



Summer Studies
Programs, Courses and University Regulations
2024

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

Archival copies are available at www.mcgill.ca/study.

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

1 . McGill University reserves the right to mak

Publication Information

Published by

Enrolment Services

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

All contents copyright © 2024 by McGill University. All rights reserved, including the right to reproduce this publication, or portions thereof, in any form.

McGill University reserves the right to mak

- 1 University Regulations and Resources, page 11
 - 1.1 General Policies and Information, page 11
 - 1.1.1 Authorization, Acknowledgement, and Consent, page 11
 - 1.1.2 Student Rights and Responsibilities, page 11
 - 1.1.3 Language Policy, page 11
 - 1.1.4 Academic Integrity, page 11
 - 1.1.5 University Student Assessment Policy, page 12

-
- 1.3.1.2 Course Numbering, page 23
 - 1.3.1.3 Course Terminology, page 23
 - 1.3.2 Course Selection, page 23
 - 1.3.2.1 Departmental Approval, page 24
 - 1.3.2.2 Summer Course Load for McGill, Visiting, and Special Students, page 24
 - 1.3.2.3 Course Load for Quebec Inter-University Transfer (IUT) Students, page 24
 - 1.3.3 Course Changes, page 24
 - 1.3.3.1 Course Drop and Withdrawal, page 24
 - 1.3.4 Your Responsibility, page 25
 - 1.3.5 Quebec Inter-University Transfer Agreement, page 25
 - 1.3.5.1 Quebec Inter-University Transfer Agreement: McGill Students, page 25
 - 1.3.5.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students, page 25
 - 1.3.6 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option, page 26
 - 1.3.7 Auditing of Courses, page 27
 - 1.4 Fees, page 27
 - 1.4.1 Access to Fee Information, page 27
 - 1.4.1.1 Guest Access on Minerva, page 27
 - 1.4.2 Invoicing Information, page 28
 - 1.4.3 Payment Procedures, page 28
 - 1.4.4 Tuition Fees, page 28
 - 1.4.4.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students, page 28
 - 1.4.4.2 International Students, page 28
 - 1.4.4.3 Fees Other Than Tuition, page 28
 - 1.4.4.4 Administrative Charges, page 29
 - 1.4.4.5 Overdue Accounts, page 29
 - 1.4.4.6 Quebec Inter-University Transfer Agreements, page 30
 - 1.4.4.7 Acceptance of Fees vs. Academic Standing, page 30
 - 1.4.4.8 Deferred Admission, Degree Transfers, Break in Enrolment, page 30
 - 1.4.4.9 Fees for Students in Two Programs, page 30
 - 1.4.4.10 Sponsorships/Awards/Fee Deferrals, page 30
 - 1.4.5 Tax Slips/Receipts, page 31
 - 1.4.6 Refunds: Deadlines and How to Claim a Refund, page 31
 - 1.5 Student Records, page 31
 - 1.5.1 Academic Standing, page 32
 - 1.5.1.1 Academic Standing: Desautels Faculty of Management, page 32
 - 1.5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences, page 32
 - 1.5.1.3 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.), page 32
 - 1.5.1.4 Academic Standing: Faculty of Education, page 34
 - 1.5.1.5 Academic Standing: Faculty of Engineering, page 34
 - 1.5.1.6 Academic Standing: Faculty of Law, page 35

- 1.5.1.7 Academic Standing: School of Continuing Studies, page 35
- 1.5.1.8 Academic Standing: Schulich School of Music, page 35
- 1.5.1.9 Academic Standing for Degree Students Registered in the Summer Term, page 35
- 1.5.2 Credit System, page 35
- 1.5.3 Grading and Grade Point Averages (GPA), page 36
 - 1.5.3.1 Grading and Grade Point Averages (GPA): Other Grades, page 37
 - 1.5.3.2 Other Grades,

-
- 1.8.3.6 Office for Sexual Violence Response, Support, and Education, page 47
 - 1.8.3.7 Student Accessibility & Achievement, page 47
 - 1.8.3.8 Office of Sustainability, page 48
 - 1.8.3.9 Scholarships and Student Aid Office, page 48
 - 1.8.3.10 Student Wellness Hub, page 48
 - 1.8.4 Student Services – Macdonald Campus, page 48
 - 1.8.4.1 Career Planning Service (CaPS), page 49
 - 1.8.4.2 International Student Services (ISS), page 49
 - 1.8.4.3 Student Accessibility & Achievement, page 49
 - 1.8.4.4 Student Wellness Hub, page 49
 - 1.8.4.5 Scholarships and Student Aid, page 49
 - 1.8.4.6 Other Services, page 50
 - 1.8.5 Ombudsperson for Students, page 50
 - 1.8.6 Bookstore, page 50
 - 1.8.6.1 Downtown Campus, page 50
 - 1.8.6.2 Macdonald Campus, page 50
 - 1.8.6.3 Institutional Sales Department, page 50
 - 1.9 Summer Residence Accommodation, page 51
 - 1.9.1 Residences, page 51
 - 1.9.2 Reservations for Summer Residences, page 51
 - 1.10 Athletics & Recreation, page 52
 - 1.10.1 Downtown Campus Athletics & Recreation, page 52
 - 1.10.2 Macdonald Campus Athletics & Recreation, page 52
 - 1.11 Information Technology (IT) Services, page 53
 - 1.11.1 IT Support, page 53
 - 1.11.2 Communication and Collaboration, page 53
 - 1.11.3 Online Course Materials and Lecture Recordings, page 53
 - 1.11.4 Minerva, page 54
 - 1.11.5 Secure Your Journey, page 54
 - 1.12 Resources for Study and Research, page 54
 - 1.12.1 Libraries, page 54
 - 1.12.2 McGill Writing Centre, page 55
 - 1.12.2.1 McGill Writing Centre Course Information, page 55
 - 1.12.2.2 McGill Writing Centre Tutorial Service, page 55
 - 1.12.2.3 McGill Writing Centre Contact Information, page 55
 - 1.12.3 University Archives, page 55
 - 1.12.4 Redpath Museum, page 56
 - 1.12.5 McCord Museum of Canadian History, page 56
 - 1.12.6 Lyman Entomological Museum and Research Laboratory, page 57
 - 1.12.7 Other Historical Collections, page 57

- 1.13 The University, page 57
 - 1.13.1 History, page 57
 - 1.13.2 Incorporated and Affiliated Colleges, page 58
 - 1.13.2.1 Incorporated College, page 58
 - 1.13.2.2 Affiliated Theological Colleges, page 58
 - 1.13.3 University Government, page 58
 - 1.13.4 Recognition of Degrees, page 58
 - 1.13.5 Governance: Board of Governors, page 59
 - 1.13.5.1 The Visitor, page 59
 - 1.13.5.2

-
- 10.4 Study Abroad: Summer Short Programs, page 71
 - 11 Desautels Faculty of Management: Summer Studies, page 71
 - 12 Faculty of Medicine and Health Sciences: Summer Studies, page 71
 - 12.1 Department of Epidemiology, Biostatistics, and Occupational Health, page 71
 - 13 Faculty of Science: Summer Studies, page 72
 - 13.1 Off-Campus Field Courses, page 72
 - 13.2 Biology, page 72
 - 13.3 Earth and Planetary Sciences, page 73
 - 13.4 Geography, page 73

1 University Regulations and Resources

1.1 General Policies and Information

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

1.1.1 Authorization, Acknowledgement, and Consent

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

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves the right to revoke

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

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



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

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

In addition to the above, **if you are a candidate for admission to the Schulich School of Music, you will be 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 will 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 Ontario Universities' Application Centre; and/or the British Columbia Ministry of Education;
- make inquiries to and obtain personal information from the *Ministère de l'Immigration, de la Francisation et de l'Intégration*; Immigration, Refugees and Citizenship 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 will be asked to **acknowledge**

1.1.7.3 Use of Cloud Services

McGill's *Cloud Directive* governs your usage of cloud services—programs and apps delivered over the Internet. McGill has approved cloud apps and solutions that are available for your use while at McGill. However, you will need to choose your apps wisely as not all apps are safe, and they will not all adequately protect sensitive data (either your own or McGill's).

To learn how to safely use cloud apps and solutions, please refer to the [Cloud Services Page](#).

1.1.7.4 Two-Factor Authentication (2FA)

All student, faculty, and staff accounts are protected with *two-factor authentication (2FA)*, an additional security measure that requires a secondary method of authentication (e.g., acknowledging a prompt or entering a code sent to your mobile device via a mobile app) when signing into many McGill systems. 2FA makes it much harder for cybercriminals to access your account and your personal information, even if they obtain your password. 2FA is required for all higher education institutions in Canada.

Find out more about 2FA at mcgill.ca/2fa.

1.1.7.5 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. It is your responsibility to monitor your McGill email regularly because this is the official means of communication between McGill University and its students. Ensure that you read and act upon the emails in a timely fashion.

To access your McGill email, go to the Microsoft Office website and sign in with your McGill username and password.



Note: Confirm your McGill email address or set your McGill password on *Minerva*, under the *Personal Menu*. You can also change or reset your McGill password by following the instructions on the [McGill Password Reset Checklist](#).

If you have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please review the "[Options for dealing with multiple email services](#)" article on the IT Knowledge Base.

For more information, visit the [Policy on E-mail Communication with Students](#), available on the [Secretariat website](#).

1.1.7.6 Secure your Journey

IT policies and directives identify measures required to ensure the security and integrity of data and systems you use throughout your student journey. Find out about best practices and cybersecurity steps you can take at mcgill.ca/cybersafe.

1.1.8 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. Smoking on University Property is permitted only within outdoor Designated Smoking Areas. Smoking is prohibited outside any Designated Smoking Area on University Property. For more information, see mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy and mcgill.ca/secretariat/policies-and-regulations.



Note: For the purposes of the *Tobacco Control Act*, "smoking" also covers the use of an electronic cigarette or of any other device of that nature; "tobacco" also includes the following accessories: cigarette tubes, rolling paper and filters, pipes, including their components, and cigarette holders. Please consult [Chapter L-6.2 - Tobacco Control Act](#), for further information.

1.1.9 Policy Concerning Cannabis

McGill University has adopted a *Policy Concerning Alcohol, Cannabis and Other Drugs*. This policy applies to all McGill students, faculty, staff and visitors on the Downtown and Macdonald campuses, the Gault Nature Reserve, and spaces leased by the University. The policy only permits the consumption of cannabis for medical reasons, accompanied by a valid medical certificate, under certain conditions. However, all consumption of cannabis for recreational use is prohibited on University property.

For further details on this policy please refer to the [Policy Concerning Alcohol, Cannabis and Other Drugs](#).

1.1.10 Student Health & Insurance

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

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

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

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

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

International Health Insurance

Telephone: 514-398-4349

Email: international.health@mcgill.ca

Website: mcgill.ca/internationalstudents/health



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

1.1.10.2 Health Insurance – Canadian Citizens and Permanent Residents

Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as Postdoctoral candidates) students beginning in the Fall term will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. Your supplemental health plan is only valid if you have provincial healthcare or have opted-in to the International Health Insurance Plan. For details on fees, change of coverage dates, and what is covered by the plans, refer to www.studentcare.ca, or contact:

Studentcare/*Alliance pour la santé étudiante au Québec* (ASEQ)

Telephone: 514-789-8775 or 1-866-795-4435 (Monday to Friday, 9 a.m. to 5 p.m.)

Website: www.studentcare.ca

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

Canadians who have been residing outside of Canada

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To verify your [eligibility](#) for the Quebec provincial health plan, contact:

Régie de l'assurance maladie (RAMQ) - 1 877 388-7500

1.2 Personal Information

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

1.2.1 Updating Personal Information

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

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

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



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



Note for Nursing: A Quebec address and telephone number are required for Nursing students on *Minerva* to meet OIIQ registration requirements.

1.2.2 Submitting Legal Documents

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

1.2.2.1 Why Does McGill Collect Legal Documents from You?

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

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

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



Note for Medicine and Health Sciences: Once admitted to the Faculty, you 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 mcgill.ca/medadmissions/applying/elements.

What Documents Does McGill Need from

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

Telephone: 514-398-7878

Website: mcgill.ca/servicepoint/contact-us

1.2.2.5.1 For the School of Continuing Studies

By Email: legaldocuments.conted@mcgill.ca

1.2.4 Legal Name and Gender

1.2.4.1 Legal Name

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

After confirming your offer of admission and registering at McGill, the name provided on your admission application is validated and, in the ev

- Letters of attestation

STUDENT TYPE

REGISTRATION PROCEDURE

- 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 mcgill.ca/students/courses/add/register and follow instructions on how to register. View your class schedule on *Minerva* to ensure you are correctly registered.



Note: The online IUT form is only an approval process and does not signify that you will be registered in the course.

C) A Visiting Student from a university outside Quebec is:

- One who is currently registered in a degree or diploma program at another university. You may take Summer courses at McGill for credit at your home university. After you have selected the courses that you would like to take for university credit, obtain written permission from the Registrar or other responsible authority at your home university. This letter of permission should state the course(s) and number of credits that may be taken and must accompany the documentation sent to McGill.

D) A Special Student is:

- One who has received either a conditional or final letter of acceptance to a McGill undergraduate degree or diploma program.
- Anyone who is not currently registered in a degree or diploma program either at McGill or elsewhere.
- One who is graduating from McGill University in the month of June 2024.



Note: If you have received a final acceptance to a McGill undergraduate degree or diploma program for Fall 2024 and have confirmed your acceptance, please see the registration procedures for student-type A) McGill students above.

Registration for Visiting Students from universities outside Quebec and for all Special Students:

- Before registering for courses on Minerva, you must have a McGill record. You must first fill out and submit a Registration Package for Summer 2024, available for download at mcgill.ca/summer/future-students/registering.



Note: There is a \$50 processing fee, payable online when you upload your Registration Package or in person at Service Point on campus.



Note: McGill students who have a Winter 2024 graduation term on their record will only need to complete the online form entitled *Authorization for Change of Program - Graduating Students* available at mcgill.ca/students/records/forms.

- Once your registration package has been processed, you will receive an email with your McGill ID number and instructions on how to register using *Minerva*. These instructions are also available at: mcgill.ca/students/courses/add/register.
- 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 2024](#)). 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 2024](#) 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](#) and refer to mcgill.ca/students/courses for the most up-to-date information on courses to be offered.

Not all courses listed are offered every year.



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



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

Note for Summer Studies: Refer to [University Regulations & Resources](#) > Summer > [section 1.3: Student Types and Registration Procedures](#) and [section 1.5TfJl 0 0 1 400.40 G0 g/339 904Student Recor](#)

1.3.1.1 Class Schedule

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

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

Class schedule information is subject to change and is updated as courses are added, cancelled, rescheduled, or relocated. It is your responsibility to consult the class schedule at the time of registration, and again before classes begin, to ensure that changes in the schedule have not caused conflicts in your schedule.

Once you have selected some courses from the class schedule, try *Visual Schedule Builder* (VSB) to view your possible class schedules in an easy-to-read weekly schedule format. Please note that you cannot use Visual Schedule Builder to register but you can copy your choice of course reference numbers (CRNs) from VSB to have handy for registration in Minerva.

Please note that the last day of classes in a term varies according to a course's schedule pattern (e.g., Mon-Wed-Fri, Tues-Thurs, Monday only, etc.). You may verify these details at mcgill.ca/importantdates/key-dates.



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



Note for Medicine: This section is not applicable to M.D.,C.M. students; see mcgill.ca/ugme.

1.3.1.2 Course Numbering

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

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

These codes were implemented in September 2002, replacing the three-number teaching unit codes previously used. A complete list of teaching unit codes and their subject code equivalents can be found at 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 your last two years.
- Courses at the 500 level are intended for qualified senior undergraduate students but are also open to graduate students.
- Courses at the 600 and 700 levels are intended for graduate students only.

Two additional characters (D1, D2, N1, N2, J1, J2, J3) at the end of the seven-character course number identify 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 level), 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 mcgill.ca/study/courses/search. We also encourage you to check 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 the Class Schedule on Minerva at the time of registration, and again

- *course restrictions*: departmental approval required, permission from the instructor required, enrolment limited, enrolment reserved for students in a particular program or year, etc.;
- *course prerequisites and/or corequisites*: students must have completed all prerequisites for a course with a grade of C or better to be eligible to register for that course;
- *time at which each course section is given*: do not register for course sections that have a time overlap;
- *placement examination required*: this is specified in the course description.

If you are currently a McGill student, please consult the Undered

1.3.4 Your Responsibility

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

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

1.3.5 Quebec Inter-University Transfer Agreement

1.3.5.1 Quebec Inter-University Transfer Agreement: McGill Students

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

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for 3—or in some cases 6—credits per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your Student Affairs Office for details. Note that this agreement is subject to the following conditions:

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
- 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

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

- B.Sc.(Arch.) students may use the S/U option for elective courses taken outside the School of Architecture. You cannot use the S/U option for courses in any other category of the Architecture program. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these elective courses.
- You cannot use the S/U option for courses that are taken to satisfy a minor.

**Note for Law:**

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



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



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



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



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



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

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

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 January 2024. 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: 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 mcgill.ca/gps/funding.

1.4.1 Access to Fee Information

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

1.4.1.1 Guest Access on Minerva

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

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

You can revoke guest access privileges at any time.

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

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

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

1.4.2 Invoicing Information

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

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

1.4.3 Payment Procedures

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

1.4.4 Tuition Fees

Tuition rates are subject to change each academic year. Please access *Tuition and fees* at 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 international rate, depending on the documentation submitted. Students who are not automatically granted a fee deferral based on the University's evaluation of their personal information at admission, and who expect their fee residency status to change within the term—contingent on appropriate supporting documentation—must contact either [Service Point](#) or ion—must contact either

Certain faculties or departments may charge additional fees such as the Arts Information Technology Charge, Course Package Copyright Charges, etc. Students requiring a replacement ID card are required to pay \$25 for the card.

1.4.4.4 Administrative Charges

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

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

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

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

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

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

For further information about administrative charges, see mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees.

1.4.4.5 Overdue Accounts

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

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

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



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

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

1.4.4.5.1 Information for Registered Students

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

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

Telephone: 514-398-6013
Email: student.aid@mcgill.ca
Website: mcgill.ca/studentaid

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

1.4.4.5.2 Information for Students Who Are No Longer Registered

When students fail to settle their debt or reach a suitable payment arrangement, or fail to provide the Student Accounts Office with up-to-date contact information, the University refers these delinquent accounts to a collection agency. **If neither the University nor the collection agency is able to collect on the account, the University reserves the right to have the student reported to a credit bureau.** You should be aware that the University is entitled to 1450.4U.385 2

account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the Univ

1.4.4.10.3 External Scholarships

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

1.5.1 Academic Standing

When you first start your program, and in your first term, you are deemed to be in Satisfactory Standing. At the end of each term, after final grades have been submitted, your academic standing in your program is determined based on your grade point average (GPA) calculations in the current and previous terms and your faculty's regulations.

Academic 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 may not continue in your program, register for any future terms and must apply for readmission to your faculty. Note that readmission is not automatic or guaranteed. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.

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

1.5.1.1 Academic Standing: Desautels Faculty of Management

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

1.5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

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

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

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

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

Decisions about Academic Standing in the Fall term are based only on grades that are avanoQ7p.derThe Stand51h tudiIsbdiIsbdiIsbdi0t1Tfn6201 Tm(anoQ7p.der)Tj1 0

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

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

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Associate Dean, Student Affairs, Science

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

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

If you are in Unsatisfactory Standing for the first time, the regulations below apply.

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

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

Students in Unsatisfactory Standing after the Winter term:

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

For more information about Academic Standing, see mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing.

1.5.1.6 Academic Standing: Faculty of Law

If you do not obtain a sessional grade point average (GPA at the end of Fall and Winter terms combined) of at least 1.50, you will be required to withdraw from the Faculty. If your sessional GPA is between 1.50 and 1.99, you will be permitted to continue with your program, but you must obtain a subsequent sessional GPA of 2.50 or a Cumulative GPA (CGPA) of 2.00. You must have a CGPA of 2.00 to be considered for graduation. Students who are required to withdraw from the Faculty may be authorized to continue in their program by the Faculty Admissions Committee if there are exceptional reasons for the required withdrawal.

1.5.1.7 Academic Standing: School of Continuing Studies

If you are in Unsatisfactory Standing, you must apply to the Appeals Committee of your academic area.

1.5.1.8 Academic Standing: Schulich School of Music

Music students, see [Schulich School of Music > Undergraduate > Academic Information > : Academic Policies in the Schulich School of Music](#).

1.5.1.9 Academic Standing for Degree Students Registered in the Summer Term

If you are in Unsatisfactory Standing, you may register for Summer courses but will be blocked from Fall term registration unless you have been readmitted by your faculty. Consult the student affairs office of your faculty for more information (mcgill.ca/students/advising/advvisordirectory).

If you are graduating at the end of the Winter 2024 term, you can still register in Summer courses, but you will be classified as a Special Student. Please fill out the *Authorization for Change of Program - Graduating Students* form available at mcgill.ca/students/records/forms.



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

1.5.2 Credit System

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

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



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



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



Note for Agricultural and Environmental Sciences, and Science: As a guideline, a one-credit course would represent approximately 45 hours of total work per course. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours.



Note for Engineering: One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours. As a guide, the average number of hours

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

Note for Summer Studies: For Summer courses, a three-credit course usually indicates ten hours of lectures per week starting in either the May,

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

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

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

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

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

Note: During the first week of lectures, each instructor will provide a syllabus. The syllabus will include information regarding the course and the instructor's contact information.

Other Grades

KK	—	completion requirement waived; not calculated in TGPA or CGPA; Associate Dean approval is required.
L	—	approved to write a deferred examination in a course
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)
W	—	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
		withdrew failing; a course dropped, with special permission in an e.98TTm88ithdrel ofTj1Fcalcu0 0 1 211.833 463.6 T 496



Note for Music: Option 1 is not available to students in the Schulich School of Music.

You must request option 1 no later than four months after the end of the examination period of the original course.

You must request option 2 by the faculty deadlines as indicated in [University Regulations & Resources](#) > Undergraduate > Examinations: General Information > Final Examinations > : [Final Examinations: Deferred Examinations](#).

You must request option 3 by the faculty deadlines as indicated at mcgill.ca/exams.

1.5.5.4 After Registrar Deadlines

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



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

1.5.6.4 Course Numbering on the Transcript

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

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

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

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

A list of the former teaching unit codes and their subject code equivalents is available at mcgill.ca/student-records/transcripts/key.

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



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

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

629-202Y = Microeconomics in Winter term (Y);

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

1.6 Examinations: General Information



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

In addition to the University Student Assessment Policy (available on the [Secretariat website](#)) and the general examination regulations listed at 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 add/drop period.

As per the [section 1.1.3: McGill Language policy](#), every student has a right to write 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 in person or online 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. For an in person examination or test, you must submit all written work to the invigilator or instructor before leaving.

As per the exam regulations, you must have your valid McGill student ID card with you to write an in person examination. If you have lost your McGill ID, please provide a govpleitearit46.4 Tm(v)Tjjectionsofrnment(v)Tu



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

1.6.1 Examination Accommodations for Students registered with the Office for Student Accessibility & Achievement

Students registered with the Office for Student Accessibility & Achievement with an active accommodation plan may register for accommodations for all tests, quizzes, exams, and finals. For more information see: mcgill.ca/osd/student-resources/forms/exam-sign.

1.6.2 Credit by Examination

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

1.6.3 Faculty of Engineering Policy on Use of Calculators in Faculty Tests and Examinations

The use of calculators during tests and examinations is at the discretion of the course instructor. If a calculator is permitted in the examination, you are required to use one of the following calculators:

- CASIO fx-100MS
- CASIO fx-115MS
- CASIO fx-260
- CASIO fx-300MSPlus
- CASIO fx-570MS
- CASIO fx-991MS
- CASIO fx-992S
- SHARP EL-510
- SHARP EL-520
- SHARP EL-531
- SHARP EL-546 (all extensions are acceptable for SHARP calculators)
- TI-30XIIS

No other calculators will be permitted, regardless of their 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 mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators.

1.6.4 Final Examinations

Final examinations in regularly scheduled courses are held during the final examination period at the end of the term. The format of the final exams can be either online or in person, depending on the situation. The dates of the final examination periods are listed at mcgill.ca/exams.



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 mcgill.ca/summer/finalexams.

In some courses there is no final examination; your final grade in these courses is determined by different forms of assessment(s) indicated in the course outline. During the first week of class, students will be provided with a course outline, which along with other details, will include the types of assessment to be used in the course and the weight accorded to each assessment.

1.6.4.1 Final Examinations: University Regulations Concerning Final Examinations

1.6.4.1.1 Preamble

The objectives of these regulations are as follows:

1. to protect students from excessive workloads;
2. to use the entire term to maximum advantage.

- Students in undergraduate faculties, except in the Faculty of Arts or the Faculty of Science, must contact their Student Affairs Office to determine the process to request a formal reread; see : [Contact Information for Faculty & School Student Affairs Offices](#);

OR

- Students in the Faculty of Arts or the Faculty of Science must submit a [Final Exam Reread Request](#).

Students must consult their faculty Student Affairs Office or their faculty/school website for the most up-to-date information on exam rereads in their specific faculty/school.

The deadlines to submit a formal reread for undergraduate courses are:

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

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

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

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

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

1.6.4.3.1.1 Reassessment of Coursework

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

1.6.4.3.1.2 Rereads of Final Examinations

Deadlines to request final exam rereads:

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

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

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

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

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

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

1.6.4.3.2 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 *Reassessment of a Grade and Reread* [webform](#) and submit it to the Student Affairs Office, [Engineering Student Centre](#).

The following regulations apply:

- Grades may be either raised or lowered as the result of a reread.
- 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 mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other.

Reread application deadlines:

- Fall courses: last working day of (acu 1e172.51e1is3applf 58.3 Tm(e)k.r)Tj1 0 0 1 in the

1.7 Service Point

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

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

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

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

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

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

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

1.7.1 Location

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

1.8.2 Office of the Executive 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: mcgill.ca/student-services

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS 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
Email: student.services@mcgill.ca
General Information: 514-398-8238
Website: mcgill.ca/student-services

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

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

1.8.3.1 Campus Life & Engagement (CL&E)

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

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

Incoming first-year students:

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

1.8.3.2 Career Planning Service (CaPS)

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

Brown Student Services Building, East Wing, Suite 2200
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: mcgill.ca/caps
myFuture: caps.myfuture.mcgill.ca

1.8.3.3 First Peoples' House

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

3505 Peel Street
Telephone: 514-398-3217
Email: firstpeopleshouse@mcgill.ca
Website: mcgill.ca/fph

1.8.3.4 International Student Services (ISS)

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

Brown Student Services Building, East Wing, Suite 5100
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-4349
myISS Request for Information Form can be submitted at mcgill.ca/internationalstudents/myiss
International Health Insurance email: international.health@mcgill.ca
Website: mcgill.ca/internationalstudents

1.8.3.5 Office of Religious and Spiritual Life (MORSL)

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

3610 McTavish Street, 3rd floor, Room 36-2
Telephone: 514-398-4104
Email: morsl@mcgill.ca
Website: mcgill.ca/morsl

1.8.3.6 Office for Sexual Violence Response, Support, and Education

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

550 Sherbrooke W., Suite 585 (West Tower)
Telephone: 514-398-3786; 514-398-4486
Email: svoffice@mcgill.ca
Website: mcgill.ca/osvrse

1.8.3.7 Student Accessibility & Achievement

Student Accessibility & Achievement 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
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-6009
Email: access.achieve@mcgill.ca

Exam Centre
Redpath Library Building, 3459 McTavish St., Suite RS-56
Telephone: 514-398-2480
Email: access.exams@mcgill.ca
Website: mcgill.ca/access-achieve

Macdonald Campus
Centennial Centre, Room 124
Telephone: 514-398-7992
Website: mcgill.ca/osd

1.8.3.8 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.

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

1.8.3.9 Scholarships and Student Aid Office

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

Brown Student Services Building, East Wing, Suite 3200
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-6013
Student Aid email: student.aid@mcgill.ca
Scholarships email: scholarships@mcgill.ca
Website: mcgill.ca/studentaid

1.8.3.10 Student Wellness Hub

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

Downtown Campus
Brown Student Services Building, 3rd floor
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-6017
Email: hub.clinic@mcgill.ca
Website: mcgill.ca/wellness-hub

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

1.8.4 Student Services – Macdonald Campus

- [section 1.8.4.4: Student Wellness Hub](#)
- [section 1.8.4.5: Scholarships and Student Aid](#)
- [section 1.8.4.6: Other Services](#)

1.8.4.1 Career Planning Service (CaPS)

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

T

1.8.4.6 Other Services

The following resources available to students are external to the Student Services office.

Office of Sustainability

McGill's Office of Sustainability, located in the Downtown campus, sends representatives to Macdonald campus every month to support McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill.

Telephone: 514-398-2268

Email: sustainability@mcgill.ca

Website: mcgill.ca/sustainability

1.8.5 Ombudsperson for Students

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

The mandate of the Ombudsperson for Students at McGill University is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. To consult the mandate, visit the website of the Office of the Ombudsperson for Students.

Office of the Ombudsperson

3610 McTavish Street

Main Floor, Suite 14

Email: ombudsperson@mcgill.ca

Website: mcgill.ca/ombudsperson

1.8.6 Bookstore

1.8.6.1 Downtown Campus

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

Main Store:

680 Sherbrooke Street West

Website: lejames.ca

1.8.6.2 Macdonald Campus

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

Mac Campus Bookstore

Macdonald Campus Centennial Centre

21111 Lakeshore Road, Sainte-Anne-de-Bellevue

Website: lejames.ca

1.8.6.3 Institutional Sales Department

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

Contact the Sales Team at is.bookstore@mcgill.ca with your enquiry or list of products.

Institutional Sales

Website: lejames.ca/institutional

1.9 Summer Residence Accommodation



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

1.9.1 Residences

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

- **La Citadelle (LC):** located only a few blocks from the McGill University main campus at 410 Sherbrooke Street West.
- **Carrefour Sherbrooke (CS):** located near McGill's main campus in the heart of downtown at 475 Sherbrooke Street West.
- **Royal Victoria College Residence (RVC):** located directly across from McGill's downtown campus.

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.

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

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

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

1.9.2 Reservations for Summer Residences

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

Cancellation Policy:

Carrefour Sherbrooke
(hotel-style accommodations in single/double occupancy; full breakfast included)

Daily Rate	\$149.00
Monthly Rate	\$3000.00

Royal Victoria College
(dormitory-style residence with private bedrooms)

Daily Rate	\$79
Monthly Rate	\$1870

Meal Arrangements

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 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: 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

Facebook: www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts

1.11 Information Technology (IT) Services

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

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

1.11.1 IT Support

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

1.11.2 Communication and Collaboration

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

Email

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

MS Teams

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

OneDrive

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

Microsoft Office and 365 Apps

As a student you can download and install the entire [Microsoft Office ProPlus](#) suite (Word, Excel, PowerPoint, OneNote, etc.) to your personal dextc3 0 1Au 1 om.736a4

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

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

1.11.4 Minerva

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

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill Username, used to access computers on campus, WiFi, Email, Office 365, campus printing, and more
- View your Permanent Code, citizenship, and Quebec residency status, and fee information
- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts
- Official documentation to order a reduced-fare STM Opus card

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

1.11.5 Secure Your Journey

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

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

Visit mcgill.ca/cybersafe for tools and resources to secure your student journey at McGill.

1.12 Resources for Study and Research

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

1.12.1 Libraries

The McGill Library system provides access to [over 9 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 mcgill.ca/library/branches for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

The Library's website (mcgill.ca/library) is the portal to all our resources and services for your learning and research needs. There are thousands of [databases available](#) that you can choose from when doing a search on any topic. Librarians have created subject guides for each area of study at McGill. Each guide pulls together all the relevant resources for doing research in that field. Find your

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

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

- photographs
- audio tapes
- film
- video
- plans
- University publications
- artifacts

1.12.6 Lyman Entomological Museum and Research Laboratory

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

Telephone: 514-398-7914

Website: mcgill.ca/historicalcollections/departmental/lyman

1.12.7 Other Historical Collections

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

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

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

1.13 The University

McGill Uni

1.13.2 Incorporated and Affiliated Colleges

1.13.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

The Royal Victoria College, a non-teaching college of McGill University, provides residential accommodation for both men and women in a co-education environment.

Affiliated Theological Colleg

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

1.13.5 Governance: Board of Governors

The

Student Representatives

Observers ("voice but no vote"):

1 representative of the McGill Association of Continuing Education Students

1 representative of the Macdonald Campus Students' Society

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

The Chancellor

The Chair of the Board of Governors

The President and Vice-Chancellor

The Provost, Deputy Provost, and the vice-presidents

The deans of faculties

The Dean of Continuing Studies

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

The University Registrar and Executive Director of Enrolment Services

The Director of Teaching and Learning Services

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

21 Student Members

1.13.7 Administration

McGill's Senior Administration and governing bodies—the *Board of Governors* and *Senate*—provide strategic guidance and oversight, ensuring accountability through a system of formal decision-making and reporting.

Please refer to mcgill.ca/about/administration to meet McGill's senior staff and learn about the University's administration and governance structure.

Administration

John McCall MacBain

Deep Saini

Véronique Bélanger

Christopher Manfredi

Fabrice Labeau

Gillian Nycum

Martine Gauthier

Chris Buddle

Angela Campbell

Anja Geitmann

Marc Denoncourt

Chancellor

President and Vice-Chancellor

Chief of Staff

Provost and Vice-President (Academic)

Deputy Provost (Student Life and Learning)

University Registrar and Executive Director of Enrolment Services

Executive Director of Services for Students

Associate Provost (Teaching and Academic Programs)

Associate Provost (Equity and Academic Policies)

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

Chief Information Officer

Administration

Edyta Rogowska

Secretary-General

Vice-President (Administration and Finance)

Directors of Schools

Ryan J. Mailloux

Sylvie de Blois

Kimiz Dalkir

TBA

Anita Gagnon

Laurie Snider

Timothy Evans

Garth W. Green

Nico Trocmé

Richard Shearmur (*interim*)

Christopher Ragan

Human Nutrition

Environment

Information Studies

Medicine, School of

Nursing

Physical and Occupational Therapy

Population and Global Health

Religious Studies

Social Work

Urban Planning

Public Policy

1.13.8 Student Governance

All students registered in an undergraduate program on the Downtown Campus are registered members of the accredited Students' Society of McGill 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-isg. SSMU provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of involvement, and an opportunity to meet other students. The organization also provides event programming such as 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.

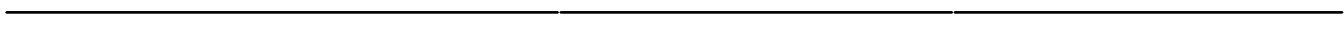
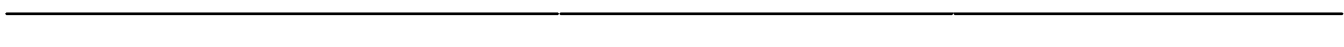
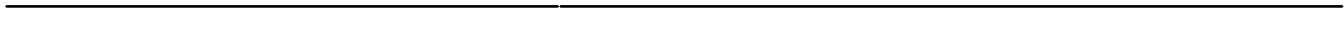
Studying at McGill during the summer allows you to take advantage of everything Montreal has to offer. McGill is right in the heart of one of North America's most appealing and cosmopolitan cities. Montreal is lively, sophisticated, fun, and affordable. As an English-speaking university based in Montreal,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

3 Key Dates, Summer 2024

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

Agricultural & Environmental Sciences, Arts, Education, Engineering, Musia691 Tm56ur(onm,f12 105.718 1568 ei4.266 95.971 Tm(o.fm(22





Telephone: 514-398-7878

Office hours for Service Point, as well as online student query forms, can be found at mcgill.ca/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: mcgill.ca/macdonald

Office hours and directions to the Student Affairs Office can be found at 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 mcgill.ca/faculties.

Note: Offices will be closed and there will be no classes on May 20, June 24, and July 1, 2024.

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 1, 2024 if you are a U3 or U4 McGill student or March 4, 2024 for U1 and U2 students as well as special and visiting students. Please refer to the following website for specific registration dates: 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 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 mcgill.ca/servicepoint/contact-us.

7 Departmental Contact Information

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

Faculty of Agricultural and Environmental Sciences

Dietetics & Human Nutrition; 514-398-7773

Food Science & Agricultural Chemistry; 514-398-7773

Plant Science; 514-398-7773

Faculty of Arts

Anthropology; 514-398-4300

Art History & Communication Studies; 514-398-2850

Faculty of Arts

East Asian Studies; 514-398-3650

Economics; 514-398-3030

English; 514-398-5196

French Language Centre; 514-398-8896

Département des littératures de langue française, de traduction et de création; 514-398-8608

Gender, Sexuality and Feminist Studies, Institute for; 514-398-3911

History & Classical Studies; 514-398-3975

International Development Studies; 514-398-3507

Islamic Studies, Institute of; 514-398-6077

Jewish Studies; 514-398-6543

Languages, Literatures, & Cultures; 514-398-3650

Linguistics; 514-398-4222

Music; 514-398-4535

Philosophy; 514-398-6060

Political Science; 514-398-4800

Quebec Studies; 514-398-1029

Religious Studies; 514-398-4121

Social Work; 514-398-7070

Sociology; 514-398-6848

School of Continuing Studies

School of Continuing Studies; 514-398-6200

Faculty of Education

Educational & Counselling Psychology; 514-398-4242

Integrated Studies in Education; 514-398-4527

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

Faculty of Engineering

Architecture; 514-398-6700

Biomedical Engineering; 514-398-6736

Chemical Engineering; 514-398-4494

Civil Engineering & Applied Mechanics; 514-398-6860

Electrical & Computer Engineering; 514-398-7110

General Engineering; 514-398-7257

Mechanical Engineering; 514-398-6296

Mining & Materials Engineering

 Mining: 514-398-2215

 Materials: 514-398-4755

Desautels Faculty of Management

BCom Office; 514-398-4068

Schulich School of Music

Music Research; 514-398-4535

Faculty of Science

Biology; 514-398-6400

Chemistry; 514-398-6999

Computer Science; 514-398-7071

Earth & Planetary Sciences; 514-398-6767

Geography; 514-398-4111

Mathematics & Statistics; 514-398-3800

Physics; 514-398-6490

Psychology; 514-398-6100

8 Faculty of Agricultural and Environmental Sciences: Summer Studies



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

8.1 Barbados Interdisciplinary Tropical Studies Field Semester

Website: mcgill.ca/bits

The Barbados Interdisciplinary Tropical Studies (BITS) Field Semester is offered jointly by McGill University and the University of the West Indies (UWI). It is an activity-filled, hands-on experience for students with an interest in international studies with a Caribbean flavour. The focus is on sustainable agri-food and energy production and nutrition on a tropical coral island with a tourist-based economy. It is offered annually (in the summer), consisting of three 3-credit

9.1 McGill Summer Studies in Greece (MSSG)

McGill University, in collaboration with the *International Hellenic University*, offers Summer Studies in Greece.

Students from McGill University, as well as those from accredited institutions around the world, hav

- [Certificate \(Cert.\) STEM Foundations \(Sciences, Technology, Engineering & Math\) \(30 credits\)](#)
- [Certificate \(Cert.\) Supply Chain Management and Logistics \(30 credits\)](#)

10.1.2 Education (Undergraduate)

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

Programs for Professional Development in Education

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

Diploma Program

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

relationships, Dive,0 1 80.407 47.m507.141 Tm(e)Tj1 0 0 1 0 1 80.41iS Na7.52 622.278 T0 1 0 1 80.4 542.5 Tm(graduate))Tj5RG/F 1 0 1

- [Graduate Certificate \(Gr. Cert.\) in Data-Driven Decision Making \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Data Analysis for Complex Systems \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Dynamic Supply Networks \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Integrated Supply Networks \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Business Management \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Advanced Business Management \(15 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Accounting \(30 credits\)](#)
- [Graduate Certificate \(Gr. Cert.\) in Entrepreneurship \(15 credits\)](#) (Program under review. Applications closed.)

Diploma Programs

- Graduate Diploma in Health and Social Services Management (30 credits) This is a restricted program. Not open to the general public)
- [Graduate Diploma in Legal Translation \(30 credits\)](#)

10.2.2 Education (Graduate)

The following education programs are found in [School of Continuing Studies > Areas of Study > Education > Graduate Certificate in Counselling Applied to Teaching](#) .

- [Graduate Certificate \(Gr. Cert.\) Counselling Applied to Teaching \(15 credits\)](#) (This program is closed for admissions.)
- [Graduate Certificate \(Gr. Cert.\) Teaching Indigenous Education for Non Indigenous Educators \(15 credits\)](#)

Professional De

The Annual Summer Session in Epidemiology and Biostatistics offers health professionals the opportunity to gain familiarity with the principles of epidemiology and biostatistics. It also offers graduate students from McGill and other universities the opportunity to acquire academic credits and thereby accelerate coursework during a Summer term. Courses are offered over one, two, or four weeks. Please refer to mcgill.ca/epi-biostat-occh/academic-programs/summer for schedules and course descriptions.

The language of instruction is English (unless otherwise stated), and students are advised that fluency in English is essential to benefit from the courses offered. However, students may submit their assignments and examinations in either English or French.

The courses are intended for health professionals (e.g., physicians, nurses, respiratory therapists, psychologists, physical and occupational therapists, etc.) or professionals in related fields (e.g., industrial hygienists, environmental specialists, urban planners, engineers), as well as social and basic scientists.

Academic credits are available to graduate students, and to residents and fellows from residency training programs at McGill. Registration is via [Minerva](#), McGill's web-based registration system.

Graduate students from other Quebec universities wishing to take courses in our department can register via BCI (*Bureau de coopération interuniversitaire*), please see mcgill.ca/epi-biostat-occh/academic-programs/summer for detailed information on registration and course offerings.

Students from universities outside Quebec (but within Canada) wishing to take courses in our department can register using the Canadian Universities Graduate Transfer Agreement form; please see mcgill.ca/epi-biostat-occh/academic-programs/summer for the form and detailed information on registration and course offerings.

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

For further information please contact the Student Affairs Office at:

McGill University, Faculty of Medicine and Health Sciences
Department of Epidemiology, Biostatistics and Occupational Health
2001 McGill College Avenue
Suite 1200
Montreal QC H3A 1G1
Telephone: 514-398-6258
Email: graduate.eboh@mcgill.ca
Website: 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. Please click here for a [complete list of summer courses](#).

13.1 Off-Campus Field Courses

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

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

13.2 Biology

The following off-campus field courses will be offered during the summer of 2024:

BIOL 240 Monteregian Flora (3 credits)

BIOL 334D1/D2 Applied Tropical Ecology (1.5 credits/1.5 credits) (Winter/Summer)

BIOL 331 Ecology/Behaviour Field Course (3 credits)

BIOL 335 Marine Mammals (3 credits)

13.3 Earth and Planetary Sciences

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

EPSC 231 FIELD SCHOOL 1 (3 credits)



Note: The logistics for EPSC 231 are planned according to the number of participants confirmed with the instructor before January 31, 2024. We cannot accept later registrants. Withdrawals must be justified with a documented reason. Students who completed EPSC 240 are eligible but must request a permit to register from jeanne.paquette@mcgill.ca or christie.rowe@mcgill.ca.

EPSC 331 FIELD SCHOOL 2 (3 credits)



Note: The logistics for EPSC 331 have been planned according to the number of participants confirmed with the instructor by December 31, 2023. EPSC 331 will involve geochemical surveying and be complemented by EPSC 550. Both will be held consecutively in May 2024. We cannot accept later registrants. Withdrawals must be justified with a documented reason.

EPSC 331 FIELD SCHOOL 2 (3 credits)



Note: EPSC 341 will be held concurrently and in the same area as EPSC 331, during the first half of May 2024. Its logistics are planned according to the number of participants confirmed with the instructor by December 31, 2023. We cannot accept later registrants. Withdrawals must be justified with a documented reason.

EPSC 331 FIELD SCHOOL 2 (3 credits)



Note: This summer course, held in May 2024, will follow EPSC 331 and focus on the geochemical analysis and interpretation of specimens collected in EPSC 331. We cannot accept later registrants. Withdrawals must be justified with a documented reason.

13.4 Geography

The following off-campus field course is offered during the summer:

