



Summer Studies
Programs, Courses and University Regulations
2018-2019

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

1 . McGill University reserves the right to mak

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In addition to the above, **if you are a candidate for admission to the Faculty of Law, you would be asked to consent** to the release of Personal Information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI); the Programme of Legal Studies for Native People, Native Law Centre, University of Saskatchewan.

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine or to the Faculty of Dentistry in undergraduate, graduate, or postgraduate studies, you would be asked to consent** to the release of Personal Information to other schools of medicine; to the Employment Centre of Human Resources Development of Canada and Québec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health center to which you apply/or join for 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 University 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*, Citizenship and Immigration Canada and/or the *Régie de l'assurance-maladie du Québec* to verify the validity of your immigration or health insurance status;
- validate with the *Ministère de l'Éducation et de l'Enseignement supérieur* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- verify any information or statement provided as part of your application; and
- contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni and friends, for the purpose of providing University updates and opportunities for direct support to the University, including fundraising, and making available special offers such groups may benefit from.

At the time of application, you would be asked to **acknowledge** that:

- an admission granted based on incomplete, incorrect, or false information contained in your application or supporting documents may be revoked at the sole discretion of the University. The University reserves the right to revoke admission at any time.
- if admitted to McGill University, you would be bound by the statutes, rules, regulations, and policies in place from time to time at McGill University and at the faculty or faculties in which you would be registered, including those policies contained in the University calendars and related fee documents. **You would undertake to observe all such statutes, rules, regulations, and policies.** Your obligations would commence with your registration and terminate in accordance with the University's statutes, regulations, and policies.

1.1.7 Information Technology (IT) Resources

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please see [section 1.11: Information Technology \(IT\) Services](#) and visit [IT Services > Getting Started > Students](#) for further details.

1.1.7.1 Responsible Use of McGill Information Technology Resources

When using all McGill IT services, whether hosted on premises, by an external supplier, or in the cloud, you must comply with the *Policy on the Responsible Use of McGill Information Technology Resources*. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at www.mcgill.ca/secretariat/policies-and-regulations.



Note for M.D., C.M. and D.M.D. Programs: For guidelines regarding the use of social media by M.D., C.M. and D.M.D. students, see www.mcgill.ca/ugme/academic-policies/guidelines-social-media and www.mcgill.ca/thewelloffice.

1.1.7.2 Use of Cloud Services

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

1.1.7.3 Email Communication

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

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please see the [Options for dealing with multiple email services](#) Knowledge Base article and choose the most appropriate method for accessing your McGill email conveniently.

You should read and f



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

1.1.7.4 Minerva

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

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

For information on logging in to the Minerva website, visit our IT Services website at www.mcgill.ca/it and select **Services**; and then **Minerva for Students and Guests**.

1.1.7.5 myMcGill

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

Systems accessible through the portal include:

- Athletics
- Email
- FAMIS
- McGill home page (www.mcgill.ca)
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab
- Visual Schedule Builder

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

1.1.8 Non-Smoking Policy

1.1.9.1 Health Insurance – International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file.

Website: www.ramq.gouv.qc.ca/en/pages/home.aspx

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



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



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

1.1.9.3 Special Medical Needs

If you have special medical needs, please book an appointment with Health Services to discuss how to manage your health while at McGill. Contact information for the **Downtown campus** is available at www.mcgill.ca/studenthealth/see-doctor, and for the **Macdonald campus** at <http://mcgill.ca/macdonald-studentservices/health-wellness/clinic>.

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 Advisor. Academic Accommodation planning and support is available to students at the downtown campus, as well as the Macdonald campus, and students in Continuing Studies. Please refer to www.mcgill.ca/osd for more information, or to book an appointment.



Note for Medicine and Dentistry: In addition, see www.mcgill.ca/thewelloffice.

1.2 Personal Information

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

1.2.1 Updating Personal Information

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

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

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

If you need to change important personal information that requires the University to verify official documents—such as a name or citizenship change, or correction of your birth date—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.

1.2.2 Submitting Legal Documents

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

1.2.2.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 1.2.2.2: What Documents Does McGill Need from You?](#)

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

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



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

1.2.2.2 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 <i>Minerva</i> 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 <i>Minerva</i> account to verify that your status is correct
You were born in Quebec	<ul style="list-style-type: none">• Quebec birth certificate (<i>Note 4</i>)
You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec	<ul style="list-style-type: none">• 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)• Permanent Code Data Form (<i>Notes 1 and 5</i>)
You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec	<ul style="list-style-type: none">• 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)• Permanent Code Data Form (<i>Notes 1 and 5</i>)• Attestation of Residency in Quebec Form (<i>Note 5</i>)• Other supporting documents, depending on which situation you checked on the above Attestation of Residency Form

International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)	<ul style="list-style-type: none">• Y
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International Students

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

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

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

Note 1: Your signed Permanent Code Data F

Montreal QC H3A 3R1

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

Telephone: 514-398-6200

Email: info.conted@mcgill.ca; legaldocuments.conted@mcgill.ca

1.2.3 Identification (ID) Cards

As a student registered at McGill, you are required to present an ID card to:

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;
- access meal plans;
- access the inter-campus shuttle bus.

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

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

1.2.3.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at www.mcgill.ca/student-records/personal-information/id.

- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).
- Returning students must be registered for at least one course, and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the following site for information on the downtown campus ID centre: www.mcgill.ca/student-records/personal-information/id.

1.2.3.2 ID Card Schedule for the Macdonald Campus

New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).

Student Affairs Office, Room 106, Laird Hall

Office hours:

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

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



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

1.2.4 Legal Name

This is the name that will appear on your e-bills, tax receipts, degree, diploma, or certificate on graduation, and on your 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
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card, both sides)
3. Canadian Immigration Study or Work Permit document

4. Certificate of Acceptance of Quebec (CAQ)
5. International passport (for Canadians, a Canadian citizenship card is required. Note that 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.

STUDENT TYPES	REGISTRATION PROCEDURES
A) A McGill student is:	Please remember to:
<ul style="list-style-type: none"> • One who is registered in the Winter term immediately preceding the Summer 2019 term in a McGill degree or diploma program; students who are graduating in June 201, see instructions for D) Special Students. • One who has not registered or who withdrew in the Winter term and has received a letter of readmission from the Faculty office. 	<ul style="list-style-type: none"> • Pay any outstanding fees on your student account; • Verify the course and program requirements in the Undergraduate eCalendar at www.mcgill.ca/study; • Consult your faculty student affairs office for a list of Summer courses that are acceptable for credit toward your degree. Other courses may be taken, but may not count toward your degree; • Obtain authorization from the appropriate department, if required; • Go to www.mcgill.ca/students/courses/add/register and follow instructions on how to register. View your class schedule on <i>Minerva</i> to ensure you are correctly registered.
Graduate students	<p>Before registering via Minerva, you should consult with your graduate department/unit (see www.mcgill.ca/gps/students/registration). For Special or Visiting Students taking graduate courses, please submit your application via uApply (see www.mcgill.ca/gradapplicants/apply/prepare/visiting and www.mcgill.ca/gradapplicants/apply/ready).</p>
School of Continuing Studies students	<p>You must register with the School of Continuing Studies (see www.mcgill.ca/continuingstudies).</p>
Macdonald campus Summer session students	<p>You must follow the steps for the appropriate student type (McGill, IUT, visiting, or special) as well as obtain permission from the Faculty of Agricultural and Environmental Sciences in order to register for their courses (see www.mcgill.ca/macdonald).</p>
B) A Quebec Inter-University Transfer student is:	Currently registered students at other Quebec universities should follow the steps below:
<ul style="list-style-type: none"> • One who is currently registered at a Quebec university and wishes to transfer credits granted by McGill during the Summer to that university. 	<ul style="list-style-type: none"> • Initiate an online Inter-University Transfer (IUT) form to request the required authorizations. Complete the online IUT form available through www.mcgill.ca/students/iut by clicking on the indicated link and entering your application information. • After the online Inter-University Transfer form is approved by your home university and McGill, you must register in the approved course(s) on Minerva. • Go to www.mcgill.ca/students/courses/add/register and follow instructions on how to register. View your class schedule on <i>Minerva</i> to ensure you are correctly registered.
	<p>Note: The online IUT form is only an approval process and does</p>

STUDENT TYPES

REGISTRATION PROCEDURES

- Note that you must provide your Permanent Code form and supporting documents according to the regulations explained in [section 1.2.2.2: What Documents Does McGill Need from You?](#) Please read this section carefully before submitting your registration package.
- Processing of registration packages will begin in February and registration will begin in March (see [section 3: Key Dates, Summer 2019](#)). Some courses fill up rapidly so you are advised to send your [Registration Package for Summer Studies](#) early.



Note: You are responsible for all courses in which you are registered unless you formally drop these courses online using Minerva before the deadline date. Neither notification of the course instructor nor discontinuing class attendance is sufficient (see [section 3: Key Dates, Summer 2019](#) for add/drop and withdrawal deadlines).

1.3.1 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: Students are advised to also refer to [University Regulations & Resour](#)

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 current subject codes to pre-2002 course numbers*.

The three numbers following the Subject Code refer to the course itself, with the first of these indicating the level of the course.

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

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

1.3.1.3 Course Terminology

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

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

Credits: The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to [University Regulations & Resources > Undergraduate > Student Records > section 1.5.2: Credit System](#).

1.3.1.3.1 Course Nomenclature in Program Descriptions

Required Courses: Mandatory courses that must be completed to fulfil the requirements of a program (e.g., major, minor, etc. at the undergraduate level or specific courses at the graduate), unless the student receives exemptions. Students have no choices among required courses.

Complementary Courses: Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these to meet program requirements. **Complementary courses are not electives.**

Elective Courses: Courses, in some cases, taken outside of a student's program of study that do not count toward the fulfilment of the specific program requirements. Some restrictions may apply, but students have the most choice in selecting elective courses. Some faculties also permit students to take elective courses using the Satisfactory/Unsatisfactory (S/U) Option. Undergraduate students should consult their faculty regulations concerning electives; graduate students require the approval of their Program Director and Enrolment Services.

1.3.2 Course Selection

Course descriptions for all faculties can be found at www.mcgill.ca/study/courses. We also encourage you to check www.mcgill.ca/summer/courseselection; in addition to descriptions for all courses, *Class Schedule* includes the days and times when courses are offered, names of instructors, class location, and remarks and comments. This information is subject to change and is updated as courses are added, rescheduled, or relocated. It is your responsibility to consult Class Schedule on Minerva at the time of registration, and again before classes begin to ensure that changes have not resulted in conflicts in your schedule.

Students should pay close attention to the following on Class Schedule and in this publication:

- course restrictions: for example, permission of the instructor required; enrolment limited, or limited to students in a particular program or year;
- course prerequisites, and/or corequisites: it is against University regulations to register for a course for which you have not completed all the prerequisites with a C or better;
- time at which each course section is given: do not register for course sections that have a time overlap; or
- departmental approval required: specified in the course description; and
- placement examination required: specified in the course description.

If you are currently a McGill student, please consult the *Undergraduate Programs, Courses and University Regulations* publication at www.mcgill.ca/study to check your course and program requirements and consult your faculty student affairs office for a list of Summer courses that are admissible for credit toward your degree. Other courses may be taken but may not count toward your degree requirements.

1.3.2.1 Departmental Approval

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

Since enrolment in these courses is on a first-come, first-served basis, you should register on Minerva as soon as you have the department's approval.

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

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

- **McGill students** must obtain written permission from their faculty;

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

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

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

1.3.3 Course Changes

All students must use *Minerva* to make any changes to their course selection. You can use Minerva to add or drop courses at any time up to and including the fourth scheduled day of classes (which include lectures and laboratories). See the specific dates outlined in [section 3: Key Dates, Summer 2019](#).

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

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

- The Quebec universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Grades earned at the host university will not be included in your McGill grade point averages (GPA) or show on your McGill transcripts.
- If you are attending McGill as an Exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- Any grades received late from host universities may delay your graduation.

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

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at www.mcgill.ca/students/iut. You may find additional information posted on your faculty website.

Note: Once the Quebec Inter-Uni

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

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

Where permitted by faculty and program regulations, you may take one elective course per term to be graded actor



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.

1.3.7 Auditing of Courses

McGill does not permit auditing of courses.



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

1.4 Fees

The information in this publication was updated in February 2019. **The University reserves the right to make changes without notice in the published scale of fees.**

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

www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates.

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



Note for Graduate and Postdoctoral Studies: For information on financial support, see www.mcgill.ca/gps/funding.

1.4.1 Invoicing Information

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

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance, and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva (www.mcgill.ca/minerva). Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the *Account Summary by Term* under the *Student Accounts Menu* on Minerva (this is the online dynamic account balance view).

Failure to check your McGill email on a regular basis in no way warrants the cancellation of interest charges and/or late payment fees. Refer to the Important Dates for Students website at www.mcgill.ca/importantdates for information on payment due dates.

1.4.2 Tuition Fees

Tuition rates are subject to change each academic year. Please access *Tuition and fees* at www.mcgill.ca/student-accounts/tuition-fees. The annual rates of tuition and fees are updated as soon as they are known.

Note: Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the internst 1 – SI; 780.044 Tm(ges or pA2Ig0 g/F1 8.1 T.)Tj1 0 0.44 Tm(.mcgill780.044 T.299

Note: Visa-ex

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

1.4.2.5 Acceptance of Fees vs. Academic Standing

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

For directions on requesting your refund online in Minerva, see www.mcgill.ca/student-accounts/your-account/requesting-refund.

1.4.3 Payment Procedures

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

1.4.4 Tax Slips/Receipts

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1.5.1 Academic Standing

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

- [*section 1.5.1.1: Academic Standing: Desautels Faculty of Management*](#)
- [*section 1.5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences*](#)
- [*section 1.5.1.3: Academic Standing: Faculties of*](#)

- if your CGPA falls between 1.50 and 1.99 and if you were previously in Satisfactory Standing;
- if your CGPA falls between 1.50 and 1.99 and your TGPA in Fall or Winter is 2.50 or higher, and if you were previously in probationary or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Readmitted Standing and have satisfied the relevant conditions specified in your letter of readmission, but your CGPA is still less than 2.00.

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

If you are in Unsatisfactory Readmitted Standing:

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

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

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

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

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

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

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

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

Note for students in the Concurrent B.Sc.-B.Ed. Program: If you receive an F or J in any Education Field Experience course, you are placed in Unsatisfactory Standing. Although you may complete your term, you are required to withdraw from the Concurrent Sithdra

If your Standing changes to Unsatisfactory:

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

Requests for readmission following an Unsatisfactory Standing

If at any time, you were placed in Unsatisfactory Standing and were readmitted to the Faculty of EngaF



Note for Summer Studies: For Summer courses, a three-credit course usually indicates ten hours of lectures per week starting in either the May, June, or July session and spanning a maximum period of five weeks.

1.5.3 Grading and Grade Point Averages (GPA)

Note for Physical and Occupational Therapy: A grade of C+ is a minimum required passing grade for courses with the subject codes of OCC1, PHTH, and POTH.



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

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



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

Grades have the following designations:

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

1.5.3.1 Grading and Grade Point Averages (GPA): Other 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
KK	—	completion requirement waived; not calculated in TGPA or CGPA
L	—	deferred examination
LE or L*	—	permitted to defer examination for more than the normal period
NR	—	no grade reported by the instructor (recorded by the Registrar)
P	—	pass; not calculated in TGPA or CGPA
Q	—	course continued in next term (applicable only to courses taken pre-Fall 2002)
S	—	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
U	—	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)

Other Grades

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



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

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

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

1.5.6.1 Transcript of Academic Record: General Information

1.6 Examinations: General Information



Note: The University Exam Regulations governed by the University Student Assessment Policy are available at www.mcgill.ca/exams/regulations.

In addition to the University Student Assessment Policy (available on the [Secretariat website](http://www.mcgill.ca/exams/regulations)) and the general examination regulations listed at www.mcgill.ca/exams/regulations, you should also consult the faculty sections of this publication for particular regulations. You will be informed of the evaluation method used in each course by the end of the Course Change period.

Every student has a right to write term papers, examinations and theses in English or in French, except in courses where knowledge of a language is one of the objectives of the course.

You are not permitted to write an examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. Once you have presented yourself for an examination or test, you must submit all written work to the invigilator before leaving.

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, smart watches, and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the *Code of Student Conduct and Disciplinary Procedures*.

All students are responsible for familiarizing themselves with the University Student Assessment Policy (available on the [Secretariat website](http://www.mcgill.ca/exams/regulations)) and the *Code of Student Conduct and Disciplinary Procedures* (available at www.mcgill.ca/exams/regulations).

You can find information about issues related to academic integrity at www.mcgill.ca/students/srr/honest.



Note for Engineering Students: You should also refer to the Engineering website for more information at www.mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment.

Note for Law Students:

- CASIO fx-300MSPlus
- CASIO fx-570MS
- CASIO fx-991MS
- CASIO fx-992S
- SHARP EL-510
- SHARP EL-520
- SHARP EL-531
- SHARP EL-546 (all extensions are acceptable for SHARP calculators)
- TI-30XIIS

No other calculators will be permitted, regardless of their 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.

1.6.5 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 e



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/academic-policies/examinations.



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

1.6.5.2 Deferred Examinations for Summer Term Courses

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

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

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

Please note that for courses administered by the Faculty of Education, deferred e

- **September 30** for courses in the Winter and Summer terms

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

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

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

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

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

1.6.5.3.2 Rereads: Faculty of Engineering

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

The following regulations apply:

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

Reread application deadlines:

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

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

1.6.6 Supplemental Examinations

There are no supplemental examinations for Summer courses.

1.7 Service Point

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

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

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

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

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

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

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

1.7.1 Location

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

1.8 Student Services

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

1.8.1 Support for Students: Office of the Dean of Students

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

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 2100
Montreal QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990
Email: deanofstudents@mcgill.ca
Website: www.mcgill.ca/deanofstudents

1.8.2 Office of the Senior Director, Services for Students

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

For information, contact:

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

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.

1.8.3 Student Services – Downtown Campus

Unless otherwise indicated, all **Student Services** on the Downtown campus are located in the William and Mary Brown Student Services Building:

Brown Student Services Building, Suite 4100
3600 McTavish Street
Montreal QC H3A 0G3
General Information: 514-398-8238
Website: www.mcgill.ca/student-services

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

- [section 1.8.3.1: Campus Life & Engagement \(CL&E\)](#)
- [section 1.8.3.2: Career Planning Service \(CaPS\)](#)
- [section 1.8.3.3: Counselling Services](#)
- [section 1.8.3.4: First Peoples' House](#)

- [section 1.8.3.5: Health Services](#)
- [section 1.8.3.6: International Student Services \(ISS\)](#)
- [section 1.8.3.7: Office of Religious and Spiritual Life \(MORSL\)](#)
- [section 1.8.3.8: Office for Sexual Violence Response, Support, and Education](#)
- [section 1.8.3.9: Office for Students with Disabilities \(OSD\)](#)
- [section 1.8.3.10: Office of Sustainability](#)
- [section 1.8.3.11: Psychiatric Services](#)
- [section 1.8.3.12: Scholarships and Student Aid Office](#)
- [section 1.8.3.13: Tutorial Service](#)

1.8.3.1 Campus Life & Engagement (CL&E)

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

1010 Sherbrooke Street, Suite 203
 Telephone: 514-398-6913
 Email: cle@mcgill.ca
 Website: www.mcgill.ca/cle

First-year students:

Email: firstyear@mcgill.ca
 Website: www.mcgill.ca/firstyear

1.8.3.2 Career Planning Service (CaPS)

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

Brown Student Services Building, East Wing, Suite 2200
 Telephone: 514-398-3304
 Email: careers.caps@mcgill.ca
 Website: www.mcgill.ca/caps
 myFuture: caps.myfuture.mcgill.ca

1.8.3.3 Counselling Services

Supports psychological wellness through groups, workshops, online resources, and short-term counselling.

Brown Student Services Building, East Wing, Suite 4200
 Telephone: 514-398-3601
 Email: counselling.service@mcgill.ca
 Website: www.mcgill.ca/counselling

1.8.3.4 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

1.8.3.5 Health Services

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

Downtown Campus
 Brown Student Services Building, East Wing, Suite 3100 (*pending completion of the Rossy Student Wellness Hub*)
 Telephone: 514-398-6017

Website: www.mcgill.ca/studenthealth

Macdonald Campus
Centennial Centre, Room 124
Telephone: 514-398-7992
Website: mcgill.ca/macdonald-studentservices/health-wellness/clinic

1.8.3.6 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

1.8.3.7 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

1.8.3.8 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

1.8.3.9 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: 514-398-2480
Email: exams.osd@mcgill.ca
Website: www.mcgill.ca/osd

Macdonald Campus
Telephone: 514-398-7992
Website: www.mcgill.ca/osd

1.8.3.10 Office of Sustainability

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

Sherbrooke 1010 Building, Suite 1200
Telephone: 514-398-2268
Email: sustainability@mcgill.ca
Website: www.mcgill.ca/sustainability

1.8.3.11 Psychiatric Services

Psychiatric Services provides a secure, non-judgmental and confidential space in which to pursue your mental health treatment. Our clinic consists of a **team of psychiatrists** available by appointment (with a referral).

Brown Student Services Building, West Wing, Suite 5500
Telephone: 514-398-6019
Email: psychiatric-services@mcgill.ca
Website: www.mcgill.ca/psychiatric-services

1.8.3.12 Scholarships and Student Aid Office

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

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1.9 Summer Residence Accommodation

1.9.1 Residences

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

- **Royal Victoria College (RVC)** is situated next to the main campus in the heart of downtown Montreal;
- Just down the street on Sherbrooke is **Carrefour Sherbrooke (CS)**;
- Located at the corner of avenue du Parc and Prince Arthur is **New Residence Hall (NRH)**.

In each case, McGill's residences are the perfect place to be during the summer in Montreal.

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

In the traditional-style residences at **Royal Victoria College (RVC)**, you will enjoy the privacy of your own bedroom with a shared common bathroom on each floor. Amenities such as sheets, towels, and soap are provided, and company is nearby in the large renovated lounge, the spacious and sunny study room, TV room, and meeting rooms. Card-operated laundry facilities and public telephones are accessible to everyone. In addition, summer students have access to a communal kitchen for cooking, with a limited number of utensils/pots/pans available on loan at the front desk.

Carrefour Sherbrooke (CS) offers hotel-style accommodation in McGill's residence located on Sherbrooke Street West, just steps from McGill's Downtown campus and the Golden Square Mile. At CS, you have the choice of a single-occupancy room with one queen-size bed or a double-occupancy room with two double beds. Each guestroom is equipped with a private bathroom, air conditioning, cable TV, free local calls, and Wi-Fi Internet access. There is a card-operated laundry room and fitness centre available 24 hours per day on site. CS does not offer public cooking facilities for summer students.

The **New Residence Hall (NRH)** also offers hotel-style accommodation in the heart of the McGill student ghetto. NRH is directly connected to the *Galeries du Parc* shopping centre, with a variety of shops, grocery stores, and a movie theatre just steps away. Rooms at NRH are equipped with a telephone, cable TV, high-speed Internet, air conditioning, and a private bathroom. You also have the choice of single-occupancy rooms with a queen-size bed or double-occupancy rooms with two double beds. Card-operated laundry facilities are available on site. There are kitchen facilities throughout the building, however, all cooking utensils/pots/pans must be provided by the student. *Rates at the New Residence Hall now include a full breakfast buffet serving the Dining Hall.*

Reservations for Summer Residences

McGill Food and Dining Services provides food services at a variety of outlets across campus throughout the Summer term. For more information please refer to www.mcgill.ca/foodservices.

1.10 Athletics & Recreation

1.10.1 Downtown Campus Athletics & Recreation

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

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

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

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

1.10.2 Macdonald Campus Athletics & Recreation

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

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

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

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

Stewart Athletic Complex
 Telephone: 514-398-7789
 Website: macdonaldcampusathletics.ca

1.11 Information Technology (IT) Services

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

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

1.11.1 Get Started with IT for Students

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

1.12 Resources for Study and Research

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

1.12.1 Libraries

The McGill Library system provides access to [over 6 million items](#), both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit www.mcgill.ca/library/branches for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from Library collections.

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



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

Graduate Courses:

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

1.12.2.1 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-level courses and other aspects of the Graphos program should be directed to:

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

Administrative inquiries should be directed to:

mwc@mcgill.ca for undergraduate courses
graphos@mcgill.ca for graduate courses

1.12.3 University Archives

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

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

The MUA acquires private records to complement its collection of the University's documentary heritage and to support University research goals. The MUA manages the University's corporate memory and information assets through its records management program. mwc@mcgill.ca

Email: refdesk.archives@mcgill.ca
Website: www.mcgill.ca/library/branches/mua

1.12.4 Redpath Museum

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

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

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

1.12.5 McCord Museum of Canadian History

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

1.13 The University

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

1.13.1 History

The Hon. James McGill, a leading merchant and prominent citizen of Montreal, who died in 1813, bequeathed an estate of 46 acres called Burnside Place together with £10,000 to the “Royal Institution for the Advancement of Learning” upon condition that the latter erect “upon the said tract or parcel of land, an University or College, for the purpose of education and the advancement of learning in this Province”; and bro

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.

1.13.3 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 Gov

Members

Michael T. Boychuk; B.Com.(McG.)

Peter Coughlin; B.Com.(Car.), M.B.A.(W. Ont.)

Ronald Harry Critchley; B.A.(C'ria-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.)

Da

1.13.6.2 Elected Members

Elected Members

65 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff

Student Members (21)

1.13.7 Administration

Administration

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

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

Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)

Ollivier Dyens; B.F.A.(C'dia), M.A., Ph.D.(Montr.)

TBA

Martine Gauthier; M.A.(Flor. St.)

Ghyslaine McClure; B.Eng.(Montr.), S.M.(MIT), Ph.D.(Montr.)

Angela Campbell; B.A. B.C.L.(McG.), LL.M.(Harv.)

Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)

Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)

Edyta Rogowska; B.A.(Tor.), M.A.(McG.)

Yves Beauchamp; B.Eng., M.Eng.(UQTR), Ph.D.(WVU)

Diana Dutton; B.F.A.(C'dia), Gr. Dip., M.B.A.(McG.)

Robert Couvrette; B.Sc.(École Poly., Montr. & HEC), M.P.M.(UQAM)

Louis Arsenault; B.A.(UQAM), M.A.(Paris VII)

David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP

Sam Benaroya; B.Sc., M.D.,C.M.(McG.)

Martha Crago; B.A.(McG.)

TBA

Anne McKinney; B.Sc., Ph.D.(Ulster)

Nancy Ross; Ph.D.(McM.)

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

Chancellor

Principal and Vice-Chancellor

Provost and Vice-Principal (Academic)

Deputy Provost (Student Life & Learning)

University Registrar and Executive Director of Enrolment Services

Executive Director of Services for Students

Associate Provost (Academic Priorities & Resource Allocation)

Associate Provost (Equity & Academic Policies)

Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)

Chief Information Officer

Secretary-General

Vice-Principal (Administration & Finance)

Associate Vice-Principal (Human Resources)

Associate Vice-Principal (Facilities Management and Ancillary Services)

Vice-Principal (Communications & External Relations)

Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)

Associate Vice-Principal (Health Affairs) and Vice-Dean (Health Affairs)

Vice-Principal (Research & Innovation)

Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)

Associate Vice-Principal (Research & Innovation) (Health Sciences)

Associate Vice-Principal (Research & Innovation) (Social Sciences)

Vice-Principal (University Advancement)

Deans, Directors of Sc

Deans

Robert Leckey; B.A.(Hons.)(Qu.), B.C.L./LL.B.(McG.), S.J.D.(Tor.)	Law
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	Libraries
Isabelle Bajoux-Besnainou; Degree(ENS Paris), M.Sc.(Paris VI & Paris IX), Doctorate(Paris IX)	Management
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	Medicine
Brenda Ravenscroft; B.Mus.(Cape Town), M.Mus.(King's, Lond.), Ph.D.(Br. Col.)	Music
R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.)	Science
Chris Buddle; B.Sc.(Guelph), Ph.D.(Alta.)	Dean of Students

1.13.7.1.2 Directors of Schools**Directors of Schools**

Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1)	Architecture
Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)	Communication Sciences & Disorders
Bettina Kemme; M.C.S.(Friedrich-Alexander Univ.), Ph.D.(ETH Zürich)	Computer Science
Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)	Human Nutrition
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.)	Environment
Kimiz Dalkir; B.Sc., M.B.A.(McG.), Ph.D.(C'dia)	Information Studies
Anita Gagnon; B.Sc.(Cath. Univ. of Amer.), M.P.H.(Johns Hop.), Ph.D.(McG.)	Nursing
Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)	Physical & Occupational Therapy
Daniel Cere; B.A., M.A.(McG.), Ph.D.(C'dia) (<i>Interim</i>)	Religious Studies
Nico Trocme; B.A., M.A., Ph.D.(Tor.)	Social Work
Richard Shearmur; B.A.(Camb.), M.U.P.(McG.), Ph.D.(Montr.) (<i>Interim</i>)	Urban Planning
Christopher Ragan; B.A.(Vic., BC), M.A.(Qu.), Ph.D.(MIT)	Public Policy

1.13.8 Student Governance

All students registered in an undergraduate program on the Downtown (McGill) campus are registered members of the accredited Students' Society of McGill University, more commonly known as SSMU. The SSMU is your representative on key issues inside and outside of the campus and will advocate for student priorities to both the McGill administration and government bodies. There are six elected executives of SSMU who represent all 22,000-plus undergrads on the Downtown campus. There is a [Legislative Council](#) that meets with representatives from faculty associations and other student groups around campus on a bi-weekly basis. This council of thirty-seven members meets to discuss student issues and how services are being provided to students.

SSMU operates over 250 clubs and runs 19 student services; for more information, see ssmu.ca/student-life/clubs-services-issg. 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.

2 About Summer Studies

Looking to expand your knowledge base, take some courses before university starts, or make up a few credits? McGill offers a wide array of condensed summer courses on two campuses designed for current students, visiting students, international students, or inter-university transfers.

Studying at McGill during the summer allows you to take advantage of everything Montreal has to offer. McGill is right in the heart of one of North America's most appealing and cosmopolitan cities. Montreal is lively, sophisticated, fun, and affordable. As an English-language university, McGill is perfectly situated to offer you many opportunities to explore the French language and Quebec culture.

3 Key Dates, Summer 2019

These dates are a general guideline. See www.mcgill.ca/importantdates for a complete list. Check [Class Schedule](#) for the precise dates of your courses.

Management		
or Interfaculty Program in Sustainability, Science and Society; Minor in Agribusiness Entrepreneurship.		
<ul style="list-style-type: none"> Management courses restricted to McGill students in B.Com.; Minor in Management, Minor in Technological Entrepreneurship, Minor in Finance, Minor in Marketing, Minor in Operations Management, Minor in Construction Engineering and Management; B.A. Faculty Program in Industrial Relations; B.A. Joint Honours Economics and Accounting; B.A. Joint Honours Economics and Finance; B.A. Major Concentration in Contemporary German Studies; Major in Agricultural Economics; B.A. Honours or Interfaculty Program in Sustainability, Science and Society; Minor in Agribusiness Entrepreneurship. 	Thursday, March 7	Thursday, March 7
<ul style="list-style-type: none"> Management courses open to all McGill students and Special and Visiting Students. 	Tuesday, March 12	Tuesday, March 12
1st day of classes and last day to register without penalty	Wednesday, May 1	Monday, July 8
Last day to add/drop a course (with refund)*	4th SCHEDULED CLASS * The add/drop deadline might differ for intensive courses; please consult the course description for details.	
Last day to withdraw from a course (no refund)**	9th SCHEDULED CLASS ** The withdrawal deadline might differ for intensive courses; please consult the course description for details.	
Statutory Holidays (no classes)	Monday, May 20	N/A
Last day of classes (includes exam)	Friday, June 14	Thursday, August 22 & Friday, August 23

Note for Examinations: The examination schedule will be posted on the Summer Studies website www.mcgill.ca/summer/finalexams two weeks prior to the Final Examination date. Please consult the Summer Studies website to v

CANADA
 Telephone: 514-398-5212
 Fax: 514-398-5224
 Email: summer.studies@mcgill.ca
 Website: www.mcgill.ca/summer
 Office Hours: Monday–Friday: 9:00 a.m.–5:00 p.m.

5.1 Inquiries about the Status of your Registration to Summer Studies

Faculties of Arts, Education, Music, and Science:

Enrolment Services
 Service Point
 3415 McTavish Street
 Montreal QC H3A 0C8
 CANADA
 Telephone: 514-398-7878
 Office hours for Service Point, as well as online student query forms, can be found at www.mcgill.ca/students/servicepoint.

Faculty of Agricultural & Environmental Sciences:

Macdonald Campus – Student Affairs Office
 Laird Hall, Room 106
 21,111 Lakeshore Road
 Sainte-Anne-de-Bellevue QC H9X 3V9
 CANADA
 Telephone: 514-398-7925
 Fax: 514-398-7968
 Email: studentinfo.macdonald@mcgill.ca
 Website: www.mcgill.ca/macdonald
 Office hours and directions to the Student Affairs Office can be found at www.mcgill.ca/macdonald/studentinfo/sao.

5.2 Academic Inquiries about a Specific Summer Course

For academic information (prerequisites, placement test, departmental approval, etc.) regarding a specific course, please contact the department or unit offering the course. The name of the department or unit can be found under the course title and a list of contacts is available in [section 7: Departmental Contact Information](#). Information for all Faculties, Schools, and Departments at the University is also available at www.mcgill.ca/faculties.



N.B.: Offices will be closed and there will be no classes on May 20, June 24, and July 1, 2019.

MINERVA HELPLINE: 514-398-7878

6 How to Register for Summer Studies

How do I register for a course at McGill University during the Summer?

1. McGill Students:

Register online using your MINERVA student account as of March 5, 2019 if you are a U3 or U4 McGill student or March 7, 2019 for U1 and U2 students as well as special and visiting students. Please refer to the following website for specific registration dates: www.mcgill.ca/summer/dates.

2. Non-McGill Students:

Complete the **Summer Registration Package**, and be sure to include all necessary **Supporting Legal Documentation**. Once you have obtained your McGill ID number, you must register online beginning in March using your new MINERVA student account.

To submit your **Summer Registration Package**, please visit www.mcgill.ca/summer/future-students/registering and select the category that best applies to you.

Should you require any assistance, please contact the Summer Studies Office at 514-398-5212 or by email at summer.studies@mcgill.ca.

For information regarding the status of your Summer Registration, please contact the Enrolment Services *Service Point* at 514-398-7878, or submit an online query at <http://www.mcgill.ca/servicepoint/contact-us>.

7 Departmental Contact Information

You may contact a department directly for further information regarding summer term offerings

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

Benefits

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

Prerequisites and Registration

Interested candidates must have a good intermediate level of French corresponding to either: TFI Working Proficiency in French (https://etscanada.ca/pub/media/pdf/ETSCanada_TFI_CECR_Descripton-Correlation_Scores.pdf) or DELF 2 A5 - A6 (CIEP); B2, Autonomie (European Council). Applicants must complete an admission test and an oral proficiency test to ensure that they are at the appropriate level to benefit from the course. An application package will be available at

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

10.1 Undergraduate Programs

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

10.1.1 Business and Professional Programs (Undergraduate)

Undergraduate-level courses and programs are available on a variety of topics from the School of Continuing Studies.

10.1.1.1 Career and Professional Development (Undergraduate)

The following business and professional programs are found in [Sch Coll 43987771191875 openhdissCESB77:838Tun\(r\)Tj0 01of60202Tm/F2 8.1](#)
: *Undergraduate Certificate Programs, Part-Time BCom.*

- : *Certificate (Cert.) Accounting (30 credits)*
- : *Certificate (Cert.) Applied Finance (30 credits)*
- : *Certificate (Cert.) Applied Marketing (30 credits)*
- : *Certificate (Cert.) Computers and Information Technology (30 credits)*
- : *Certificate (Cert.) Entrepreneurship (30 credits)*
- *Certificate (Cert.) Health and Social Services Management (30 credits) (This is a restricted program. Not open to the general public.)*
- : *Certificate (Cert.) Human Resources Management (30 credits)*
- : *Certificate (Cert.) Indigenous Business Management (30 credits)*
- : *Certificate (Cert.) Management (30 credits)*
- : *Certificate (Cert.) Public Relations and Communication Management (30 credits)*
- : *Certificate (Cert.) Software Development (30 credits)(Admissions no longer accepted.)*
- : *Certificate (Cert.) Supply Chain Management and Logistics (30 credits)*
- : *Bachelor of Commerce for Part-Time Students*

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

- English Immersion Summer Program (EISP) – www.mcgill.ca/continuingstudies/program/english-immersion-summer-program

10.1.1.4 Translation (Undergraduate)

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

- : Certificate (Cert.) Translation: English to French Option (30 credits)
- : Certificate (Cert.) Translation: French to English Option (30 credits)
- : Certificate (Cert.) Translation: Spanish to French Option (30 credits)
- : Certificate (Cert.) Translation: Spanish to English Option (30 credits)
- : Certificate (Cert.) Translation: French/English into Spanish Option (30 credits)

10.2 Graduate Programs

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

10.2.1 Business and Professional Programs (Graduate)

Graduate-level courses and programs are available on a variety of topics from the School of Continuing Studies.

10.2.1.1 Career and Professional Development (Graduate)

The following business and professional programs are found in [School of Continuing Studies > Areas of Study > Career and Professional Development > Graduate Programs, Diplomas, and Graduate Certificates > : Graduate Programs](#).

Diploma in Management in two concentrations

- : Diploma (Dip.) Management: International Business Concentration (30 credits)
- : Diploma (Dip.) Management: Internet Business Concentration (30 credits)

Graduate Certificates

- : Graduate Certificate (Gr. Cert.) Aviation Leadership (24 credits)
- : Graduate Certificate (Gr. Cert.) CPA Professional Education (24 credits)
- : Graduate Certificate (Gr. Cert.) Digital Marketing (15 credits)
- : Graduate Certificate (Gr. Cert.) Entrepreneurship (15 credits)
- : Graduate Certificate (Gr. Cert.) Financial Planning (15 credits)
- : Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits)
- : Graduate Certificate (Gr. Cert.) International Business (15 credits)
- : Graduate Certificate (Gr. Cert.) Internet Business (15 credits) (This program is currently not offered.)
- : Graduate Certificate (Gr. Cert.) Leadership (24 credits)
- : Graduate Certificate (Gr. Cert.) Public Relations Management (15 credits)

Diploma Programs

- : Diploma (Dip.) Accounting (30 credits)
- : Diploma (Dip.) Applied Finance (30 credits) (This program is currently not offered.)
- : Diploma (Dip.) Applied Marketing (30 credits)
- : Diploma (Dip.) Entrepreneurship (30 credits)
- : Diploma (Dip.) Human Resources Management (30 credits)
- : Diploma (Dip.) Integrated Aviation Management (30 credits)
- : Diploma (Dip.) Internet Business Technology (30 credits)
- : Diploma (Dip.) Management: General (30 credits)
- : Diploma (Dip.) Professional Practice in Finance (30 credits)

- : [Diploma \(Dip.\) Public Relations and Communications Management \(30 credits\)](#)
- : [Diploma \(Dip.\) Supply Chain and Operations Management \(30 credits\)](#)

10.2.1.2 Education (Graduate)

The following business and professional program is found in [School of Continuing Studies > Areas of Study > Education > : About Education Programs](#).

- : [Graduate Certificate \(Gr. Cert.\) Counselling Applied to Teaching \(15 credits\)](#)
- : [Graduate Certificate \(Gr. Cert.\) Teaching Indigenous Education for Non Indigenous Educators \(15 credits\)](#)

10.2.1.3 Languages (Graduate)

The following business and professional program is found in [School of Continuing Studies > Areas of Study > Translation and Written Communication > : Translation and Written Communication Programs and Courses](#).

- : [Graduate Certificate \(Gr. Cert.\) Professional Communication: Spanish \(18 credits\)](#)

10.2.1.4 Translation (Graduate)

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

- : [Graduate Diploma \(Gr. Dip.\) Translation: English to French Option \(30 credits\)](#)
- : [Graduate Diploma \(Gr. Dip.\) Translation: French to English Option \(30 credits\)](#)
- : [Graduate Diploma \(Gr. Dip.\) Translation: Spanish to French Option \(30 credits\)](#)
- : [Graduate Diploma \(Gr. Dip.\) Translation: Spanish to English Option \(30 credits\)](#)
- : [Graduate Certificate in Legal Translation \(15 credits\)](#)

10.3 Professional Development Courses

The following are non-credit, non-transcript professional development offerings by the School of Continuing Studies. For a complete list of professional development courses and workshops offered by the School of Continuing Studies, please visit www.mcgill.ca/continuingstudies/areas-study or call 514-398-5454.

10.3.1 Intensive Professional Development Program in Aerospace Management

Best Practices in Aerospace Management

Join us this summer from May 27- May 31, 2019 for a McGill/ÉTS program in aerospace management. Gain valuable insights from industry experts during a five-day intensive practical program which will provide a broad view of the best practices of aerospace industry management. This program will give you a great opportunity to meet with other aerospace professionals, build relationships, and expand your professional network.

For further details, please visit www.mcgill.ca/continuingstudies/area-of-study/aerospace-and-aviation or contact us by email at pd.conted@mcgill.ca.

10.3.2 Intellectual Property Summer Program

Understanding Patents, Trademarks, and Copyright

Since 1994, the Intellectual Property Institute of Canada and McGill University have gathered some of the best practitioners in the field to conduct a series of intensive, practical summer courses in intellectual property. More than 3,000 professionals from the business, legal, and public sectors have gained valuable insight and proven strategies by participating in our unique summer program. Our introductory and advanced courses offer you an excellent opportunity to network with individuals from diverse backgrounds who, like you, have an interest in Canadian intellectual property.

Join us this summer from July 8-July 24, 2019.

For further details please visit www.mcgill.ca/continuingstudies/programs-and-courses/intelprop or contact us by email at ip.conted@mcgill.ca.

10.4 Study Abroad Summer Offerings

There are a number of non-credit study abroad programs offered in the Summer 2019 term. For a complete list of programs and dates, please visit summer.scs.mcgill.ca or contact us by email at shortprog

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

13 Faculty of Science: Summer Studies



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

13.1 Off-Campus Field Courses

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

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

13.2 Biology

The following off-campus field courses are offered during the summer: 3 credits/1.5 credits/1.5 credits) (W

GEOG 495 FIELD STUDIES – PHYSICAL GEOGRAPHY (3 credits)

