Licensed General Accountants
Chartered Accountants	Nurses
Chartered Appraisers	Occupational Therapists
Chemists	Physicians
Dentists	Physiotherapists
Dietitians	Psychologists
Engineers	Social Workers
Geologists	Speech Therapists and Audiologists
Industrial Administration Accountants	Urbanists
Industrial Relations Counsellors	Vocational Guidance Counsellors

10.2 Graduate Programs

McGill University offers over 250 Doctoral and Master's degree programs in more than 85 fields of study. We award degrees in a full range of academic disciplines, and are committed to providing you with an excellent graduate education and a rewarding student experience.

Please see www.mcgill.ca/gradapplicants to learn about graduate programs, research, admission requirements, and funding opportunities. You can also view the Graduate sections of a faculty or school at [Faculties & Schools > Graduate](#).

11 Undergraduate Advising

McGill offers students access to a variety of advisers, mentors and counsellors with different skills, expertise, and levels of authority. To help determine whether you need to speak to a faculty adviser, departmental/school adviser, professor/lecturer, or peer adviser, see [section 11.1.6: The Role of Student Advising](#) and [section 11.2: Types of Advising and Advisers](#).

11.1 Your Academic Career at McGill

11.1.1 University-Wide Regulations

This publication contains the regulations about your undergraduate academic career at McGill. It includes regulations concerning when to register, when to add, drop, or withdraw from courses, the consequences of missing deadlines, how grading appears on your transcript, and other important information.

11.1.2 Faculty-Specific Regulations

McGill has 11 faculties, and every student belongs to one of them. When you are admitted to McGill, your offer letter indicates the faculty, degree, and program to which you have been accepted, and the number of credits you need to complete for your degree.

You should consult the appropriate faculty section in this publication for information pertinent to your degree and program, and for faculty-specific regulations.

11.1.3 Your Academic Program

You are registered in a **degree**, but for many degrees there are associated programs (a major, minor, major concentration, etc.). For some degrees, such as Bachelor of Engineering, you will typically follow one program (such as Computer Engineering). For others, such as Bachelor of Arts, you will typically follow more than one program (such as a major concentration in English, with a minor concentration in History).

A typical undergraduate degree at McGill is 120–140 credits (four years of full-time study).

- Quebec CEGEP students typically receive 30 credits of Advanced Standing, so they will usually only have a further 90–110 credits (three years of full-time study) to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U1** (undergraduate year 1).
- Most other students typically have 120–140 credits to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U0** (undergraduate year 0), which is often referred to in this publication and elsewhere as your **freshman** year.
- Many students at McGill come with other forms of Advanced Standing (International Baccalaureate, French Baccalaureate, advanced placement exams,

Department/School Academic Advisers are normally located close to the offices of professors in your program and may only be available during specific times of the year (e.g., prior to registration for the next session or during the add/drop period) or during regularly scheduled office hours. If you are completing a major or minor in more than one unit, you will likely have an adviser in each unit. The departmental academic adviser may be either a professor or a member of the administrative staff. You should contact your department's administrative office to determine the identity and availability of your academic adviser. You should check your progress with your departmental academic adviser from time to time—and certainly before your final year.

Departmental academic advisers:

- guide you through course selection to meet the subject matter requirements of the major or minor;
- consider requests for course equivalencies, recommend prior approval for inter-university transfer credits, or explain the rationale for the design of a department/school program;
- may assist you in planning for, and applying to, university exchange programs, and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- can provide support, guidance, and appropriate referrals if you experience academic or personal difficulties while studying at McGill;
- are often responsible for confirming that you have met major or minor program requirements for graduation.

Professors/Lecturers may act in a voluntary capacity to mentor you as you progress through your program. The faculty adviser or department/school academic adviser may be able to help you identify a good resource person in your program.

Professors/lecturers:

- may provide advice on the latest trends in a specific field of study and make recommendations on related advanced readings;
- may discuss opportunities for a student research experience and help you connect with a professor or lecturer who best suits your interests or learning style;
- refer you back to the faculty adviser or departmental academic adviser for signatures and permission related to program requirements.

Peer Advisers are students who have been trained by faculty advisers or department/school academic advisers. They normally offer drop-in hours for advice on Univ

Faculty of Agricultural and Environmental Sciences

Website: www.mcgill.ca/macdonald/studentinfo/advising

Faculty of Arts

Office of Advising and Student Information Services (OASIS)
 In person: Dawson Hall, Room 110 (Monday–Friday, 10:00 a.m.–4:00 p.m.)
 Telephone: 514-398-1029 (Monday–Friday, 10:00 a.m.–4:00 p.m.)
 Email: adviser.arts@mcgill.ca
 Website and live chat: www.mcgill.ca/oasis

Students in U1 or above should also see the contact information for departmental academic advisers in [section 11.4.2: Faculty of Arts: Contact Information](#).

Faculty of Dentistry

2001 McGill College Avenue
 Telephone: 514-398-7203
 Email: undergrad.dentistry@mcgill.ca
 Website: www.mcgill.ca/dentistry

Faculty of Education

Internships & Student Affairs Office (ISA)
 Telephone: 514-398-7042 (for student affairs)
 Telephone: 514-398-7046 (for internships)
 Email: isa.education@mcgill.ca
 Website: www.mcgill.ca/isa

Faculty of Engineering

McGill Engineering Student Centre (Student Affairs Office, Career Centre, and Peer Tutoring Service):

Telephone: 514-398-7257
 Email: advisor.engineering@mcgill.ca
 Website: www.mcgill.ca/engineering



Note: You are required to meet with an academic adviser before the start of classes. If you are admitted to Year 0 and you are seeking transfer credits, you are initially advised by the Student Affairs Office, Engineering Student Centre, followed by advising in your department. If you are admitted to Year 0 and you are not seeking transfer credits, or if you are admitted to Year 1, you should contact the department/school directly.

School of Environment

Telephone: 514-398-4306
 Email: kathryn.roulet@mcgill.ca
 Website: www.mcgill.ca/mse/contact

Faculty of Law

Telephone: 514-398-6608
 Email: sao.law@mcgill.ca
 Website: www.mcgill.ca/law-studies/law-student-affairs-office

Desautels Faculty of Management

Telephone: 514-398-4068

Additional contact information is located in the relevant sections of this publication.

Bachelor of Science in Agricultural and Environmental Sciences – B.Sc.(Ag.Env.Sc.)

Freshman U0

Dr. Alice Cherestes

Telephone: 514-398-7980

Bachelor of Science in Nutritional Sciences – B.Sc.(Nutr.Sc.)

Freshman U0

Dr. Alice Cherestes
Telephone: 514-398-7980
Email: freshmanadvisor.macdonald@mcgill.ca

Dietetics U1 – new incoming students

Sandy Phillips
Telephone: 514-398-7982
Email: sandy.phillips@mcgill.ca

Dietetics

Paul-Guy Duhamel
Email: paul-guy.duhamel@mcgill.ca

Mary Hendrickson
Telephone: 514-398-7749
Email: mary.hendrickson-nelson@mcgill.ca

Dr. Hugues Plourde
Telephone: 514-398-7604
Email: hugues.plourde@mcgill.ca

Dr. Maureen Rose
Telephone: 514-398-7748
Email: maureen.rose@mcgill.ca

Joane Routhier
Telephone: 514-398-7749
Email: joane.routhier@mcgill.ca

Nutrition

Christine Gurekian
Telephone: 514-398-7842
Email: christinenadia.gurekian@mcgill.ca

Nutrition (transfer from Dietetics)

Dr. Linda Wykes
Telephone: 514-398-7843
Email: linda.wykes@mcgill.ca

Nutrition (transfer from concurrent)

Dr. Stan Kubow
Telephone: 514-398-7754
Email: stan.kubow@mcgill.ca

Concurrent B.Sc.(F.Sc.) & B.Sc.(Nutr.Sc.)

Freshman U0

Dr. Alice Cherestes
Telephone: 514-398-7980
Email: freshmanadvisor.macdonald@mcgill.ca

Concurrent B.Sc.(F.Sc.) & B.Sc.(Nutr.Sc.)**Concurrent U1, U2**

Dr. Stan Kubow

Telephone: 514-398-7754

Email: stan.kubow@mcgill.ca

Concurrent U3, U4

Dr. Stéphane Bayen

Telephone: 514-398-8618

Email: stephane.bayen@mcgill.ca

Certificates**Ecological Agriculture**

Dr. Caroline Begg

Telephone: 514-398-8749

Email: caroline.begg@mcgill.ca

Food Science

Dr. Hosahalli S. Ramaswamy

Telephone: 514-398-7919

Email: hosahalli.ramaswamy@mcgill.ca

Diploma**Environment (MSE)**

Kathryn Roulet

Telephone: 514-398-4306

Email: kathryn.roulet@mcgill.ca

Diploma, Collegiate Level**Farm Management & Technology**

Mr. David Wees

Telephone: 514-398-7756

Email: david.wees@mcgill.ca

Minors**Agribusiness Entrepreneurship**

Dr. Chandra Madramootoo

Telephone: 514-398-7759

Email: chandra.madramootoo@mcgill.ca

Agricultural Economics

Dr. Julie Major

Telephone: 514-398-8380

Email: julie.major@mcgill.ca

Agricultural Production

Dr. Valérie Gravel

Minors

Telephone: 514-398-8132
Email: valerie.gravel@mcgill.ca

Animal Biology

Dr. Roger I. Cue
Telephone: 514-398-7805
Email: roger.cue@mcgill.ca

Animal Health and Disease

Dr. Sarah Kimmins
Telephone: 514-398-7658
Email: sarah.kimmins@mcgill.ca

Applied Ecology

Dr. Julie Major
Telephone: 514-398-8380
Email: julie.major@mcgill.ca

Ecological Agriculture

Dr. Caroline Begg
Telephone: 514-398-8749
Email: caroline.begg@mcgill.ca

Environment (MSE)

Kathryn Roulet
Telephone: 514-398-4306
Email: kathryn.roulet@mcgill.ca

Environmental Engineering

Dr. Shiv Prasher
Telephone: 514-398-7774
Email: shiv.prasher@mcgill.ca

Human Nutrition

Dr. Kristine Koski
Telephone: 514-398-7845
Email: asher@mcgill.ca

Telephone: 514-398-8380 Email: EulieEmajor@mcgill.ca

B.A. & Sc. students: Contact the Faculty of Science Student Affairs Office.

African Studies (program)

Telephone: 514-398-4804

Email: ids@mcgill.ca

Website: www.mcgill.ca/isid/teaching-programs/undergraduate/afri

Anthropology (Department of)

Telephone: 514-398-6868

Email: undergraduate.anthropology@mcgill.ca

Website: www.mcgill.ca/anthropology

Art History & Communication Studies (Department of)

Telephone: 514-398-1828

Email: undergrad.ahcs@mcgill.ca

Website: www.mcgill.ca/ahcs

Canadian Studies (program)

Telephone: 514-398-8346

Email: misc.iecm@mcgill.ca

Website: www.mcgill.ca/misc

Classics (program)

Telephone: 514-398-3065

Email: undergrad.history@mcgill.ca or diana.sookall@mcgill.ca

Website: www.mcgill.ca/classics

Computer Science (School of)

Telephone: 514-398-7071, ext. 00739

Email: undergraduate.secretary@cs.mcgill.ca

Website: www.cs.mcgill.ca

East Asian Studies (Department of)

Telephone: 514-398-3650

Email: asian.studies@mcgill.ca

Website: www.mcgill.ca/eas

Economics (Department of)

Telephone: 514-398-3030

Email: undergraduate.economics@mcgill.ca

Website: www.mcgill.ca/economics

Education for Arts Students (program)

Telephone: 514-398-7042

Education for Arts Students (program)

Email: isa.education@mcgill.ca
Website: www.mcgill.ca/isa

Educational Psychology (program)

Telephone: 514-398-4242
Email: ecpundergrad.education@mcgill.ca
Website: www.mcgill.ca/edu-ecp

English (Department of)

Telephone: 514-398-5196
Email: undergradadvising.english@mcgill.ca or dus.english@mcgill.ca
Website: www.mcgill.ca/english

Environment (School of)

Telephone: 514-398-4306
Email: kathryn.roulet@mcgill.ca
Website: www.mcgill.ca/mse

European Studies (program)

Telephone: 514-398-3650
Email: stephanie.posthumus@mcgill.ca
Website: www.mcgill.ca/langlitcultures

French Language and Literature (Department of)

Telephone: 514-398-3772
Email: undergrad.litfran@mcgill.ca
Website: www.mcgill.ca/litterature/fr

Gender, Sexuality, Feminist and Social Justice Studies (program)

Telephone: 514-398-3911
Email: info.igsf@mcgill.ca
Website: www.mcgill.ca/igsf/programs/gsf

Geography (Department of)

Telephone: 514-398-4951 or 398-4111
Email: undergrad.geog@mcgill.ca or advisor.geog@mcgill.ca
Website: www.mcgill.ca/geography

German Studies (program)

Telephone: 514-398-3650
Email: info.llcu@mcgill.ca
Website: www.mcgill.ca/langlitcultures/programs/german-studies

Hispanic Studies (program)

Telephone: 514-398-3650
Email: info.llcu@mcgill.ca or jose.jouve@mcgill.ca
Website: www.mcgill.ca/langlitcultures/programs/hispanic-studies

History (Department of)

Telephone: 514-398-3975
Email: undergrad.history@mcgill.ca or diana.sookall@mcgill.ca
Website: www.mcgill.ca/history

History and Philosophy of Science (program)

Telephone: 514-398-4400, ext. 09557
Email: nellie.voudouris@mcgill.ca
Website: www.mcgill.ca/hpsc

Industrial and Labour Relations (program)

Telephone: 514-398-4400, ext. 09557
Email: nellie.voudouris@mcgill.ca
Website: www.mcgill.ca/indr

Information Studies (School of)

Telephone: 514-398-4204
Email: sis@mcgill.ca
Website: www.mcgill.ca/sis

International Development Studies (program)

Telephone: 514-398-4804
Email: ids@mcgill.ca
Website: www.mcgill.ca/isid/teaching-programs/undergraduate/intd

Islamic Studies (Institute of)

Telephone: 514-398-6077
Email: info.islamics@mcgill.ca
Website: www.mcgill.ca/islamicstudies

Italian Studies (program)

Telephone: 514-398-3650
Email: info.llcu@mcgill.ca or lucienne.kroha@mcgill.ca
Website: www.mcgill.ca/langlitcultures/about/italian-studies

Jewish Studies (program)

Telephone: 514-398-6543
Email: mitali.das@mcgill.ca
Website: www.mcgill.ca/jewishstudies

Psychology (Department of)

Telephone: 514-398-6100

Email: info@psych.mcgill.ca

Website: www.mcgill.ca/psychology

Québec, Études sur le (program)

Telephone: 514-398-4400, ext. 09557

Email: nellie.voudouris@mcgill.ca

Website: www.mcgill.ca/qcst

Religious Studies (School of)

Telephone: 514-398-4121

Email: web.relstud@mcgill.ca

Website: www.mcgill.ca/religiousstudies

Russian & Slavic Studies (program)

Telephone: 514-398-3650

Email: info.llcu@mcgill.ca

Website: www.mcgill.ca/langlitcultures/about/russian-studies

Science for Arts Students (program)

Telephone: 514-398-4109 or 514-398-4212

Email: nancy.nelson@mcgill.ca

Website: [biolo](#)

World Cinemas (program)

Telephone: 514-398-4400, ext. 09557
Email: nellie.voudouris@mcgill.ca
Website: www.mcgill.ca/worldcinemas

World Islamic and Middle East Studies (program)

Telephone: 514-398-6077
Email: info.islamics@mcgill.ca
Website: www.mcgill.ca/islamicstudies

11.4.3 Faculty of Education: Contact Information

All students in the Faculty of Education are required to meet with an academic adviser prior to the start of classes. Additional contact information is located in the relevant sections of this publication.

Kindergarten & Elementary Program

Telephone: 514-398-4527
Email: advisedise.education@mcgill.ca

Secondary English, Mathematics, Social Studies or Science & Technology

Telephone: 514-398-4527
Email: advisedise.education@mcgill.ca

Teaching English as a Second Language

Telephone: 514-398-4527
Email: advisedise.education@mcgill.ca

Music

Telephone: 514-398-4527
Email: advisedise.education@mcgill.ca

Physical & Health Education

Telephone: 514-398-4184 ext. 09689
Email: ugrad.kpe@mcgill.ca

Kinesiology

Telephone: 514-398-4184 ext. 09689
Email: ugrad.kpe@mcgill.ca

11.4.4 Faculty of Engineering: Contact Information

All students in the Faculty of Engineering are required to meet with an academic adviser prior to the start of classes.

Diagnostic Radiology

Telephone: 514-934-8084
Email: radiology.residency@muhc.mcgill.ca
Website: www.mcgill.ca/radiology/

Emergency Medicine

Telephone: 514-934-1934, ext. 36974
Email: elisa.monaco@mcgill.ca
Website: www.mcgill.ca/emergency

Epidemiology, Biostatistics, and Occupational Health

Telephone: 514-398-6258
Website: www.mcgill.ca/epi-biostat-occh/

Family Medicine

Telephone: 514-399-9120 or 514-398-7375
Email: undergrad.fammed@mcgill.ca
Website: www.mcgill.ca/familymed

Geriatric Medicine

Telephone: 514-934-1934, ext. 45831
Website: www.mcgill.ca/geriatrics

Human Genetics

Telephone: 514-398-6890
Email: grad.hg@mcgill.ca
Website: www.mcgill.ca/humangenetics

Medical Physics

Telephone: 514-934-1934, ext. 44158
Email: margery.knewstubb@mcgill.ca
Website: www.mcgill.ca/medphys

Medicine

Telephone: 514-843-1578
Email: diane.lewis@mcgill.ca
Website: www.mcgill.ca/deptmedicine

Microbiology and Immunology

Telephone: 514-398-7492
Email: office.microimm@mcgill.ca
Website: www.mcgill.ca/microimm

Neurology and Neurosurgery

Website: www.neurology.mcgill.ca

Obstetrics and Gynecology

Telephone: 514-934-1934, ext. 35781

Website: www.mcgill.ca/obgyn/contact-us

Oncology

Telephone: 514-398-2264

Email: oncologysec.med@mcgill.ca

Website: www.medicine.mcgill.ca/oncology

Ophthalmology

Telephone: 514-843-1544

Email: eye.med@mcgill.ca

Website: www.mcgill.ca/ophthalmology

Otolaryngology - Head and Neck Surgery

Telephone: 514-934-1934, ext. 32820

Email: otl-residency.med@mcgill.ca

Website: www.mcgill.ca/ent

Pathology

Telephone: 514-934-1934, ext. 38788

Website: www.mcgill.ca/pathology

Pediatrics

Telephone: 514-412-4467, ext. 24467

Email: aec7_9-studentaffairs.med@mcgill.ca

Website: www.mcgill.ca/peds

Pharmacology and Therapeutics

Telephone: 514-398-3622

Email: undergradstudies.pharmacology@mcgill.ca

Website: www.mcgill.ca/pharma

Physiology

Telephone: 514-398-3689

Email: sonia.viselli@mcgill.ca

Website: www.mcgill.ca/physiology

Psychiatry

Telephone: 514-398-4176
 Email: graduate.psychiatry@mcgill.ca
 Website: www.mcgill.ca/psychiatry

Rosalind and Morris Goodman Cancer Research Centre

Telephone: 514-398-1836 or 514-398-3527
 Email: leah.donnelly@mcgill.ca or petra.gaiser@mcgill.ca
 Website: www.mcgillgcrc.com

Social Studies of Medicine

Telephone: 514-398-6668
 Email: heike.ferber@mcgill.ca
 Website: www.mcgill.ca/ssom

Surgery

Telephone: 514-934-1934, ext. 43047
 Email: ugradsurgery.med@mcgill.ca
 Website: www.medicine.mcgill.ca/surgery

11.4.6 Faculty of Science: Contact Information

U0 students: Contact the Faculty of Science Student Affairs Office for advising on the Science Freshman program or the B.A. & Sc. Freshman program.

U1 students or any other year: Contact the department (school or program) directly for academic advising.

B.A. & Sc. students: Contact the Faculty of Science Student Affairs Office.

Additional contact information is located in the relevant sections of this publication.

Anatomy and Cell Biology (Department of)

Telephone: 514-398-6350
 Email: anatomysec.med@mcgill.ca
 Website: www.mcgill.ca/anatomy

Atmospheric & Oceanic Sciences (Department of)

Telephone: 514-398-3764
 Email: info.aos@mcgill.ca
 Website: www.mcgill.ca/meteo

Biochemistry (Department of)

Telephone: 514-398-2423
 Email: christine.laberge@mcgill.ca
 Website: www.mcgill.ca/biochemistry

Biology (Department of)

Telephone: 514-398-4109

Biology (Department of)

Email: nancy.nelson@mcgill.ca
Website: biology.mcgill.ca

Biotechnology (program)

Telephone: 514-398-4109
Email: nancy.nelson@mcgill.ca
Website: www.mcgill.ca/sheldon

Chemistry (Department of)

Telephone: 514-398-6999
Email: advisor.chemistry@mcgill.ca
Website: www.mcgill.ca/chemistry

Cognitive Science (program)

Telephone: 514-398-7330
Email: ryan.bouma@mcgill.ca
Website: www.mcgill.ca/cogsci

Computer Science (School of)

Telephone: 514-398-7071, ext. 00739
Email: undergraduate.secretary@cs.mcgill.ca
Website: www.cs.mcgill.ca

Earth and Planetary Sciences (Department of)

Telephone: 514-398-6767
Email: kristy.thornton@mcgill.ca or anne.kosowski@mcgill.ca
Website: www.mcgill.ca/eps

Earth Systems Science Interdepartmental (program)

Telephone: 514-398-2596
Email: william.minarik@mcgill.ca
Website: www.ess.mcgill.ca

Environment (School of)

Telephone: 514-398-4306
Email: kathy.roulet@mcgill.ca
Website: www.mcgill.ca/mse

Geography (Department of)

Telephone: 514-398-4951 or 514-398-4111
Email: undergrad.geog@mcgill.ca or advisor.geog@mcgill.ca
Website: www.mcgill.ca/geography

Human Nutrition (program)

Telephone: 514-398-7843
Email: christinenadia.gurekian@mcgill.ca
Website: www.mcgill.ca/nutrition

Interdepartmental Honours Immunology (program)

Telephone: 514-934-1934, ext. 45135 (Microbiology and Immunology) **or** 514-398-4342 (Physiology)
Email: ciro.piccirillo@mcgill.ca (Microbiology and Immunology) **or** monroe.cohen@mcgill.ca (Physiology)
Website: www.mcgill.ca/microimm/undergraduate-programs/programs/interdepartmental

Kinesiology for Science Students (program)

Telephone: 514-398-4184, ext. 0302
Email: ugrad.kpe@mcgill.ca
Website: www.mcgill.ca/edu-kpe

Management (BCom program)

Telephone: 514-398-4068
Email: bcom.mgmt@mcgill.ca
Website: www.mcgill.ca/desautels/programs/bcom

Mathematics & Statistics (Department of)

Telephone: 514-398-3800
Email: ugrad.mathstat@mcgill.ca or angela.white@mcgill.ca
Website: www.mcgill.ca/mathstat

Microbiology & Immunology (Department of)

Telephone: 514-398-7492
Email: office.microimm@mcgill.ca
Website: www.mcgill.ca/microimm

Music (program)

Telephone: 514-398-4535, ext. 6337
Email: dino.dutz@mcgill.ca
Website: www.mcgill.ca/music/student-resources/undergraduates

Neuroscience (program)

Telephone: 514-398-7330
Email: ryan.bouma@mcgill.ca
Website: www.mcgill.ca/neuroscience

Pathology (Department of)

Telephone: 514-934-1934, ext. 32929
Email: pathologyteaching.med@mcgill.ca
Website: www.mcgill.ca/pathology

Pharmacology (program)

Telephone: 514-398-3622
Email: undergradstudies.pharmacology@mcgill.ca
Website: www.mcgill.ca/pharma

Physics (Department of)

Telephone: 514-398-7226
Email: ugradcoordinator.physics@mcgill.ca
Website: www.physics.mcgill.ca

Physiology (Department of)

Telephone: 514-398-4316
Email: sonia.viselli@mcgill.ca
Website: www.mcgill.ca/physiology

Psychology (Department of)

Telephone: 514-398-6100
Email: info@psych.mcgill.ca
Website: www.mcgill.ca/psychology

Redpath Museum

Telephone: 514-398-4086, ext. 3188
Email: redpath.museum@mcgill.ca
Website: www.mcgill.ca/redpath

Science for Teachers

Telephone: 514-398-7106
Email: pete.barry@mcgill.ca
Website: www.mcgill.ca/scienceforteachers

11.5 Prospective Students

For information about opportunities for undergraduates at McGill, please visit the [Undergraduate Admissions](#) website.

11.5.1 Student-for-a-Day Program

If you visit our **Downtown campus** in October/November (Fall term) or February/March (Winter term), you can choose to sit in on a class that is open to visitors and experience McGill from a student's perspective.

For details and a list of available courses, please contact the [Welcome Centre](#) (514-398-6555; welcome@mcgill.ca). Tours of the downtown campus can be booked through www.mcgill.ca/undergraduate-admissions/visits/campus-tours.

If you visit our **Macdonald campus**, you can participate in Student-for-a-Day to have the Macdonald experience. For further information, please contact the [Macdonald Campus Student Affairs Office](#) (514-398-7925; studentinfo.macdonald@mcgill.ca). Tours can be booked directly at mcgillinmind.mcgill.ca/mcgill/campustours and include campus tours, meeting academic advisors, and visiting residences.

12 Service Point

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

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

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

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

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

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

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

12.1 Location

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

13 Student Services

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

13.1 Office of the Senior Director, Services for Students

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

For information, contact:

Telephone: 514-398-8238
Website: www.mcgill.ca/studentsservices

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

13.2 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 McTa

13.3.2 Career Planning Service (CaPS)

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

Brown Student Services Building, East Wing, Suite 2200

Telephone: 514-398-3304

Email: careers.caps@mcgill.ca

Website: www.mcgill.ca/caps

myFuture: caps.myfuture.mcgill.ca

13.3.3 First Peoples' House

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

3505 Peel Street

Telephone: 514-398-3217

Email: firstpeopleshouse@mcgill.ca

Website: www.mcgill.ca/fph

13.3.4 International Student Services (ISS)

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

Brown Student Services Building, East Wing, Suite 5100

Telephone: 514-398-4349

Email: international.students@mcgill.ca

Website: www.mcgill.ca/internationalstudents

13.3.5 Office of Religious and Spiritual Life (MORSL)

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

Presbyterian College, 3495 University Street, 2nd floor

Telephone: 514-398-4104

Email: morsl@mcgill.ca

Website: www.mcgill.ca/morsl

13.3.6 Office for Sexual Violence Response, Support, and Education

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

550 Sherbrooke W., Suite 585 (West Tower)

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

Email: svoffice@mcgill.ca

Website: www.mcgill.ca/osvrse

13.3.7 Office for Students with Disabilities (OSD)

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

Main Office - Downtown

1010 Sherbrooke St. W., Suite 410

Telephone: 514-398-6009

Email: disabilities.students@mcgill.ca

Exam Centre
Redpath Library Building, 3459 McTavish St., Suite RS-56
Telephone: 514-e,8eg, 3459 McTentre

13.4 Student Services – Macdonald Campus

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

Centennial Centre, Room 124
21,111 Lakeshore Road
Sainte-Anne-de-Bellevue QC H9X 3V9
Telephone: 514-398-7992
Email: stuserv.macdonald@mcgill.ca
Website: www.mcgill.ca/macdonald-studentservices

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

- [section 13.4.1: Career Planning Service \(CaPS\)](#)
- [section 13.4.2: International Student Services \(ISS\)](#)
- [section 13.4.3: Office for Students with Disabilities \(OSD\)](#)
- [section 13.4.5: Student Wellness Hub](#)
- [section 13.4.6: Student Financial Aid](#)
- [section 13.4.7: Other Services](#)

13.4.1 Career Planning Service (CaPS)

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

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

13.4.2 International Student Services (ISS)

International Student Services Advisors are available (twice a month during the school year) to discuss immigration processes and documentation, and advise on additional ISS programming. Information and distribution of Health Insurance Cards (Blue Cross) [alra.36spen,14dion](#) and distrib

13.4.5 Student Wellness Hub

The Student Wellness Hub provides physical and mental health and wellness resources in one space to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisors, dietitians, psychiatrists (by referral only), and lab technicians, as well as information, support, and programming through the Healthy Living Annex. Drop-in appointments are also available on a first-come first-served basis.

Macdonald Campus
Centennial Centre, room 124
Telephone: 514-398-7992
Website: www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care

Downtown Campus
Brown Student Services Building, 3rd floor
Telephone: 514-398-6017
Email: hub.clinic@mcgill.ca
Website: www.mcgill.ca/wellness-hub/

13.4.6 Student Financial Aid

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

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

13.4.7 Other Services

Office of Sustainability

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

Telephone: 514-398-2268
Email: sustainability@mcgill.ca
Website: www.mcgill.ca/sustainability

- religious groups;
- political clubs;
- communications and media groups such as the CKUT radio station, the McGill Tribune, and the McGill Daily;
- science clubs;
- literary, theatrical, and musical societies;
- athletic, recreational, and outdoor activity/sports groups;
- ...and many more.

An overview of extra-curricular activities at McGill is available on Campus Life & Engagement's [Engage McGill](#) site. [myInvolvement](#) is an online tool for McGill students to find current involvement opportunities on campus. Students can then record their involvement in eligible activities, workshops, volunteer opportunities, and leadership positions on their Co-Curricular Record (CCR).

13.6.1 University Centre, Thomson House, and Centennial Centre

The [University Centre](#), 3480 McTavish Street, provides club rooms for many extra-curricular activities in a four-storey building with dining options, a ballroom, lounges, and a black box theatre. Activities for graduate students are centred in [Thomson House](#) at 3650 McTavish Street.

On the Macdonald campus, facilities are located in the [Centennial Centre](#); a list of student services and activities on the Macdonald campus is available at [Agricultural & Environmental Sciences > Undergraduate > About Agricultural and Environmental Sciences \(Undergraduate\) > : Student Information](#).

13.7 Bookstore

13.7.1 Downtown Campus

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

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

Main Store:

680 Sherbrooke Street West

Telephone: 514-398-5025

Online Order Pickup available at this location

Mobile Store (Seasonal)

McGill Lower Campus

Webstore: [lejames.ca](#)

13.7.2 Macdonald Campus

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

Robber's Roost Bookstore

Macdonald Campus Centennial Centre

Telephone: 514-398-8300

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

13.8 Computer Store

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

13.9 Day Care

The McGill Childcare Centre (CPE McGill) is an independently run centre that can accommodate 110 children, ranging in age from four months to five years. Early application is required as placement is limited.

The Centre is located at:

3491 Peel Street
Montreal QC H3A 1W7
Telephone: 514-398-6943
Website: www.mcgill.ca/daycare

A Campus Day Care Centre, located adjacent to the Macdonald campus, is an independently run centre that can accommodate approximately 60 children, ranging in age from four months to five years. Preference is given to the Macdonald campus community. Early application is recommended.

The Centre is located at:

1 Maple Avenue
Ste.-Anne-de-Bellevue QC H9X 2E3
Telephone: 514-398-7951

- The four co-ed traditional-style **Bishop Mountain Residences** (Gardner, McConnell, Molson, and Douglas Halls) are located on the slope of Mount Royal and overlook the campus.
- **Royal Victoria College (RVC)**, which has one all-female and one co-ed wing, is a traditional-style residence located one block from the McGill gates.
- The co-ed hotel-style **New Residence Hall** is located five short blocks from the campus.
- **University Hall** is a co-ed traditional-style dorm located directly across from the Milton Gates to campus.
- **Carrefour Sherbrooke** is a co-ed hotel-style residence located two blocks from campus.
- **La Citadelle** is the newest fully renovated hotel-style residence building, located two blocks east of McGill campus.

Residents of traditional or hotel-style residences have compulsory meal plans and access to multiple cafeterias.

Rooms in traditional-style residences—the Bishop Mountain Residences, University Hall, and RVC—are mostly single occupancy. The hotel-style residences—La Citadelle, Carrefour Sherbrooke and the New Residence Hall—have mostly double rooms. Regardless of the residence style, each student gets a bed, desk, desk lamp, chair, dresser, closet, and small fridge (one fridge per double room).

No matter the hall, residents are responsible for the cleanliness of their rooms. Common bathrooms and showers are located on each floor of the traditional-style residences. Hotel-style residences feature a private *en suite* bathroom in each room. Each hall has laundry rooms, including card-operated washers and dryers, and ironing facilities. All halls have a TV and recreation room. Storage for items such as suitcases, ski equipment, etc. are present in each building.

14.1.2 Apartment-style Residences

- **Solin Hall** is a modern, award-winning apartment-style residence that has two-, three-, and four-bedroom apartments. Located four Metro stops west of the main campus, Solin features large common areas (TV and game rooms) as well as a computer lab, and houses mostly first-year students. Each apartment has a living room, dining room, kitchen, and bathroom(s), with appliances and basic furniture such as tables, chairs, sofas, lamps, and drapes. Bedrooms have a bed, desk, chair, and dresser. All apartments and public-area floors are carpeted. Shopping areas are within short walking distance. Limited indoor parking is available.
- The **Greenbriar Apartments** residence is located one block from the campus. It houses both upper-year undergraduate and graduate students in self-contained studio and double-occupancy, one-bedroom apartments. Apartment kitchens have a stove, fridge, and sink, and bedrooms have a bed, desk, table, chairs, dresser, and blinds.
- Similar to Greenbriar, **Hutchison Apartments** are also available for upper-year undergraduate and graduate students. Located on Hutchison Street, the building is a short walk from campus and offers studios and one-bedroom single occupancy units.

Although these residences do not require full meal plans, residents may purchase one from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see www.mcgill.ca/foodservices/mealplans.

14.1.3 Shared-facilities Houses

McGill Residences maintains a number of beautifully renovated older buildings, each housing between 15 and 30 first-year students. These shared-facilities houses are located a few blocks from the campus and have both single- and double-occupancy bedrooms with large shared kitchens, bathrooms, and common areas. Each bedroom has a desk, chair, bed (some are loft beds), dresser, closet, and blinds. Common areas are also fully furnished.

Although these residences do not require meal plans, residents are free to purchase one from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see www.mcgill.ca/foodservices/mealplans.

14.1.4 Residence Fees

The 2019-2020 residence fees below serve as a guide and not a complete list. For a full list of housing options and prices, visit the Student Housing website at www.mcgill.ca/students/housing/fees-applying.

Rates for **Gardner, McConnell, and Molson** are \$9,568 for a regular single room and \$8,792 for a regular double room. Rates for **Royal Victoria College** are \$10,840 for a regular single room and \$9,968 for a regular double room.

The rates for **University Hall** are \$9,480 for a regular single room and \$8,712 for a double room.

At **New Residence Hall**, room rates are \$12,456 for a regular single room and \$10,872 for a regular double room. At **La Citadelle**, room rates are \$12,552 for a regular single room with full bathroom and \$10,960 for a regular double room with full bathroom. At **Carrefour Sherbrooke**, room rates are \$11,912 for a regular single room with a full bathroom and \$10,400 for a regular double room with full bathroom. The rooms of the above-mentioned residences are based on an 8-month lease. The meal plan rates for these residences are from September 1 to April 30 and will be the same as in the previous year, being \$5,975.

The rooms in **Solin Hall** are leased on an 11-month basis: last weekend of August to July 30. The room rates are \$11,671 for a regular single room in a shared apartment and \$12,375 to \$13,321 for a studio (single occupancy) apartment. Residents of Solin Hall also have an already-activated *oneCard* account on their McGill ID card, allowing them to purchase food and do laundry in residence.

Units in **Greenbriar Apartments** are also leased on an 11-month basis: last weekend of August to July 30. The rates are \$10,054 per person for a large double apartment and \$12,375 for a large studio (single-occupancy) apartment. Residents of Greenbriar have the option of buying a *Saver Meal Plan* if they frequently eat on campus.

Shared-facilities houses are also leased on an 11-month basis: last weekend of August to July 31. Room rates range from \$9,207 for a double room and for a single room they range from \$11,044 to \$12,903. Residents of shared-facilities houses also have

These rates are also available at www.mcgill.ca/students/housing/fees-applying/undergrad-downtown-fees.

14.1.5 Meal Plans

Residents assigned to Carrefour Sherbrooke, La Citadelle, Douglas Hall, Gardner Hall, Molson Hall, McConnell Hall, New Residence Hall, Royal Victoria College, and University Hall have compulsory meal plans that can be used seven days a week. All residents on the Mandatory Meal Plan are welcome to dine in any of the four dining halls as well as 20+ on-campus dining locations.

While all of the hotel- or traditional-style residences offer small kitchens or kitchenettes for the convenience of students, La Citadelle has a fully-equipped communal kitchen, where residents can prepare snacks or meals at any time.

The apartments and houses have fully-equipped kitchens where students can prepare their own meals.

For more information, see www.mcgill.ca/foodservices/mealplans.

14.1.6 oneCard

oneCard is a taxable account that is already added to all undergraduate resident students' McGill ID cards, allowing them to make purchases and easily access multiple services on campus without the hassle of carrying cash and debit cards. Downtown residence students will have \$500 on their oneCard account and MAC residence students will have \$150, due at the end of September.

14.1.7 Student Government

Each hall has a Residence Council, elected at the start of the academic year. It is the job of the council to gather hall opinions, supervise financial affairs, and organize recreational and social activities within the residences. McGill's residences are run for the convenience and advantage of the students living in them. Residence Councils play a significant role in deciding and administering their community standards.



Note: Residence fees include an activity fee of \$25 collected by the University on behalf of the Residence Council of each hall and the Inter-Residence Council. These funds comprise each Council's budget with which to plan activities for the hall and across residences.

14.2 University Residences – Macdonald Campus

Campus Housing Office
P.O. Box 188
Macdonald Campus of McGill University
Sainte-Anne-de-Bellevue QC H9X 3V9
Telephone: 514-398-7716
Email: residences.macdonald@mcgill.ca
Website: www.mcgill.ca/students/housing/residence-options/macdonald

Residence life is an integral part of Macdonald Campus activities.

- **Laird Hall**, with a capacity of 250 students, is a co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience. Included in the room rent is high-speed Internet service.
- The **EcoResidence** accommodates 100 students. This residence will appeal to students who enjoy independent living in self-contained fully furnished apartments of two or six single-bedroom units. Units are split-level with large, airy, common living areas.

14.2.1 Residence Fees – Macdonald Campus

Residence fees are paid separately from tuition, in accordance with regulations of the Fee Payment Option selected at the time of signing a Residence Lease.

Laird Hall: A co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students.

Rent will be charged in 8 equal monthly installments.

- Single room \$537 monthly - \$4,476 Annual
- Double room \$489 monthly - \$4,092 Annual
- Renovated Single room \$554 monthly - \$4,612 Annual
- Renovated Double room \$505 - \$4,220 Annual
- Graduate room \$ 569 monthly - \$4,732 Annual

Ecoresidence: Each unit is a self-contained, fully furnished apartment with two or six single-bedrooms, and large, open common living areas.

Rent will be charged in 8 equal monthly installments except for the 12 months lease.

- Duplex 20 units (40 beds) Single Room - 12 month \$569 - \$7008 Annual
- Duplex 20 units (40 beds) Single Room - 8 month \$603 - \$5,004 Annual
- Sixplex 10 units (60 beds) Single Room - 8 month \$586 - \$4,868 Annual

An updated fee sheet will be available on the Macdonald residence website at www.mcgill.ca/students/housing/fees-applying/mac-fees.

There is no meal plan offered on the Macdonald Campus. Students may, however, load their *One Card* to purchase meals; refer to www.mcgill.ca/onecard for more information. Meals are also available on a cash basis from *the Café Twigs*, located on the ground floor between the Macdonald-Stewart Building and Barton Library. For budgeting purposes, the cost of meals for the academic year is approximately \$3,500.

14.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from **August 25, 2019 to April 30, 2020**. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the *Campus Housing Office*; an additional fee will be charged if permission is granted.

You can request permission to extend your stay in residence (at the normal weekly charge) if you are taking extended courses after the regular session, employed on campus, or registered for summer courses.

In exceptional circumstances, international students or students coming from a distance may be admitted early. Permission from the Campus Housing Office must be obtained prior to arrival. Floor Fellows may be admitted before the opening date of courses, if permission is granted by the Campus Housing Office.

14.2.3 Facilities for Non-Resident Students – Macdonald Campus

The Centennial Centre features common lounging areas such as the **Eco-Niche** CC Lobby, and when available, the **Ceilidh**. Lockers are available in the Macdonald-Stewart Building. You can rent them at the Students' Society Office in Centennial Centre. **Twigs Café** is located on the ground floor between the Macdonald-Stewart Building and Barton Library.



Note: Non-resident students cannot stay overnight in any residence without permission from the Campus Housing Office.

14.2.4 Student Parking – Macdonald Campus

Parking permits are available from Macdonald Campus Security, Room 101, Laird Hall. A parking decal is \$200 for one year and \$120 for one semester and can be picked up Monday to Friday from 8:15 a.m. to 3:45 p.m.

Daily passes for students are \$6 and can be purchased at the Upper Gravel Lot and the Horticulture parking lot. Half-day passes are \$4 and can only be purchased at the mesumm.193 Tm(9 0 1 109.712 448.98 Tm(purchasexact1 Ongmeal permisum)0 0 1 354.254 230.002 Tm(purchaseAlts or studenpriorBarto coes for sp

- small groups and one-on-one training spaces
- gender-neutral changing spaces and bathrooms

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports equipment rentals, and membership to the Fitness Centre. Sporting equipment (x-country skis, snowshoes, racquets, balls, etc.) is available for loan or rent.

McGill Sports Complex

475 Pine Avenue West

Telephone: 514-398-7000

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

Website: www.mcgillathletics.ca

Facebook: www.facebook.com/mcgillathleticsandrecreation

Twitter: www.twitter.com/McGillAthletics

15.2 Macdonald Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment

16.1 Get Started with IT for Students

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

17 Resources for Study and Research

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

17.1 Libraries

The McGill Library system provides access to *over 6 million items*, both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit www.mcgill.ca/library/branches for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

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

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

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

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

17.2 McGill Writing Centre

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

Undergraduate Courses: [The McGill Li8Wase vi0 0 8.1 TCs. In 240.435 Tm\(or55 506vi0 0 8.1 TT44 492.375 Tm0.706vi0 0 8.1 Tit0 0 1 528.71 3j052 vi0 0 8.1 TC](#)

Course Number	Course Title	Credits	Notes
CCOM 315	Writing the Internet	3	



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

Graduate Courses:

Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1
CEAP 652	Fundamentals of Academic Presentations	1
CEAP 661	Literature Review 1: Summary and Critique	1
CEAP 665	Literature Review 2: Establishing Scholarly Niches	1
CEAP 671	Selected Topics in Communication 1	1
CEAP 672	Selected Topics in Communication 2	1
CESL 631	Strategies for Academic Communication in English	1
CESL 641	Fundamentals of Academic Writing in English	1
CESL 651	Pronunciation for Effective Communication	1

Course for School of Continuing Studies Students:

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

Course in Professional Writing (CE Units):

Course Number	Course Title	Notes
CCOM 208	Professional Writing in Business	

17.2.1 McGill Writing Centre Contact Information

McGill Writing Centre
 McLennan-Redpath Library
 Main Floor, Room #02
 3459 McTavish Street
 Montreal QC H3A 0C9
 Telephone: 514-398-7109
 Fax: 514-398-7416
 Website: www.mcgill.ca/mwc
 General Inquiries: mwc@mcgill.ca

Inquiries concerning CEAP 150, CEAP 250, CESL 500, CCOM 205 and CCOM 208 should be directed to:

Prof. Sue Laver
 Email: sue.laver@mcgill.ca
 McLennan-Redpath Library
 Main Floor, Room #02
 Telephone: 514-398-2351

Inquiries concerning CESL 299, CESL 300, and CESL 400 should be directed to:

Prof. Sarah Leu
 Email: sarah.leu@mcgill.ca
 McLennan-Redpath Library
 Main Floor, Room #02

Telephone: 514-398-8447

Inquiries concerning CCOM 206, CCOM 314, and CCOM 315 should be directed to:

Prof. Diane Dechief

Email: diane.dechief@mcgill.ca

McLennan-Redpath Library

Main Floor, Room #02

Telephone: 514-398-3320

Inquiries concerning graduate-le

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

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

17.5 McCord Museum of Canadian History

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

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

Researchers are welcome by appointment.

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

17.6 Lyman Entomological Museum and Research Laboratory

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

Telephone: 514-398-7914
Website: www.mcgill.ca/historicalcollections/departmental/lyman

17.7 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature curated by McGill's **Heritage Advisory Committee**.

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

For more information, and to view the full list of historical collections at McGill, please visit www.mcgill.ca/historicalcollections.

18 The University

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

18.1 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

United Theological College of Montreal

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

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

18.3 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 Nominating, Governance and Ethics 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. 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.

18.4 Recognition of Degrees

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

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

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

18.5 Governance: Board of Governors**18.5.1 The Visitor****The Visitor**

Her Excellency The Right Honourable Julie Payette

The Governor General of Canada

18.5.2 Board of Governors**Board of Governors**

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

Chair

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

Principal and Vice-Chancellor

Michael A. Meighen; B.A.(McG.), LL.L.(Laval)

Chancellor

18.5.2.1 Members**Members**

Bob Babinsky; B.A.(McG.)
 Darin Barney; B.A., M.A.(S. Fraser), Ph.D.(Tor.)
 Maryse Bertrand; B.C.L.(McG.), M.Sc.(NYU), Ad. E.
 Michael T. Boychuk; B.Com.(McG.)
 Peter Coughlin; B.Com.(Car.), M.B.A.(W. Ont.)
 Ronald Harry Critchley; B.A.(C'dia-Loyola), M.A.(York)
 Alan Desnoyers; B.Com.(McG.)
 Claude Généreux; B.Eng.(McG.), M.A.(Oxf.)
 Stephen Halperin; B.C.L., LL.B.(McG.)
 David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)
 Tina Hobday; B.C.L., LL.B.(McG.)
 Ehab Lotayef; B.Eng.(Ain Shams)
 Pierre Matuszowski; B.A.(Laval), M.B.A.(McG.)
 Samuel Minzberg; LL.B.(McG.)
 Derek Nystrom; B.A.(H.)(Wisc.), M.A., Ph.D.(Virg.)
 Maarika Paul; B.Com., Gr. Dip.(McG.), F.C.P.A., F.C.A., C.B.V.
 Samira Sakhia; B.Com., M.B.A.(McG.)
 Cynthia Price Verreault; B.Com.(McG.)
 Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)
 Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

18.5.2.2 Student Representatives**Student Representatives**

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

18.6 Governance: Members of Senate**18.6.1 Ex-officio*****Ex-officio***

The Chancellor
 The Chair of the Board of Governors
 The Principal and Vice-Chancellor
 The Provost, Deputy Provost, and the vice-principals
 The deans of faculties
 The Dean of Continuing Studies

Ex-officio

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

The University Registrar and Executive Director of Enrolment Services

The Director of Teaching and Learning Services

18.6.2 Elected Members

Elected Members

65 members elected by the faculties, the University Libraries, the Board of Governors, and administrati

18.7.1 Deans, Directors of Schools and Libraries

18.7.1.1 Deans

Deans

SSMU operates over 250 clubs and runs 19 student services; for more information, see ssmu.ca/student-life/clubs-services-isg. SSMU provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of involvement, and an opportunity to meet other students. The organization also provides event programming like freshman orientation (Orientation Week/Frosh), Activities Night, Faculty Olympics, community engagement opportunities, workshops, and concerts. Each faculty and each department also has organizations dedicated to providing extra-curricular involvement for their students.

Situated on the Downtown campus, SSMU operates a five-floor building including a student lounge, cafeteria, [campus bar](#), and many multipurpose spaces namely for use by student groups, but also for McGill community members.

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

For more information regarding student government at McGill you can [contact the SSMU](#) or visit their website at ssmu.ca.

Email: frontctr@ssmu.ca

President: president@ssmu.ca

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