


McGill

The University	5
Calendar of Dates	9
Application Procedures and Admission Requirements	23
General University Information and Regulations	37
Index of Undergraduate Programs	

1.4 Board of Governors

(As of January 2003)

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The Governor General of Canada

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CALENDAR OF DATES 2004-2005

The complete Calendar of Dates is available on the Web at www.mcgill.ca/student-records. The excerpt published herein was accurate as of February 2004. The information is subject to change and users are advised to verify important dates by checking the Web. Key dates for the faculties and schools included in this Calendar are given below. Unless otherwise specified, dates given for faculties apply to any schools therein.

- Agricultural and Environmental Sciences, including School of Dietetics and Human Nutrition and McGill School of Environment students registered in A&ES
- Arts, including School of Social Work, and McGill School of Environment students registered in Arts
- Education
- Engineering, including School of Architecture
- Management
- Music
- Religious Studies
- Science, including School of Computer Science and McGill School of Environment students registered in Science

FACULTY / SCHOOL LEGENDS			
A&ES	Agricultural and Environmental Sciences	MGMT	Management
ARCH	Architecture	MSW	Master in Social Work
ART	Arts	MUS	Music
BSW	Bachelor of Social Work	REL	Religious Studies
CE	Continuing Education	SCI	Science
DENT	Dentistry	SPBSW	Special Bachelor of Social Work
D&HN	Dietetics and Human Nutrition	ALL	All students
EDUC	Education	NEW	New students
ENG	Engineering	RET	Returning students
FMT	Farm Management Technology	SPECIAL	Special Students (Summer Session only)
GRAD	Graduate Studies	VISITING	Visiting Students (Summer Session only)
LAW	Law	→	Read Activity column for details
MED	Medicine		

ACTIVITY CODE LEGENDS			
ADV	Academic Advising	MTG	Meeting
APP	Application	NOTE	Note to students
AUD	Audition	ORIENT	Orientation
AWRD	Awards (including scholarships)	PLEXAM	Placement exam-application and examination
CONV	Convocation	PREXAM	Practical exam-application and examination
DEF	Deferred—application and examination	REG	Registration
EXAM	Examinations	STAGE	Field practice, etc.
EVENT	Event—reunion, carnival, presentation, etc.	SUPP	Supplemental—application and examination
FORM	Forms	THES	Thesis
HOLIDAY	Holiday	VERIF	Verification Period
IFT	Inter—faculty transfer	W	Course withdrawal
INFO	Information	W--	University withdrawal
LEC	Lecture		

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
February 2004			
Feb. 1, Sun.	EVENT	ALL	Open House 2004.
Feb. 2, Mon.	THES	GRAD	Deadline to submit doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Spring 2004. Meeting this deadline does not guarantee a Spring graduation.
Feb. 16, Mon.	THES	GRAD	Deadline to submit Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Spring 2004. Meeting this deadline does not guarantee a Spring graduation.
March 2004			
Mar. 1, Mon.	APP	LAW	Deadline for applications for admission to Law for students applying from a Quebec CEGEP, from French Baccalaureate Programmes and for Law Visiting Applicants.

ALL APP

CALENDAR OF DATES

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Mar. 1, Mon.	SUPP		Application deadline for supplemental exams in courses ending during the Fall Term for Arts, Education, Nursing, Religious Studies, Science and Social Work (supplemental exams are not available for Agricultural and Environmental Sciences, Engineering [except freshman U0 courses] or Management courses).
Mar. 1, Mon.	APP	GRAD	Deadline for application for September admission to most departments in the GPSO. (Many departments have earlier deadlines. Please verify with the individual department or on the web at www.mcgill.ca/applying/graduate).
Mar. 1, Mon.	APP	ALL	Deadline for applications for all applicants studying, or who last studied, in a CEGEP in A

Apr. 1, Thurs. **REG** MGMT Registration in Management courses for returning undergraduate students entering the first (U1) year of study: B.Com.; Minors in Management, Technological

CALENDAR OF DATES

May 31, Mon.	CONV		10:00 Management 15:00 Health Sciences 19:00 Continuing Education
May-June-July- Aug.	STAGE	P&OT	Clinical Affiliations for 2 nd

Aug. 3, Tues. to Sept. 1, Wed.	REG	NEW	Registration using Minerva for all <u>newly admitted</u> undergraduate students in the following faculties whose highest level of education prior to registering at McGill is a CEGEP Diploma, French Baccalaureate, International Baccalaureate or at least one year of university. Agricultural and Environmental Sciences, Arts, Education, Engineering including Architecture, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work.
Aug. 5, Thurs. to Sept. 1, Wed.	REG	NEW	Registration using Minerva for all <u>newly admitted</u> undergraduate students in the following faculties whose highest level of education prior to registering at McGill is high school. Agricultural and Environmental Sciences, Arts, Education, Engineering including Architecture, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work.
Aug. 5, Thurs. to Sept. 1, Wed.	REG	CE	Registration using Minerva for returning Continuing Education Special students.
Aug. 9, Mon. & Aug. 10, Tues.	ADV	EDUC	Early advising for new students in Education. (Please consult the Education Handbook or Student Affairs web site at www.mcgill.ca/edu-sao/).
Aug. 9, Mon. & Aug. 10, Tues.	ADV	NURS	Academic Advising for undergraduate students entering the Integrated Nursing Program.
Aug. 9, Mon. to Aug. 19, Thurs.	DEF/ SUPP	LAW	Deferred and supplemental examinations in Law.
Aug. 11, Wed.	REG	MED	Mandatory in-faculty confirmation of registration for 1 st year Medicine and Dentistry students (all day).
Aug. 15, Sun.	REG		Registration using Minerva begins for fall term Continuing Education courses for all faculties except Dentistry, Law, Management, Medicine, Nursing and Physical and Occupational Therapy.
Aug. 16, Mon.	LEC	DENT/ MED	Lectures begin in the Faculty of Dentistry for 1 st year students and in the Faculty of Medicine for 1 st year students.
Aug. 17, Tues. to August 31, Tues. 40n.	IDCARD		IDs at the Trottier Building. Including Saturday, August 21 and Sunday, August 22. Excluding Saturday, August 28 and Sunday, August 29.

Students (August 29.

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CALENDAR

Sept. 2, Thurs. to **REG** ALL
Sept. 12, Sun.

CALENDAR OF DATES

Oct. 28, Thurs.	CONV	ALL	14:30 Fall Convocation.
November 2004			
Nov. 1, Mon.	APP	REL	Application deadline for Winter admission to Faculty of Religious Studies, BTh Program.
Nov. 1, Mon.	APP	NURS	Application deadline for Winter admission to School of Nursing for 3 year Bachelor of Nursing Program.
Nov. 1, Mon.	IFT		Application deadline for Winter Term 2005 inter-faculty transfers.
	NOTE		The faculties of Arts, Engineering (see website www.mcgill.ca/engineering for details on programs open for January admission), Education, Management and Science do not accept Winter Term inter-faculty transfers. Also, please contact the Faculty of Music to determine which of their programs accept Winter Term inter-faculty transfers.
Nov. 4, Thurs.	AWRD	A&ES	Scholastic Awards Reception and Presentation, Faculty of Agricultural and Environmental Sciences.
Nov. 5, Fri.	LEC	P&OT	Last day of lectures for 3 rd year students in Physical and Occupational Therapy.
Nov. 8, Mon. to Nov. 12, Fri.	EXAM	P&OT	Fall examination period for 3 rd year Physical and Occupational Therapy students.
Nov. 12, Fri.	EXAM	A&ES	Deadline to report all exam conflicts to the Student Affairs Office (Laird Hall, Room 106) for fall term exams.
Nov. 15, Mon. to Dec. 17, Fri.	STAGE	P&OT	Clinical Affiliation for 3 rd year Physical and Occupational Therapy students.
Nov. 16, Tues. to Jan. 3, Mon.	REG	Noe4163 Tc (CE862 Tc 0 Tw (EXAM)r -9 TD E (LEC) TD Epegisanson founq PrMe trva beginsor Winter Tecos.) f	

Dec. 15, Wed.	REG		Registration begins for winter term Continuing Education courses via Minerva for all faculties except Dentistry, Law, Management, Medicine and Physical and Occupational Therapy.
Dec. 15, Wed. to Dec. 22, Wed.	EXAM	FMT	Fall Term examination period for Farm Management and Technology program.
Dec. 17, Fri.	LEC	DENT	Last day of Fall Term for 3 rd and 4 th year students in Dentistry.
Dec. 17, Fri.	STAGE	D & HN	Last day for NUTR 510, Professional Practice—Stage 4 (Dietetics).
Dec. 20, Mon.	LEC	DENT/ MED	Last day of Fall Term (exam day) for 2 nd year students in Dentistry and Medicine.
Dec. 23, Thurs. to Jan. 2, Sun.	HOLIDAY		CHRISTMAS AND NEW YEAR'S . Administrative offices will be closed between December 23 and January 2 inclusive. Library hours available at Reference Desks. Refer also to McGill's Web page at www.library.mcgill.ca
Dec. 25, Sat.	HOLIDAY		CHRISTMAS DAY . Libraries closed.
January 2005			
Jan. 1, Sat.	HOLIDAY		NEW YEAR'S DAY . Libraries closed.
Jan. 1, Sat. & Jan. 2, Sun.	HOLIDAY		NEW YEAR'S . Administrative offices closed.
Jan. 3, Mon.	ADV		Academic advising for new students in Arts and Science, and Management.
Jan. 3, Mon.	ORIENT/ ADV	ENG	Orientation and academic advising for new students in Engineering. (See Welcome Book and website www.mcgill.ca/engineering for details).
Jan. 3, Mon.	ADV	A&ES	Academic advising for new students in the Faculty of Agricultural and Environmental Sciences. (See "The Essential Guide for New Students" Booklet and website www.mcgill.ca/madonald for details).
Jan. 3, Mon.	REG	ALL	Deadline for new students to register for Winter Term without a late registration fee for all faculties.
Jan. 3, Mon.	REG	CE	Deadline for students to register for Continuing Education courses without a late registration fee.
Jan. 3, Mon.	STAGE	MSW	Field Practice resumes for M.S.W. students.
Jan. 3, Mon.	LEC	MSW	Lectures begin for M.S.W. students.
Jan. 3, Mon. & Jan. 4, Tues.	AUD	MUS	Auditions for students wishing to take Music Ensemble courses.
Jan. 3, Mon. to Jan. 14, Fri.	ADV	ENG	Compulsory academic advising and course approval required for ALL returning Engineering students. (First two weeks of classes)
Jan. 3, Mon. to Feb. 4, Fri.	STAGE	P&OT	Jan. 3, Mon. to Feb. 4, Fri. (E5ig25-1ti2-3statw4)(Q148792ew08i 45.75 C-15015.194 Tr. (7&D) 72994 reg75 0.09, Law,2encesT* 74.88ic advising32urse a Tc -0.09,0.25 , N T), Ph

CALENDAR OF DATES

Jan. 14, Fri.	DEF		Application deadline for deferred examinations for courses from the Fall Term 2004 in Arts (including School of Social Work), Education, Nursing and Science. (For details, see the Faculty Regulations in the Arts and Science sections of the UG Calendar.)
Jan. 14, Fri.	REG	MUS	Music (practical lessons) deadline for dropping Winter Term courses. (Music: Submit course change form to Performance Department. No withdrawals from practical lessons after this date.)
Jan. 15, Sat.	APP	MUS	Deadline for applications for admission for all undergraduate applicants.
Jan. 16, Sun.	REG	ALL	Course Change (drop/add) deadline for Winter Term courses and Continuing Education Winter Term courses for Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Law, Management, Music (except practical lessons), Nursing, Physical and Occupational Therapy, Religious Studies, Science and Social Work. (No withdrawals from Music Ensembles after this date.)
Jan. 16, Sun.	REG	CE	Course change (drop/add) deadline for Continuing Education.
Jan. 16, Sun.	REG	GRAD	Final Course Add/Drop deadline for Winter Term courses and N1/N2 courses in Graduate Studies. After this date students receive a mark of "W" (withdrawn).
Jan. 16, Sun.	W		Deadline for web withdrawing (grade of "W") from multi-term courses that started in September 2004 (with fee refund for Winter Term) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (no withdrawals from Education Intensive).
Jan. 17, Mon.	LEC	CE	Lectures begin in Special Intensive English and French at Continuing Education.
Jan. 17, Mon.	APP	LAW	Deadline for non-CEGEP Law applications into 1 st year and Advanced Standing Applicants.
Jan. 22, Sat. to Jan. 28, Fri.	EVENT	A&ES	Carnival Week at Macdonald Campus. Classes as usual.
Jan. 23, Sun.	W/W--		Deadline to web withdraw (grade of "W") from Winter Term courses with fee refund. Returning students - less \$100 minimum charge in the case of complete withdrawal for students not registered in the fall. New students
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DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Feb. 21, Mon. to Feb. 25, Fri.	BREAK	→	STUDY BREAK and Carnival Friday (Classes cancelled for all faculties except Dentistry, Medicine, Centre for Continuing Education non-credit courses, Stage in Dietetics Level 3). Study break for 2 nd and 3 rd year Physical and Occupational Therapy students. Libraries open.
	NOTE	EDUC	Student Teaching is not interrupted for Education students.
Feb. 21, Mon. to Feb. 26, Sat.	STAGE	FMT	Farm Practice/Stage for Farm Management and Technology Program years 1 and 2.
Feb. 23, Wed. to Feb. 25, Fri.	BREAK	P&OT	Study Break for 1 st year Physical and Occupational Therapy students.
March 2005			
Mar. 1, Tues.	APP	GRAD	Deadline for applications for September admission to most departments for Graduate Studies. (Many departments have earlier deadlines. Please verify this date with the individual department or on the web at www.mcgill.ca/applying/graduate .)
Mar. 1, Tues.	APP	NURS	Application deadline for candidates studying, or who last studied in CEGEP in Quebec.
Mar. 1, Tues.	SUPP	→	Application deadline for supplemental examinations in Fall Term courses and N1/N2 courses from the Fall Term 2004 for Arts, Education, Nursing, Religious Studies, Social Work, and Science (not available for Agricultural and Environmental Sciences, Engineering (except freshman courses) or Management courses).
TBA	ADV	NURS	Distribution of all registration information and calendars for returning Nursing students.
Mar. 4, Fri.	LEC	P&OT	Last day of lectures for 1 st year Physical and Occupational Therapy students.
Mar. 7, Mon. to Mar. 18, Fri.	EXAM	P&OT	Winter examination period for 1 st year Physical and Occupational Therapy students.
Mar. 14, Mon.	ADV	ART/SCI	Academic advising begins for returning students in Arts and Science.
Mar. 14, Mon. & Mar. 15, Tues.	ADV	ENG	Distribution of all registration information and calendars for returning Engineering students in the Student Affairs Office, Room 378, Macdonald Engineering Building.
Mar. 14, Mon. to Mar. 18, Fri.	ADV	ART/SCI/ BSW	Distribution of calendars for returning Arts and Science students in the <u>corridor</u> of the Leacock Building.
Mar. 14, Mon. to Mar. 18, Fri.	ADV	MGMT	Distribution of all registration information and calendars for returning Management students.
Mar. 14, Mon. to Mar. 18, Fri.	ADV	REL	Distribution of all registration information and calendars for returning BTh students, from BIRKS building, Room 113.
Mar. 14, Mon. to Mar. 24, Thurs.	ADV	EDUC	Academic advising and distribution of material for returning students in Education.
Mar. 14, Mon. to Apr. 14, Thurs.	ADV	MUS	Academic advising for returning students in Music.
Mar. 14, Mon.	ADV	A&ES	Academic advising begins for all returning undergraduate and Farm Management and Technology students in the Faculty of Agricultural and Environmental Sciences.
TBA	ADV	P&OT	Registration counselling in Physical and Occupational Therapy for returning students.
Mar. 18, Fri.	EXAM	A&ES	Deadline to report all exam conflicts to the Student Affairs Office (Laird Hall, Room 106) for winter term exams.
Mar. 21, Mon. to Apr. 29, Fri.	STAGE	P&OT	Clinical Affiliation for 1 st year Physical and Occupational Therapy students.
Mar. 25, Fri. and Mar. 28, Mon.	HOLIDAY		EASTER. No classes or exams. Administrative offices closed. Library hours to be announced.
Mar. 29, Tues. to Apr. 1, Fri.	EXAM	CE	Winter examination period for all language (non-credit) courses in Continuing Education.
Mar. 31, Thurs.	IFT	P&OT	Physical and Occupational Therapy application deadline for Fall term, 2005 inter-faculty transfers.
April 2005			
Apr. 1, Fri.	FORM	EDUC	Deadline to submit waiver forms for Teacher Certification for Spring and Fall graduates to the Student Affairs Office.
Apr. 1, Fri.	FORM	EDUC	Placement forms due at the Office of Student Teaching for Field Experience courses for returning students for 2004-2005.
Apr. 1, Fri.	LEC	CE	Last day of lectures in language non-credit programs at Continuing Education.
Apr. 1, Fri.	LEC	DENT	Last day of lectures for Winter Term for 4 th year Dentistry students.
Apr. 4, Mon. to Apr. 7, Thurs	EXAM	CE	Examination period for translation courses in Continuing Education.
Apr. 4, Mon. to Apr. 22, Fri.	EXAM	DENT	Examination period for 4 th year Dentistry students.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
June 17, Fri.	LEC/ STAGE	NURS	Last day of lectures, stage (including examinations) for U1 B.Sc.(N.) students.
June 17, Fri.	STAGE	SPBSW/ D & HN	Last day of Field Practice for outgoing Special B.S.W. students and last day for NUTR 311, Stage in Dietetics 2B.
June 23, Thurs.	LEC/ EXAM	DENT/ MED	Last day of lectures (including examinations) for 1 st & 3 rd year Dentistry students and 1 st year Medicine students.
June 24, Fri.	HOLIDAY		LA FÊTE NATIONALE DU QUÉBEC. Classes cancelled. Administrative offices closed.
June 27, Mon.	HOLIDAY		Classes cancelled. Administrative offices closed (for La Fête Nationale du Québec).
June 27, Mon.	STAGE	D & HN	Placements begin for NUTR 209, Professional Practice Stage 1B (Dietetics).
July 2005			
July 1, Fri.	HOLIDAY		CANADA DAY. Classes cancelled. Administrative offices closed.
July 4, Mon.	HOLIDAY		Classes cancelled. Administrative offices closed (for Canada Day).
July 5, Tues.	LEC/ EXAM	DENT	Last day of lectures (including examinations) for 2 nd year Dentistry students. Add note from last year (offices closed).
July 15, Fri.	SUPP	→	Application deadline for supplemental examinations for courses ending in Winter Term 2005 (including multi-term courses ending in winter term) for Arts, Education, Nursing, Religious Studies, Science, and Social Work (supplemental exams not available for Agricultural and Environmental Sciences, Engineering (except freshman U0 courses) or Management courses).
August 2005			
Aug. 8, Mon. to Aug. 18, Thurs.	DEF/SUPP	LAW	Deferred and supplemental examinations in Law.
Aug. 23, Tues. & Aug. 24, Wed.	DEF/SUPP	A&ES	Deferred examinations in the Faculty of Agricultural and Environmental Sciences for Winter 2005 courses.
Aug. 24, Wed. & Aug. 25, Thurs.	DEF/SUPP	→	Deferred and supplemental examinations for courses ending in Winter Term 2005 (including multi-term courses ending in the Winter term) for Arts, Education, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work. Including Engineering U0 courses.

APPLICATION PROCEDURES, AD

after the deadline dates listed, without advance notice. The application fee is non-refundable.

Supporting documents should be sent as soon as they are available. If received before the application form, they will be kept on file for one year.

1.3 Application Fee

Applications must be accompanied by an acceptable form of application fee payment. The \$60 non-refundable application fee is payable by credit card, certified cheque or money order. NO personal cheques will be accepted. McGill reserves the right to return or cancel any unpaid applications, without prior notice.

1.4 Application Forms

McGill's on-line application form is available on the Web at www.mcgill.ca/applying.

On-line application can be made to any undergraduate program at McGill. The application can be used by Special, Visiting, or Exchange students, as well as regular applicants.

McGill's on-line application form is available on the Web at www.mcgill.ca/applying. We strongly urge all students to apply on-line. It is both easier and considerably faster than the "old-style" paper method. If you do not wish to use the on-line, you may request a paper application form by contacting the appropriate Admissions Office by e-mail, regular mail or telephone. Please do so several months before the deadline to allow for mailing delay. Please be advised that use of the paper application will very likely delay the processing of your application by a minimum of several weeks. Again, use of the on-line application is preferred.

1.5 Entrance Scholarships and Awards

Entrance scholarships range in value from \$3,000 to \$10,000 renewable. All scholarships are merit-based and **financial need is not considered**. McGill University offers two types of entrance scholarships:

1. Basic scholarships

Eligibility is based solely on academic achievement.

2. Major scholarships

Eligibility is based on a combination of academic achievement and leadership qualities.

1.5.1 Eligibility

To be eligible for consideration for either a basic or major entrance scholarship, the applicant must be entering university for the first time. Transfer, Mature, Diploma, Exchange, Special, and Visiting Students are not eligible for consideration.

Competition for basic and major scholarships is intense due to the large number of applications that we receive and the high over-2.e for cic orease rviigible for cons3of our f5 1evr6 all0r consider prefttevement.

ments, you should not apply for an entrance scholarship as doing so may delay consideration of your application for admission.

A student who meets the requirements is NOT guaranteed an entrance scholarship because the number of awards granted and the quality of the applicant pool varies from year to year.

1.5.2 Deadlines

Students must apply for scholarships at the time they apply for admission and all scholarship documents must be postmarked no later than the dates listed below. Applicants who apply late will not be considered for a scholarship, even if the applicant has been granted permission to submit a late admission application. There are no exceptions to this rule.

Applicants wishing to be considered for a Music entrance scholarship must also meet an earlier audition deadline. Check the Faculty of Music website at www.mcgill.ca/music for relevant deadline dates.

Applicants studying, or who last studied, in a high school or secondary level school outside Canada - January 15.

Applicants studying, or who last studied, in a high school in Canada, outside Quebec - February 1.

Applicants studying, or who last studied, in a Quebec CEGEP - March 1.

1.5.3 Application Procedure

For Basic Scholarships Valued At \$3,000

A student who meets the minimum academic requirements can apply for a basic scholarship and will be considered based on academic achievement alone. To apply for a basic entrance scholarship, please follow the instructions below.

Quebec CEGEP student: check off the appropriate box on the application form for admission and ensure that your application is postmarked no later than March 1.

High school or secondary level student: check off the appropriate box on the application form for admission and provide the following documents by the appropriate deadline:

1. a signed statement from the school indicating the size of your class and your class rank. If the school does not rank students, a statement to that effect from the school should be provided, if possible. All documents should be provided on school letterhead and placed in a sealed envelope, signed across the flap by the sender. If available, a school profile should also be provided.
2. a photocopy of your transcript to date, covering the current and previous academic year. Please note, a Canadian high school student who does not have marks for the current year available at the time of application is responsible for having another transcript sent with first term marks no later than March 5. Transcripts for a student who has applied through the Ontario Universities' Application Centre will be transferred automatically to McGill, so individual transcripts should NOT be sent.

For Major Scholarships Valued At \$5,000 and Above

A student who meets the minimum academic requirements and also has significant leadership activities can apply for a major scholarship, where consideration will be given to academic achievement and leadership in school and/or community activities. Please note that our criterion is "leadership" and we are looking for more than simple participation in extracurricular activities. A student who applies for, but does not receive, a major scholarship will be considered automatically for a basic scholarship.

For all Eligible Applicants Applying for a Major Scholarship:

Check off the appropriate box on the application form for admis-

application forms are available from the appropriate governmental authorities as well as the Student Aid Office. Information on governmental student aid and links to sites can be found on McGill's Financial Aid Website at www.mcgill.ca/stuserv/aid/aid.htm.

1.7.2 Citizens and Permanent Residents of the United States

Stafford Loans (subsidized and unsubsidized) and parental loans (PLUS) are available for studies at McGill. Students must submit a FAFSA application to have their financial need assessed. FAFSA may be completed on the Web at www.fafsa.ed.gov. The resulting SAR and a Master Promissory Note (Stafford Application) is submitted to the Student Aid Office.

Students may contact the Office for information on alternative

Students admitted from U.S. high schools and from Canadian high schools outside Quebec normally enter undergraduate programs requiring the completion of 120 credits, or eight semesters. Students admitted from high schools outside Canada and the United States normally enter undergraduate programs between 90 and 120 credits in length, typically requiring seven or eight semesters to complete.

Applicants who are admitted to a program on the basis of a previous university degree are generally required to complete a minimum of 60 new credits, plus any other program or faculty requirements. Please note, however, that most programs in Education, B.Eng.(Bioresource), Dietetics, Engineering, Music, and Occupational and Physical Therapy are longer than those described above. For more information about the length of programs at McGill, please refer to the University Guide, the University Calendar, or to www.mcgill.ca.

2.5 Advanced Standing or Transfer Credits

Up to 30 credits of advanced standing may be awarded to applicants who have completed Advanced Placement (AP), Advanced Subsidiary (AS), Advanced Level (A-Level), International Baccalaureate (IB), Higher Level Examinations, as well as the European Baccalaureate, French Baccalaureate, Abitur and/or Bagrut. Applicants who have completed the full IB diploma are eligible for up to 30 credits of advanced standing. Applicants transferring from other universities or colleges may be awarded advanced standing credits as well. Normally, students successfully completing a CEGEP diploma of collegial studies are granted 30 credits of advanced standing, thereby reducing the standard 120-credit program requirement to 90 credits. Please note that advanced standing credits for Music applicants vary from those described here.

For most applicants, advanced standing credit will be calculated and assigned only after the accepted applicant has confirmed which program they will enter at McGill. The Admissions Office will initiate the calculation of advanced standing credit, following receipt of confirmation and payment of the required deposit from the student. After registration, the Admissions Office, Faculty or School may award further advanced standing credit.

Applicants have the option of declaring or not declaring results of Advanced Placement (AP) Examinations at the time of application. Accordingly, the admission decision may or may not take AP results into consideration. In any event, AP Examination results with a score of 4 or 5 must be declared by the student at the time of initial registration at the University. Each faculty's policy will determine whether advanced standing credit and/or exemption from certain courses will be granted on the basis of AP results.

2.6 Applicants from Quebec CEGEPs

(CEGEP: Collège d'enseignement général et professionnel/
College of General and Professional Education)

Applicants who have obtained a Diploma of Collegial Studies (DCS) or who expect to obtain a DCS prior to the start of classes are eligible to apply. All applicants must submit their correct Permanent Code. Students holding a DCS in "Sciences, lettres et arts" can be considered for all programs. Students graduating with a professional CEGEP diploma are eligible for admission to certain programs at McGill, including the Bachelor of Nursing. Generally speaking, evaluation of applicants with a professional DCS is on a case-by-case basis.

McGill uses the "cote de rendement au collégial" (CRC) or "cote r" rather than CEGEP percentage grades in making admission decisions for most programs. The "cote r" is a method of comparing and ranking students from CEGEP; it measures how far above or below the class average a student places, with adjustments based on the relative strength of the group. Please note that the Faculty of Music does not use the "cote r" in its evaluation. Instead, auditions and the academic record determine admissibility.

For applicants in combined IB/CEGEP programs, admission decisions and eventually course requirements are based on both the cote r and IB results. Therefore, CEGEP IB coordinators are asked

to send anticipated IB results directly to McGill as soon as they are available.

To be eligible for consideration, CEGEP applicants must complete the prerequisites set out below. Quebec high school (Secondary V) graduates are expected to complete a Quebec CEGEP DCS prior to admission to McGill. Please refer to website:

www.mcgill.ca/applying/undergrad for complete details on minimum requirements for CEGEP applicants, including a listing of some admission minima for previous years. A Quebec high school graduate who does not proceed to CEGEP but undertakes one full year of university study outside Quebec may be admissible as a Transfer student. Such applicants are advised to consult the appropriate McGill admissions office prior to applying.

Note: applicants who intend to enrol in a summer CEGEP course in the semester preceding university entry are asked to inform the admissions office (where the application has been sent) in writing, no later than June 10, regarding the name and code of the summer course and the reasons why the course is being taken. Prior to beginning their McGill program, admitted students are expected to complete their DCS, otherwise admission may be revoked and registration blocked.

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- A DCS in an appropriate Science program, and the following prerequisites:

B.Sc.(Ag.Env.Sc.) and B.Sc.(F.Sc.)

- Biology - NYA (00UK)
- Chemistry - NYA, NYB (00UL, 00UM)
- Mathematics - NYA, NYB (00UN, 00UP)
- B.Sc.(A782946 Tc 1g.Env.264 McGil th5 0.nricult (somrond registryatry beill pro

Kinesiology

- Biology - NYA, General Biology II (00UK, 00XU)
- Chemistry - NYA, NYB, Organic Chemistry I (00UL, 00UM, 00XV)
- Mathematics - NYA, NYB (00UN, 00UP)
- Physics - NYA, NYB, NYC (00UR, 00US, 00UT)

Management

- Mathematics - NYA, NYB, NYC (00UN, 00UP, 00UQ) or 103, 203, 105 (022X, 022Y, 022Z)

Music

A DCS in Music or equivalent. Applicants with a DCS in a field other than music must have the equivalent music prerequisites. No additional prerequisite courses are required. Audition and academic record determine admissibility. (The Faculty of Music does not use the "cote r").

B.Mus./B.Ed. applicants must also meet Education requirements.

Nursing, B.Sc.(N)

- Biology - NYA, General Biology II (00UK, 00XU)
- Chemistry - NYA, NYB, Organic Chemistry I (00UL, 00UM, 00XV)
- Mathematics - NYA, NYB (00UN, 00UP)
- Physics - NYA, NYB, NYC (00UR, 00US, 00UT)

Nursing, B.N. (for Registered Nurses)

Admission decisions take into consideration the applicant's academic and related employment record. Students graduating from the CEGEP Nursing program 180.01 must arrange for submission of their CEGEP record, as well as the academic/employer evaluation form (available on the School of Nursing website: www.nursing.mcgill.ca/bnap.html). This form is to be completed either by the nurse manager for nurses in the work force, or by a faculty member, for newly graduated or final year students. A copy of the current Quebec license from the OIIQ is also required. Alternatively, unlicensed graduates must pass the licensing examination within the first year of their enrolment in the B.N. program.

Students enrolled in the new five-year **Integrated Nursing Program** at Dawson, Heritage, John Abbott, and Vanier CEGEPs will be considered for admission to the B. Nursing starting September 2004. Students from other CEGEPs will be considered on an individual basis. Eligible CEGEP candidates are required to meet set academic standards in their program in order to gain promotion to the 4th year (i.e., the McGill University segment). For more information on the content, requirements and means of entry into the McGill Integrated Nursing Program, please consult the School of Nursing website www.nursing.mcgill.ca or contact Dr. Marcia Beaulieu, Coordinator, McGill B.N. Program, at (514) 398-3309.

Occupational Therapy, Physical Therapy

- Biology - NYA, General Biology II (00UK, 00XU)
- Chemistry - NYA, NYB, Organic Chemistry I (00UL, 00UM, 00XV)
- Mathematics - NYA, NYB (00UN, 00UP)
- Physics - NYA, NYB, NYC (00UR, 00US, 00UT)

Science

- Biology - NYA (00UK)
- Chemistry - NYA, NYB (00UL, 00UM)
- Mathematics - NYA, NYB, NYC (00UN, 00UP, 00UQ)
- Physics - NYA, NYB, NYC (00UR, 00US, 00UT)

General Biology II (00XU) and Organic Chemistry I (00XV) are recommended for applicants to biological and pre-medical science programs.

Social Work

- No additional prerequisite courses.

Religious Studies (B.Theology)

Applicants with a CEGEP Diploma of Collegial Studies may be considered. For further information please consult the Faculty of Religious Studies website at www.mcgill.ca/religion or contact the B.Theology Program Coordinator, Kathleen MacDonald at (514) 398-3995.

2.7 Applicants from Ontario High Schools

Applicants from Ontario must have completed the Ontario Secondary School Diploma (OSSD) by the time they commence their university studies. McGill reviews Ontario high school applications for admission based on its own calculation of the "top six" pre-university (OAC, 4U, 4M) course average. A minimum of six OAC, 4U, and/or 4M courses are required for admission. At least four of the six required courses, as well as all prerequisite courses, must be taken at the OAC or 4U level. All grades on OAC, 4U and 4M courses are taken into consideration, including any grades for failed or repeated courses. In addition, depending on the program, certain prerequisite courses are included. The McGill average excludes most applied courses. However, all types of performing arts courses at the 4M level (allowing only a maximum of two) will be eligible for inclusion in the top-six average. This may vary from the calculation used at other institutions.

If the applicant comes from a school where the language of instruction is English, then OAC English (ENGOA, EWCOA or ELIOA) or 4U level English must be included in the six courses. If the applicant comes from a school where the language of instruction is French, then OAC French (FRAOA or FLIOA or EALOA) or 4U level French must be included in the six courses. English Second Language and French Second Language courses are not accepted as prerequisites. For information on McGill's admission minima for previous years, refer to website: www.mcgill.ca/apply-ing/undergrad.

Applicants should bear in mind that admissions minima were exceptionally high in 2003, partly because of the one-year "double cohort" spike in the number of Ontario applications. It is projected that admission will be less competitive for Ontario applicants for some programs in 2004.

Every attempt has been made to report accurately on admission requirements in effect at the time of printing. Given the recent Ontario curriculum reform and the resulting array of new courses, it should be noted that McGill reserves the right to revise its admission requirements without prior notice.

If you are an Ontario high school student who will graduate before April 2004, who has taken or will take any distance, night or correspondence courses, or who will take summer school courses in 2004, it is very likely that some of your grades will not show on the electronic transcript we get from OUAC. Therefore, you must arrange for these grades to be sent by mail separately to the appropriate admissions office.

High school students are not eligible for direct admission to Physical Therapy, Occupational Therapy, Religious Studies (B.Th.), or Social Work.

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- Two different science subjects from the following list:
OAC Biology or SBI4U
OAC Chemistry or SCH4U
OAC Physics or SPH4U

Architecture

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- OAC Chemistry or SCH4U
- OAC Physics or SPH4U
- OAC or 4U English or French (see note above explaining when English or French is required)
- Portfolio by March 15

Arts

- OAC or 4U English or French (see note above explaining when English or French is required)

Education

- OAC or 4U English or French (see note above explaining when English or French is required)

B.Mus./B.Ed. applicants must also meet the Music requirements.

B.Sc.(Kinesiology) applicants must also meet the Science requirements.

Engineering

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- OAC Chemistry or SCH4U
- OAC Physics or SPH4U
- OAC or 4U English or French (see note above explaining when English or French is required)

Management

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- OAC or 4U English or French (see note above explaining when English or French is required)

Music

- Audition and academic record determine admissibility
- OAC or 4U English or French (see note above explaining when English or French is required)

B.Mus./B.Ed. applicants must also meet Education requirements.

Nursing

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- Two different science subjects from the following list:
 OAC Biology or SBI4U
 OAC Chemistry or SCH4U
 OAC Physics or SPH4U
- OAC or 4U English or French (see note above explaining when English or French is required)

Science

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- Two different science subjects from the following list:
 OAC Biology or SBI4U
 OAC Chemistry or SCH4U
 OAC Physics or SPH4U
- OAC or 4U English or French (see note above explaining when English or French is required)

B.Sc.(Kinesiology) applicants must also meet the Education requirements.

2.8 Applicants from Canadian High Schools other than Ontario

Applicants from Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, Saskatchewan, Nunavut, NWT, and Yukon must hold a high school diploma giving access to university education in their province/territory. 0.1758 -15.75 TDn in theirdainintheirp/ter Tf 0.2840-ema giving access to ucj T* 0.2602 Tc -0.0952 Tw (ince/ter tsallowingSBI4U) Tj 0 -m g and MGA254.345 Tc 08liish or376 ti2nMat amatsh o(a e-c5 Tc (5 (see note above explaining when) Tj 0 -9 TD 0.2588 Tc -272952 Tw (i075logy or SBof: 1292ck,

B.Sc.(Kinesiology) applicants must also meet the Education requirements.

B.Sc.(Kinesiology) applicants must also meet the Education requirements.

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- Pre-calculus (functions)
- At least two of: biology, chemistry, or physics
- Three SAT IIs, including mathematics and at least one science

Architecture

- Pre-calculus (functions), chemistry and physics
- Three SAT IIs, including Mathematics and at least one Chemistry or Physics
- Portfolio by March 15

Arts, Education

- Strong grades in all Grade 10, 11 and 12 English courses
- Three SAT IIs, including English

B.Mus./B.Ed. applicants must also meet Music requirements.

B.Sc.(Kinesiology) applicants must also meet the Science requirements.

Engineering

- Pre-calculus (functions), chemistry and physics
- Three SAT IIs, including Mathematics and at least one Chemistry or Physics

Management

- Pre-calculus (functions)
- Three SAT IIs, including Mathematics

Music

- No specific prerequisite courses. Audition and academic record determine admissibility

B.Mus./B.Ed. applicants must also meet Education requirements.

Nursing, Science

- Pre-calculus (functions)
- At least two of the following: Biology, Chemistry or Physics
- Three SAT IIs, including two of the following: Biology, Chemistry, Mathematics or Physics

B.Sc./B.Ed. applicants must also meet Education requirements.

2.10 Applicants from High Schools Outside Canada and the U.S.A.

The normal basis for admission is completion of the credentials which lead to university admission in the applicant's country of study. Consideration is given to the complete high school record with emphasis on grades obtained in courses most relevant to the intended program of study. All grades are taken into consideration, including those from failed or repeated courses.

Applicants who have completed Advanced Subsidiary, Ordinary Levels, GCSE, HKCEE or CADE must arrange for their school to forward a certified photocopy of the certificate(s) to the address at McGill where the application was mailed.

2.10.1 Advanced Level (A-Level) Examinations

The minimum requirements are: three A-Levels, with at least two subjects with predicted and final grades of B or better; and one A-Level subject with a predicted and final grade of C or better; and three or four Advanced Subsidiary (AS) results (normally with grades of B or better). However, many programs are more competitive and require higher grades for GCSEs, AS and A-levels.

Applicants completing Upper Form VI are considered on: GCSEs, Form VI grades, AS 1 results (or all modular examination results towards A-level qualifications) and predicted A-Levels. Applicants completing only lower Form VI with AS may be considered on an individual basis. Such applicants with a minimum of five appropriate GCSEs with clearly superior marks (i.e., A's and B's), plus Lower Form VI with equally superior grades, can be considered for admission to some four-year programs.

Students attending schools where it is not the policy to sit for modular examinations in stages and claim AS qualifications at the end of the first year, but rather continue to sit all examinations at the end of the year, must ensure that their school(s) communicate

this information clearly to McGill either by letter or in their school profile (refer to section on high school profile).

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- Two A-Level subjects with final grades of B or better
- One A-Level subject with a final grade of C or better
- Subjects must include: at least one A-Level subject in Mathematics and one A-Level subject in Biology, Chemistry or Physics
- Other Science subjects must be taken at the GCSE level

Architecture

- Three A-Level subjects
- Five GCSEs
- Mathematics, Physics and Chemistry must be taken at the Advanced or GCSE level (it is expected that at least two would be taken at the Advanced Level). Applicants with only one or two of these subjects at A-Level may be considered for a longer program.
- Portfolio by March 15

Arts, Education, Management

- Three A-Level subjects
- For Management, subjects must include at least one A-Level Mathematics with a grade of B or better

B.Mus./B.Ed. applicants must also meet the Music requirements.

Engineering

- Three A-Level subjects
- Five GCSEs
- Mathematics, Physics and Chemistry must be taken at the Advanced or GCSE level (it is expected that at least two would be taken at the Advanced Level)
- Biology cannot be used as a prerequisite

Kinesiology

- Two A-Level subjects with final grades of B or better
- One A-Level subject with a final grade of C or better
- Subjects must include: at least one A-Level subject in Mathematics and one A-Level subject in Biology, Chemistry or Physics
- Other Science subjects must be taken at the GCSE level

Occupational Therapy, Physical Therapy

- Two A-Level subjects with grades of B or better
- Two A-Level subjects with grades of C or better
- A-Level subjects must include Biology, Chemistry, Mathematics and Physics

Music

- Three A-Level subjects. Audition and academic record determine admissibility

B.Mus./B.Ed. applicants must also meet Education requirements

Nursing

- Two A-Level subjects with grades of B or better
- One A-Level subject with a grade of C or better
- A-Level subjects must include: at least one Mathematics and two of Biology, Chemistry or Physics

Science

- Two A-Level subjects with final grades of B or better
- One A-Level subject with a final grade of C or better
- Subjects must include: at least one A-Level subject in Mathematics and one A-Level subject in Biology, Chemistry or Physics
- Other Science subjects must be taken at the GCSE level

2.10.2 French Baccalaureate

A diploma in "premier groupe" with "mention assez bien" (i.e., 12/20) is the minimum expected for most programs.

Note: Admission is competitive. Applicants who present the minimum requirements are not guaranteed admission.

A maximum of 30 credits advanced standing can be granted for the French Baccalaureate.

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- Diploma in Series S, minimum overall average of 12/20
- Minimum grade of 10 in prerequisite courses

Architecture

- Series S, with a minimum of 11/20 in each mathematics and physical sciences course
- Portfolio by March 15

Arts

- Series L, ES, or S, with a minimum overall average of 12/20

Education, Social Work

- Series L, ES, or S, with a minimum overall average of 10/20
- B.Mus./B.Ed. applicants must also meet Music requirements. B.Sc.(Kinesiology) applicants must also meet the Occupational Therapy and Physical Therapy requirements.

Engineering

- Series S, with a minimum of 10/20 in each mathematics and physical sciences course

Kinesiology

- Series S, with a minimum overall average of 12/20 and a minimum of 10/20 in each mathematics, biological and physical sciences course. Applicants may be required to complete additional courses in organic chemistry prior to admission.

Management

- Series S, with a minimum overall average of 12/20 and a minimum of 12/20 in mathematics, or
- Series ES with a minimum overall average of 13/20 and a minimum of 13/20 in mathematics

Music

- Series L, ES, or S, with a minimum overall average of 12/20
- Audition and academic record determine admissibility

B.Mus./B.Ed. applicants must also meet Education requirements.

Nursing, Science

- Series S, with a minimum overall average of 12/20 and a minimum of 10/20 in each mathematics, biological and physical sciences course.

Occupational Therapy, Physical Therapy

- Series S, with a minimum overall average 12/20 and a minimum of 10/20 in each mathematics, biological and physical sciences course. Applicants may be required to complete additional courses in organic chemistry prior to admission.

2.10.3 International Baccalaureate Diploma

Standard Level Math Studies is **not** acceptable for programs where mathematics is a requirement.

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- Higher or Standard Level Mathematics and normally two of the following: Biology, Chemistry, or Physics

Architecture

- Mathematics, Chemistry and Physics at Higher or Standard Levels with at least one of them at Higher Level
- Portfolio by March 15

Arts, Education, Social Work

- No specific prerequisite courses

B.Mus./B.Ed. applicants must also meet Music requirements.

Engineering

- Mathematics, Chemistry, and Physics at Higher or Standard Levels

Kinesiology

- Mathematics and two of the following: biology, chemistry, physics at Higher or Standard Level.

Management

- Mathematics at Higher Level

Applicants with Mathematical Methods will be considered on an individual basis.

Music

- No specific prerequisite courses are required
- Audition and academic record determine admissibility

B.Mus./B.Ed. applicants must also meet Education requirements.

Nursing, Science

- Mathematics and two of the following: biology, chemistry, physics at Higher or Standard Level.

Occupational Therapy, Physical Therapy

- Biology, chemistry, mathematics, and physics at Higher Level

2.10.4 Other International Admissions Credentials

McGill University receives applications from well over 120 countries each year. Our website, www.mcgill.ca/applying lists some of the most frequently seen international secondary school diplomas. We are constantly updating this list as school systems evolve around the world. Students who have completed these and other recognised international diplomas with strong grades in all required courses are eligible to apply to McGill.

Admission is competitive and depends on the space available; applicants with the minimum requirements are not guaranteed acceptance.

2.11 Applicants From Other Universities or Colleges and Second Bachelor Degree Applicants ("Transfers")

General Information

The University welcomes applications from well-qualified students who wish to transfer to McGill. Please note that for many programs (including Arts) applications for transfer are often considered exceptionally and on the basis of space available. Admission standards may vary significantly from year to year depending on demand for the program. Transfer applicants are considered on the basis of university/college work and previous studies. Applicants should have well-above average academic records and prerequisites appropriate to the program they wish to pursue at McGill. Particular attention will be paid to results of courses relevant to the proposed program of study.

Note:

MINIMUM REQUIREMENTS BY PROGRAM – TRANSFER STUDENTS

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- One semester of calculus for science
- One semester each of two of the following: biology, chemistry or physics, each with labs

Architecture and Engineering

- One semester of differential calculus
- One semester of integral calculus
- One semester of linear algebra
- Two semesters of physics (mechanics, electricity and magnetism, waves and optics) with labs
- Two semesters of general chemistry with labs.
- Architecture portfolio by March 15

It is possible to be admitted to certain departments in Engineering with a minimum of two semesters of calculus plus two terms of chemistry or physics. Admission to Architecture and to Computer, Electrical, Mechanical and Software Engineering is highly competitive. Admission to Architecture and to Computer, Electrical, Mechanical and Software Engineering is highly competitive.

One semester of differential calculus for science

- One semester of linear algebra

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- One semester of general chemistry with labs

- Two semesters of physics (mechanics, electricity and magnetism, waves and optics) with labs
- One semester of general chemistry with labs.
- One semester of linear algebra

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Religious Studies

- Must complete a qualifying year of designated Religious Studies and Arts courses before being admitted to the B.Th. program
- 27 years of age at time of registration

All other Programs

- Canadian citizen or Canadian Permanent Resident
- 23 years of age at time of registration (21 years of age for Faculty of Management)
- No college or university level studies within the last five years that would constitute a basis for admission
- Applicants with college or university results that are not competitive must complete more advanced studies with strong results at another college or university before applying
- Two letters of reference
- A personal summary form
- Demonstrated academic potential by completing a minimum number of appropriate courses within the three-year period prior to admission. These courses are taken to fulfil prerequisites for the proposed program.
- Prerequisites can be fulfilled at either a CEGEP or university

ADDITIONAL REQUIREMENTS BY PROGRAM – MATURE STUDENTS

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

Applicants must have completed a minimum of:

- One course in differential calculus
- Two of the following: biology, chemistry or physics, at the college or university level, each with a grade of 70% or better

Architecture

- Two semesters of differential and integral calculus
- One semester of linear algebra
- Two semesters of physics (mechanics, electricity and magnetism, waves and optics) with labs
- Two semesters of general chemistry with labs
- Applicants with exceptional grades may be considered with a minimum of two terms of calculus and any two of the above chemistry and physics courses
- Prerequisites may be completed at CEGEP or university
- Portfolio by March 15

Arts

- Two courses appropriate to the proposed area of study, each with a minimum grade of B.

Education

- Two courses, one in English (not English as a Second Language) and one in the proposed teaching area, each with a minimum grade of B
- Candidates whose applications pass the initial review will be contacted for an interview

B.Mus./B.Ed. applicants must also meet Music requirements.

Engineering

- Minimum three courses including: differential calculus, physics (mechanics) with lab and one term of general chemistry with lab, each with 75% or better

"basic requirements for mature students" description, in [section 2.13 "Mature Students" on page 33](#).

- Hold a current Québec license or an authorization/temporary permit from the OIIQ.
- Meet with faculty for an interview if requested.
- Complete 5 of the qualifying courses below, within a 3-year period, to demonstrate their academic potential.
- One course from each of the following groups, or equivalent courses approved by the School of Nursing, that are offered through the McGill Centre for Continuing Education. An overall B average is required in these courses with a passing grade of C or above in each course.

Group 1

- The World of Chemistry: Food, Water and Health, CHEM 150 or
- The World of Chemistry: The World Around Us, CHEM 160 or
- The World of Chemistry: Drugs and Cosmetics, CHEM 170

Group 2

- Health Assessment in the Elderly*, NUR2-520 or
- Current Issues in Women's Reproductive Health*, HESL-309

Group 3

- Health Care Systems*, CHLC-500 or
- Introduction to Organizational Behavior, MGCR-222
- Plus the following 2 courses which may be completed at a CEGEP with a minimum overall average of 70%, or at another university, with minimum marks of C in each course.

Chemistry 202-NYA (or General Chemistry I), and
Chemistry 202-NYB (or General Chemistry II)**

Students will be given transfer credits and exemptions for the 2 elective courses of the BN program in Management and Nursing listed above.

On completion of the 5 courses, submit a Mature Student Application form.

The following three chemistry courses form the basic science foundation for the more advanced courses of the program:

- Chemistry 201-101 (CÉGEP) or General Chemistry I (university)
- Chemistry 202-201 (CÉGEP) or General Chemistry II (university)
- Organic Chemistry 202-202 (CÉGEP) or Organic Chemistry I (university)

Students will not be allowed to take these advanced science courses: Biology BIOL-201B, Physiology PHGY-201A, Physiology PHGY-202B, Human Disease PATH-300B, and Drug Action PHAR-300A), until they have successfully completed the Chemistry requirements. Students should therefore complete the chemistry courses prior to or as soon as possible after admission. A minimum overall average of 70% in the Chemistry courses is required if they are completed at CEGEP or a mark of a C if they are completed at a university. (Credits for these courses are not applied towards the 80 credits of the BN program)

Nursing (B.Sc. (N)) and Science

Three courses:

- One in functions (pre-calculus)
- At least two of general biology, chemistry or physics (all with labs) each with a grade of 75% or better

Occupational Therapy, Physical Therapy

- Two semesters of biology with labs
- Two semesters of general chemistry with labs
- One semester of organic chemistry with lab
- Two semesters (three if CEGEP) of physics (mechanics, electricity and magnetism, w iversity. (tqo -0.0964 Tw (el labso9oTw * o courses ity. (tq2382tD GEP) ap -9.751iif47 D OiD 0c -0integTD 0.0.2609) Tj

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Applicants are considered on an individual basis; the minimum entrance requirement is generally a cumulative B average or its equivalent. Grades obtained in courses relevant to the proposed studies will be considered in addition to the overall average.

Some programs have a limited number of places for Exchange Students. Admission to courses that require permission of the instructor or which have otherwise limited enrolment, is not guaranteed. Successful completion of courses does not guarantee future entrance to a degree program. Admission decisions on exchange applications are final and there is no appeal process.

The Faculty of Management's undergraduate program (B.Com.) only accepts exchange applications from the business schools of McGill University's exchange partners. Please note that admission to the B.Com. program is limited and restricted to areas of study other than accounting, information systems (computers), and finance.

McGill's Master of Business Administration (M.B.A.) program does not participate in any general University exchange agreements. Rather, the M.B.A. program has established a number of its own exchange linkages.

French nationals should also note that they MUST have completed their "Maîtrise" in order to apply to graduate level study at McGill. Proof that the student has completed their "Maîtrise" must be included with the application. Please note that the following Faculties and Schools do not participate in bilateral or CREPUQ exchanges: Dentistry, Medicine, Nursing, Physical and Occupational Therapy, Social Work and Religious Studies.

2.16 Home Schooled Applicants

McGill will consider applications from home schooled applicants. Each case will be treated on its own merits. Home schooled candidates are required to submit, along with their application: a description of the home schooling curriculum followed and measures of the applicant's academic acquisition in the program; including a comprehensive list of all texts (and editions) studied; a personal statement from the applicant and a separate statement from the home educator explaining the basis of the university application and estimation of readiness to handle university level subject matter; an additional confidential letter of recommendation from an impartial source indicating the applicant's readiness for University level study. In some cases, further information and/or interview(s) with an Admissions Officer, Associate Dean, or Program Director may be required.

- 11.6 Bookstore
- 11.7 Computer Store
- 11.8 Day Care
- 12. Residential Facilities, page 56
 - 12.1 University Residences – Downtown
 - 12.1.1 Dormitory-style residences
 - 12.1.2 Apartment-style residences
 - 12.1.3 Shared-facilities houses
 - 12.1.4 Residence Fees
 - 12.1.5 Meal Plans
 - 12.1.6 Student Government
 - 12.2 University Residences – Macdonald Campus
 - 12.2.1 Residence Fees – Macdonald Campus
 - 12.2.2 Application for Residence – Macdonald Campus
 - 12.2.3 Residence Occupancy – Macdonald Campus
 - 12.2.4 Facilities for Non-Resident Students – Macdonald Campus
 - 12.2.5 Student Parking – Macdonald Campus
- 13. Information Technology Resources, page 58
 - 13.1 Computing Facilities
 - 13.1.1 IST Customer Services (ICS)
 - 13.1.2 Network and Communications Services (NCS)
 - 13.1.3 WebCT
 - 13.1.4 Computer Labs
 - 13.1.5 Instructional Communications Centre
- 14. Resources for Study and Research, page 59
 - 14.1 Libraries
 - 14.2 University Archives
 - 14.3 Museums
 - 14.3.1 Redpath Museum
 - 14.3.2 McCord Museum of Canadian History
 - 14.3.3 Lyman Entomological Museum and Research Laboratory
 - 14.3.4 Other Historical Collections

1 General Policies and Information

1.1 Authorization, Acknowledgment and Consent

When applying for admission to the University, all students acknowledge that they are bound by and undertake to observe the statutes, rules, regulations, and policies in place from time to time at McGill University and the faculty or faculties in which they are registered, including those policies contained in the University Calendars and related fee documents. Their obligation as a student commences with their registration and terminates in accordance with the University's statutes, regulations, and policies.

Students should verify any information or statement provided as part of their application, realizing that an admission granted based on information in their application or supporting documents that is incorrect or untrue may be revoked at the sole discretion of the University.

1.2 Student Rights and Responsibilities

The *Handbook of Student Rights and Responsibilities* is published jointly by the Office of the Dean of Students and the University Secretariat. A compendium of regulations and policies governing student rights and responsibilities at McGill, it is distributed to new students at the Dean of Students' Orientation Sessions. The Handbook is also available on the Web at www.mcgill.ca/secretariat/statutes/documents.

1.3 Language Policy

The language of instruction at McGill is English. Some courses are offered in French. Every student has a right to write essays, exam-

inations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

It is recommended that students who lack proficiency in English avail themselves of the opportunity to take an intensive English as a second language course prior to, or early in, their program of studies. Information concerning second language course offerings can be found in the Faculty of Arts section of this Calendar and in the Summer Studies and Continuing Education Calendars. There are special language requirements for Faculty of Education students; please see Faculty of Education section 2.1 "Undergraduate Education Programs" on page 176.

1.3.1 Faculty of Education Students English Language Requirement

The Quebec Ministry of Education and the Faculty of Education requires that all students in teacher education programs demonstrate their proficiency in the language of instruction. To fulfill this obligation all students must successfully pass an English Language Proficiency Test which will be administered in the December examination period of their first term.

Students who fail the Test the first time and who wish to remain in the program will have adequate opportunities to improve the quality of their English language skills. All students who were unsuccessful in their first Test, will be required to take the Test a second time the following December. Students who fail the second Test will be placed in unsatisfactory standing and must withdraw from the program.

Language Requirement for Applicants to B.Ed. TESL, TFSL Programs

Applicants to the B.Ed. TESL or TFSL programs are required to pass written and oral language tests in order to fulfill the admission requirements to these two programs and therefore are not required to write the English Language Proficiency Test.

1.4 Policy Concerning Access to Records

Statements of account and all other correspondence are sent directly to students who retain full control as to who has access to their records or accounts. (Officers and members of the University staff may also have access to relevant parts of such records for recognized and legitimate use.) No progress report or any other information is sent to parents and/or sponsors unless specifically requested by the student in writing.

In accordance with the Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information (the "Access Act") personal information, including transcripts of academic records, may be released only with the authorization of the student. When a student applies to McGill, he/she authorizes the University to release certain personal information (name, address, telephone number, e-mail address, date of birth, program and student status) to the following persons and bodies listed below.

The following persons and bodies are included in the authorization:

- libraries of other Quebec universities with which McGill established reciprocal borrowing agreement (I.D. number and bar code may also be disclosed to such libraries)
- the Quebec Ministry of Education, in order to create, validate and/or modify the student's Permanent Code
- the appropriate authorities involved with the external or internal funding of the student's fees (financial records may also be disclosed to such authorities)
- the Association of Universities and Colleges of Canada
- the Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs et des principaux des universités du Québec, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics

- the school(s) or college(s) which the student attended

Students who choose to not authorize the University to disclose personal information to the following organizations, must complete and submit an opposition form. The opposition form is available at the Admissions, Recruitment and Registrar's Office.

- students and alumni who have volunteered to speak with admitted students
- the Student Associations recognized by McGill University for the category(ies) of students to which the student belongs
- the McGill Alumni Association
- professional bodies or corporations (e.g., engineers, dentists)
- McGill Network and Communications Services for the purposes of listing the student's McGill e-mail address in an online e-mail directory.

1.5 E-mail Communication

invalid or incomplete, a student's mail will be held. Once the addresses are updated, future mail will be sent.

Students should update their addresses and/or telephone number using Minerva.

Students who are away from campus and do not have access to the Internet may make the changes by writing to the Student Affairs Office or to the Admissions, Recruitment and Registrar's Office. A written request must include the student's signature.

Changes requiring verification of official documents, e.g., change of name or citizenship or correction of birth date, must be reported to the Admissions, Recruitment and Registrar's Office as soon as possible. Such changes can only be made in person.

2.2 Documentation

2.2.1 Documentation for Permanent Code, Citizenship and Proof of Quebec Residency

The Ministry of Education in Quebec requires that McGill collect documentation from all students to ensure tuition fees are assessed correctly and to ensure a permanent code is issued by the Ministry for all students. Canadian citizens and Permanent Residents should take steps to mail or fax this documentation prior to arriving on campus. International students must bring the appropriate documents with them when they come to have their McGill identification card issued before the start of lectures.

2.2.2 Canadians or Permanent Residents of Canada

Any new student who is a Canadian or Permanent Resident, including Quebec residents, must mail or fax to McGill prior to arriving on campus:

a. a legible photocopy of one of the following:

- Certificate of Indian status card
- Canadian birth certificate
- Canadian citizenship card (both sides)
- Record of Permanent Resident status in Canada (i.e. IMM1000 document/IMM 5292 and PR card - both sides)

and

b. if the information was not already provided at the time of application to McGill, a signed Permanent Code form available at www.mcgill.ca/student-records/fees/permcode, indicating the names of the student's father and mother, or a Permanent Code.

Students can check if McGill has received their Permanent Code, after they have accepted the University offer of admission by viewing their unofficial transcript on Minerva. If the University has the Permanent Code on file it will be displayed at the top of the unofficial transcript, below their McGill ID.

2.2.3 Residents of Quebec

New students who are citizens or Permanent Residents of Canada, and who qualify for the Quebec rate of tuition fees, must also provide proof of Québec residency in addition to the documents listed in the above section. There are two ways of establishing Québec residency status:

1. **Without** an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated below and submit proof to that effect:
 - a. Student was born in Québec. **Documents:** Quebec birth or baptismal certificate (issued prior to Jan. 1st, 1994) with place of birth clearly shown, valid Canadian passport indicating Quebec as place of birth;
 - b. Student obtained Landed Immigrant status by virtue of a Certificate of Selection of Québec (CSQ). **Documents:** CSQ document, written confirmation from Immigration Quebec that a CSQ was issued;
 - c. Student's high school and CEGEP transcripts transmitted electronically to McGill from the Ministry of Education of Quebec **indicate "Quebec" as the place of residence. Document:** final Quebec high school transcript;
 - d.

Canada (for a list of documents please see section 2.2). International students must also show proof of health coverage (Blue Cross certificate or confirmation of exemption). Contact International Student Services at (514) 398-6012 or consult their Website at www.mcgill.ca/stuserv/iss for additional information.

ID cards will not be issued if any of the above documents are missing.

Registered students may obtain an ID card at these times and locations:

On Macdonald Campus, registered students may obtain an ID card from the Student Affairs Office, Room 106, Laird Hall.

Diploma, French Baccalaureate, International Baccalaureate or at least one year of university. This also includes special, visiting, and exchange students as well as those students from other Quebec universities registering in a course at McGill as part of the Quebec Inter-University Transfer Agreement.

Thursday, August 5, registration opens for: students admitted from High School. Some Faculties and departments require that students attend an advising session or meet with an adviser before registration and set specific dates for advising and registration within these dates. Please refer to the Faculty sections of this Calendar as well as to the *Welcome to McGill* booklet, which is included with the acceptance package.

A newly admitted student entering in September 2004 who wishes to register for courses in the Summer of 2004 may do so on Minerva. Please check the Summer Studies calendar for further information.

Newly Admitted Students Entering in January 2005

Registration will take place between Friday, December 3, 2004 and Monday, January 3, 2005.

Some faculties and departments require that students be advised before registration and set specific dates for advising and registration within these dates. Please refer to the Faculty sections of this Calendar as well as to the *Welcome to McGill* booklet which is included with the acceptance package.

3.1.1 Late Registration

Students who fail to register during the normal registration period may do so within the period designated by the University for late registration. They will be assessed a late registration fee as listed below:

Returning Students: may register late from Tuesday, August 3 until and including Wednesday, September 1 with the payment of a late registration fee of \$50 (\$20 for Special Students)

New and Returning Students (Fall): Students may register late via Minerva from Thursday, September 2nd until Sunday, September 12th with the payment of a late registration fee of \$100 (\$40 for Special Students).

New and Returning Students (Winter): May register late via Minerva from Tuesday, January 4 until Sunday, January 16 with the payment of a late registration fee of \$100 (\$40 for Special Students).

Special Late Registration: Students whose records are not available for registration on-line during the late registration period, usually due to late admission, may receive special permission to register in person. This information is included with their letter of acceptance.

3.2 Class Schedule

The Class Schedule for the upcoming Fall and Winter Terms normally becomes available in mid-March at www.mcgill.ca/courses. (The Summer Term schedule is normally made available in January).

The Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and informational remarks and comments. Descriptions of scheduled courses can be accessed by clicking on the CRN (course reference number) that appears with each course section shown.

Students should make special note of any pre-registration 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 the responsibility of all students to consult the Class Schedule at the time of registration, and again before classes begin, to ensure that changes have not resulted in conflicts in their schedule.

3.3 Course Load

It is the student's responsibility to follow the faculty regulations listed below. When registering on Minerva, students **must not** exceed the maximum credits permitted by their faculty.

For information on course load requirements for entrance scholarships renewal and in-course awards refer to "Awards to McGill Students in Course" on page 53.

The normal course load in most undergraduate faculties is five courses, or 15 credits per term. For students in the Faculty of Engineering, Faculty of Education, and Faculty of Music, however, the normal course load is 15 to 18 credits per term.

Students in satisfactory standing may take up to 17 credits per term (18, in Music and Engineering).

Students in Arts, Management, Religious Studies, or Science whose GPA is above 3.00 may take 18 credits per term. Students with a GPA above 3.00 who wish to take a course overload are strongly urged to consult an adviser.

Students in probationary standing take a maximum of 12 credits per term, with the following exceptions:

Agricultural and Environmental Sciences: 14 credits.

Arts and Science: up to 14 credits, with special approval of the Associate Dean.

Engineering: 13 credits, including repeated courses.

Music: 14 credits.

Management: 12 credits maximum of new material.

In some cases they may add a repeated course in which a grade of D or F was obtained.

Note: Students who carry fewer than 12 credits per term are considered to be part-time in that term.

3.4 Courses Taken under the Satisfactory/Awards

Studies Calendar or Website at www.mcgill.ca/summer or the Summer Studies Office at (514) 398-5212.

Students taking Summer Studies courses to complete their graduation requirements at McGill will receive their degrees at the Fall Convocation (normally held in November).

It is the student's responsibility to follow the University and faculty regulations. When registering, students must not exceed the maximum credits permitted by their faculty.

Students may enroll in no more than 12 credits (Management or Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of their Associate Dean.

Students registering under the Quebec Inter-University Transfer Agreement (IUT), see section 7.7, are limited to 6 credits.

3.8 Inter-Faculty Transfer

McGill students who wish to transfer into one of the faculties or schools listed below should proceed as follows:

Architecture: Students must apply to the School of Architecture, Macdonald-Harrington Building. The deadline for applications is May 1 for the Fall Term. (There is no admission to the first year of the B.Sc.(Arch.) program for the Winter Term.)

Agricultural and Environmental Sciences, Dietetics and Human Nutrition: Information and Inter-Faculty Transfer forms are available at the Student Affairs Office. The deadline for applications is June 1 for the Fall Term and November 1 for the Winter Term.

Arts and Science: Information and inter-faculty transfer forms are available at the Student Affairs Office. The deadline for applications is June 1 for the Fall Term. (There are no Winter Term transfers into Arts or Science.)

Education: Applications should be made to the Office of the Asso-

S t u d e n c o m p l i n c e a l l i o n a n d I n t e r - F a c u l t y

Information and Inter-Faculty Transfer forms 2 Tj ers into Ar0Tf 0.305726c3 -0.0806 Tw (are avfro

All students returning to the University for the Winter Term must pay their fees by January 3, 2005.

New students starting in the Winter Term will receive their invoice in early January, due on January 28th.

Late Payment Fees: Students who still have an outstanding balance greater than \$100 on their account as of October 29th (February 28th for the Winter term) will be charged a late payment fee of \$25 over and above interest.

4.7 Fees and Withdrawal from the University

All students who have accessed Minerva to register must officially withdraw in accordance with section 3.6.2 "University Withdrawal" if they decide not to attend the Term(s) for which they have registered. **Otherwise they will be liable for all applicable tuition and other fees.**

Students who have accessed Minerva and who drop their last course from September 1st through to the withdrawal period with full refund will be deemed to have withdrawn from the University. They will be automatically charged a minimum charge of \$100 (or their deposit fee if newly admitted) to cover administrative costs of registration.

Students who discontinue their classes without taking steps to drop their courses will be liable for all applicable tuition and other fees.

4.7.1 Fee Refund Deadlines

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

Fall Term – up to and including September 19:

Returning students – 100%* refund (Less minimum charge of \$100 in the case of complete withdrawal.)

New students – 100%* refund (Less registration deposit.)

Fall Term – after September 19: No refund.

Winter Term – up to and including January 23:

Returning students – 100%* refund (Less minimum charge of \$100 in the case of complete withdrawal.)

New students – 100%* refund (Less registration deposit.)

Winter Term – after January 23: No refund.

* Including tuition fees, society and other fees, student services, registration and transcripts charges, and information technology charge.

If students wish to discuss the refund policy applicable to a special case, they must contact Student Records in the Admissions, Recruitment and Registrar's Office.

Music students who, in special circumstances such as illness or injury, are given permission to withdraw from practical instruction after the End of the Course Change period will be charged \$65 per week for 1 hour lessons (\$97.50 for 1½ hours) up to a maximum equivalent to the total fees charged for the course.

Full refunds for practical instruction will be given up to the last Friday of the Course Change period.

4.8 Other Policies Related to Fees

4.8.1 Impact of Non-Payment

The University shall have no obligation to issue any transcript of record, award any diploma or re-register a student in case of non-payment of tuition fees, library fees, student housing fees or loans on their due date. Access to Minerva for registration functions will be denied until these debts are paid in full or arrangements made to settle the debt.

Students who register in a given Term who have amounts owing from previous terms must make payment arrangements with either the Student Aid Office or the Student Accounts Office prior to the end of the course add/drop

period. Failure to do so will lead to the current Term's registration being cancelled.

4.8.2 Acceptance of Fees vs Academic Standing

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

4.8.3 Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs, e.g., one at the undergraduate vs one program at the graduate level, students may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts Website for further details.

Students in two programs may consult the Admissions, Recruitment and Registrar's Office for information on tuition fees. Adjustments to bills will be made throughout the Term when fees cannot be automatically calculated.

4.9 Deferred Fee Payment

Students with Sponsors

Students whose fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or their University department (i.e., teaching assistants or demonstrators), must have written evidence to that effect. Students in any of the above categories should go to the Student Accounts Office with the appropriate documentation.

When a third party has agreed to pay fees on behalf of a student, payment will be recorded on the fee account, thereby reducing the balance the student must pay. The University reserves the right to insist upon payment. If the third party does not pay the promised fees within 90 days of invoicing, the student will be responsible for paying the fees plus the late payment fee and accrued interest.

Students Receiving McGill Scholarships/Awards

Fall Term: McGill scholarships or awards are normally credited to the recipient's fee account by mid-August. These awards have the effect of reducing the student's outstanding balance.

Winter Term: Students will be able to view upcoming Winter term scholarships or awards on Minerva once processed by the Student Aid Office. These awards are post-dated and will be released to the student's fee account by January 3rd.

Students Receiving Government Aid

Students are encouraged to pay their tuition promptly upon receipt of their government assistance. Interest on outstanding tuition is charged monthly beginning in August for returning students and in September for new students. Students who have applied for government assistance for full-time studies by June 30 will be entitled to an exemption of interest and late payment charges upon receipt of their aid at the Student Aid Office.

4.10 Yearly Fees and Charges by Faculty

Tuition fees at the undergraduate level are based on the number of credits taken. The following tables reflect the 2004-05 fees for a normal full-time course load of 30 credits per year.

Part-time students will be charged tuition fees at the per credit rate and will be subject to student society fees, student services fees, registration and transcripts charges, and information technology charges.

Note: The following fees have been established for 2004-05 at the rates indicated: Tuition; Registration and Transcript Charge and the Information Technology Charge. Student Services fees are subject to approval by the Senate Committee. Any changes to other charges will be updated as they are confirmed via the Student Accounts Website: www.mcgill.ca/student-accounts.

4.10.1 Faculty of Agricultural and Environmental Sciences, and School of Dietetics and Human Nutrition – B.Sc.(Ag.Env.Sc.), and B.Sc.(Agr.Eng.) Faculty of Agricultural and Environmental Sciences, and School of Dietetics and Human Nutrition – B.Sc.(F.Sc.), B.Sc.(Nutr.Sc.)

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	321.60	321.60	253.92
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50

4.10.4 Faculty of Arts, School of Social Work – B.S.W.

4.10.5 Faculty of Education – B.Ed.

4.10.2 Faculty of Arts – B.A.

4.10.6 Faculty of Engineering – B.Eng. and B.S.E.

4.10.3 Faculty of Arts and Science – B.A. & Sc.

4.10.7 Faculty of Engineering, School of Architecture – B.Sc.(Arch.)

4.10.8 Faculty of Management – B.Com.

5 Student Records

5.1 Academic Standing

Students enter the University in satisfactory standing and their academic standing is determined soon after the end of a Term in accordance with the regulations of their Faculty. Standing codes are generated in January for the Fall term, in May for the Winter Term, and in September for the Summer Term. Students who are placed in unsatisfactory standing must apply to the Faculty for re-admission. Consult the appropriate section of this Calendar for the Regulations on Academic Standing that apply to a particular Fac-

4.10.9 Faculty of Music – B.Mus.

4.10.10 Faculty of Religious Studies – B.Th.

4.10.11 Faculty of Science – B.Sc.

The University will issue only complete transcripts recording all work attempted and results obtained in any and all programs. In no circumstances will partial transcripts be issued.

Official transcripts will NOT be issued for students registered on or

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

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

6.2.2 Deferred Examinations

Students who, for serious reasons such as illness or family affliction, have not written one or more examinations, may receive the permission of their own faculty Student Affairs Office to defer the examination to the next supplemental examination period, except in the Faculties of Engineering and Management (where students write the examination the next time the course is given). Students should be aware that deferred examinations are granted only for compelling reasons, verified and accepted by the Student Affairs Office. Supporting evidence such as an appropriate medical report is required. The Student Affairs Office must be informed as soon as possible after the examination of the reason for their absence from the examination.

Final application deadline in Arts, and Science, Education, and Engineering for deferred examinations is January 15, for Fall Term courses and May 15, for Winter Term courses and courses that span the Fall and Winter Terms. The Faculty of Agricultural and Environmental Science (FAES) also offers deferred exams for the Fall and Winter period. FAES students should verify dates in the Calendar of Dates and consult their Student Affairs Office for procedures.

If the request is approved, an L will appear in place of a grade in such courses. The grade obtained in the deferred examination after it has been written will replace the grade of L on the student's official transcript.

No supplemental examinations are available for students who receive a grade of D, F, J, or U in a course after a deferred examination. Such students must either re-register in the same course the following term or in an approved course substitute.

A Music student who has a mark of L not cleared by mid-May is ineligible for scholarships.

If deferred status is not granted, the student will receive a grade of J in the course, which will count as a failure in the GPA and CGPA. The student may, however, be allowed to write a supplemental examination. **Please note there are no supplemental exams in Agricultural and Environmental Sciences, Architecture, Engineering, or Management courses.**

Students in Summer Term courses should check with their Student Affairs Office on the availability and restrictions on deferred and supplementary examinations in such courses.

In the event of illness, it is recommended that students consult the McGill Health Service. A medical note may be helpful in support of a request to the Associate Dean of a faculty or a Program Director of a school, as appropriate, for deferred examinations.

Students who have already written an examination may not subsequently request that the exam be deferred. Such students should consult their faculty office regarding the availability of supplemental examinations.

6.2.3 Reassessments and Rereads

In accordance with the Charter of Student Rights, and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to discuss this submission with the examiner. If, after such discussion, students want to have a formal final examination reread, they must apply in writing to the Student Affairs Office (in Music, the Department Chair). Students should check with that office regarding application deadlines for formal rereads.

For more detailed regulations concerning reassessments and rereads, students should consult their faculty section in the appropriate University Calendar.

7 Internships, Exchanges and Study at other Institutions

7.1 Internships and Co-op Programs

Several faculties at McGill offer undergraduate students the opportunity to participate in an internship or co-op program.

Faculty of Agricultural and Environmental Sciences students, see "Internship Opportunities and Co-op Experience" on page 352.

Faculty of Management students, see "Internship Program" on page 234.

For IYES: Internship Year for Engineering and Science, see page 205 in the Faculty of Engineering section. The Department of Mining, Metals and Materials Engineering, see page 223, also offers Co-op programs in Metallurgical and Mining Engineering.

Students in the Faculty of Science should refer to "Internship Programs – Internship Year for Engineering and Science (IYES)" on page 301 for a listing of programs available with an Internship component.

Students in the Faculty of Arts should refer to the Arts Internships Website:

ual courses. Field studies provide practical experience and a chance to integrate and apply knowledge gained in the classroom. In many cases, field courses can be counted towards major program requirements. Students should see their adviser for details.

Field Study Semesters are packages of McGill courses aimed at senior year students which focus on the physical and social aspects of the environment. They are offered in various regions around the world in either the Fall or Winter Term. Currently, Field Study Semesters are offered in East Africa (Kenya or Tanzania), Barbados, and Panama. Enrolment is limited, and application deadlines and costs vary, so students should consult the relevant sections of the Calendar for details. Students who are interested in participating should begin planning their courses well in advance of their final year, as some of the field courses require prerequisites:

Africa Field Study Semester, Winter Term; for details, see section "African Field Study Semester"

Barbados Field Study Semester, Fall Term; for details, see section "Barbados Field Study Semester"

Panama Field Study Semester, Fall Term; for details, see section 9.3 "Panama Field Study Semester"

A smaller package of courses is offered each summer on the Macdonald Campus which explores the Human Impacts on the Environment. For details, see section 9.4 "Macdonald Campus P

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graded credits in the regular academic year exclusive of courses completed under the Satisfactory/Unsatisfactory option. Summer courses are not considered. Courses taken at other Quebec universities through the Inter-University Transfer Agreement may be counted towards the requirements for scholarship renewal or for consideration for other academic awards. Eligibility will be based on all courses taken during the regular academic year and on both the McGill GPA as well as the global GPA which will include the IUT credits.

To receive full payment of an award, students must be regis-

Students who need to acquire a functional level of proficiency in French may take courses from either the English and French Language Centre, Faculty of Arts, or the Centre for Continuing Education, 688 Sherbrooke Street West, telephone (514) 398-6200.

Students already proficient in French but who wish to keep up practice might consider courses in the Department of French Language and Literature, Faculty of Arts.

Note: Non-credit language courses completed at the Centre for Continuing Education may not be applied to program/degree requirements. Consult your Faculty for clarification.

Athletics: offers programs in recreational, intercollegiate, instructional, intramural and sports clubs.

Athletics Complex, 475 Pine Avenue West (514) 398-7000

E-mail: athletics@mcgill.ca

Website: www.athletics.mcgill.ca

Career and Placement Service (CAPS): provides a range of services to McGill students, and recent graduates, in the field of student and graduate employment.

Brown Building, Suite 2200 (514) 398-3304

E-mail: careers.caps@mcgill.ca

Website: www.caps.mcgill.ca

Chaplaincy Service: concerned with the spiritual and mental well-being of all students.

Brown Building, Suite 4400 (514) 398-4104

E-mail: chaplaincy@mcgill.ca

10.2 Graduate Studies

Students intending to proceed into graduate studies at McGill should note that admission is not automatic. Further information is available on the Web at www.mcgill.ca/applying/graduate and in the *Graduate and Postdoctoral Studies Calendar* also available on the Web at www.mcgill.ca/courses.

Additional information regarding postgraduate awards is available on the Web at www.mcgill.ca/gps or from the Graduate and Postdoctoral Studies Office, James Administration Building, 845 Sherbrooke Street West, Montreal, QC, H3A 2T5.

Inquiries about graduate assistantships should be directed to the individual departments.

11 Student Services

11.1 Office of the Dean of Students

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

Telephone:

General Information: (514) 398-8238 or 398-3825

Dean/Associate Dean: (514) 398-4990

Fax: (514) 398-3857

The Dean and the Associate Dean of Students coordinate all student services at McGill and are available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature will be directed to the proper individual, office or department.

11.2 Student Services – Downtown Campus

Unless otherwise indicated, on the Downtown Campus all student services offered by the Office of the Dean of Students are located in the William and Mary Brown Student Services Building, 3600 McTavish Street, Montreal, Quebec, H3A 1Y2.

A list of services available is given below. For further information refer to the Student Services Website: www.mcgill.ca/stuserv or the address indicated.

Office for Students with Disabilities: coordinates services to meet the special needs of students with disabilities.

Brown Building, Suite 3100 (514) 398-6009
E-mail: disabilities.students@mcgill.ca TDD: (514) 398-8198
Website: www.mcgill.ca/osd

Tutorial Service: sponsors an extensive tutorial program for students.

Brown Building, Suite 4200 (514) 398-6011
E-mail: tutorial.service@mcgill.ca

11.3 Student Services – Macdonald Campus

While students who study on Macdonald Campus may make full use of all Student Services available at McGill, the Office of the Dean of Students, in cooperation with the Faculty of Agricultural and Environmental Sciences, offers students direct access to the services listed below.

Further information can be found on the Web at www.mcgill.ca/macdonald/resources/student-services and the Student Services Website www.mcgill.ca/stuserv.

Unless otherwise indicated, Macdonald Campus services are located in the Centennial Centre, Room CC 1-124, 21,111 Lakeshore Road.

Telephone: (514) 398-7992 Fax: (514) 398-7610

Counselling Services: a professional counsellor is available

Animators (Floor Fellows) and Academic Staff (Directors) provide support to all undergraduate residents and live in or nearby all McGill Residences. An elected Residence Council serves as the voice of students.

12.1.1 Dormitory-style residences

McGill offers six dormitory-style residences with full meal service. The Bishop Mountain Residences (Gardner, McConnell, Molson and Douglas Halls) are located on the slope of Mount Royal, overlooking the campus, and house both male and female students. Royal Victoria College (RVC), the all-women's residence, is located one block from the McGill gates. McGill's newest residence hall is fully co-ed and is located a short walk from the main campus.

Rooms at RVC and the Bishop Mountain Residences are mostly single occupancy. The New Residence Hall offers mostly double rooms. Each student is provided a bed, a desk, chair, chest of drawers, closet and small fridge (one fridge per double room). Linen is supplied at RVC only and is exchanged weekly. In all halls residents are responsible for the cleanliness of their rooms. Common bathrooms and showers are located on each floor, except in the New Residence Hall where there are private bathrooms in each room. Each hall has coin-operated automatic washers and dryers, as well as ironing facilities. Pay telephones are located in each building. In addition, all rooms are wired for a private telephone and internet service. There is limited storage space for ski equipment, trunks, and suitcases in every hall. All halls have TV and recreation rooms.

There are on-site cafeterias and the meal plan is compulsory for students living in the dormitory-style residences.

12.1.2 Apartment-style residences

Solin Hall is a modern award-winning apartment-style residence that has two, three and four bedroom apartments. Located four short Metro stops west of the main campus, Solin features large common areas (TV and games rooms) and a computer lab and houses mostly first-year and a few upper-year undergraduate students. Each apartment has its own living room, dining room, kitchen and bathroom(s), with basic furniture such as stove, fridge, table, chairs, sofa, lamps and drapes. Bedrooms are furnished with bed, desk, chair and chest of drawers. All apartments and public area floors are carpeted. There is electrical heating with individual thermostats in each room. Shopping areas are within walking distance from the Hall. Limited indoor parking is available.

The Greenbriar Apartments residence building is located one block from the main campus. It houses first-year and upper-year undergraduate students in self-contained studio and double occupancy, one-bedroom apartments. Apartments have fully equipped kitchens (stove, fridge, sink) and are furnished with bed, desk, table, chairs, drawers and blinds.

Although these residences do not offer meal plans, residents may purchase one at the residence cafeterias.

12.1.3 Shared-facilities houses

McGill Residences also offers a number of beautifully renovated older buildings, each housing between 13 and 20 first-year students. These shared-facilities houses are all located within a few blocks of the main campus and have single and double occupancy bedrooms with shared kitchens, bathrooms and common areas. Bedrooms are furnished with desks and chairs, beds (many are loft beds), chest of drawers, closet and blinds. Common areas are also fully furnished. Although these residences do not offer meal plans, residents may purchase one at the residence cafeterias.

12.1.4 Residence Fees

The ICC also maintains two video editing suites available for staff and students who wish to produce their own programs. These suites are self-instructional, and sessions should be reserved in advance. For more information or to reserve a session, please contact the ICC Main Office, 688 Sherbrooke St. W., Suite 1600, (514) 398-7200.

14 Resources for Study and Research

14.1 Libraries

All registered students have access to the McGill University Library system. This comprises well over three million volumes in 14 libraries, two reading rooms, and a number of affiliated collections.

McGill's virtual library consists of an ever-expanding network of electronic databases plus some unique McGill collections. MUSE: the Online Catalogue is the key to print and electronic resources of the McGill Libraries and is accessible from the Library's Website at www.library.mcgill.ca. McGill Libraries' electronic databases may be searched on computer workstations in any library. Most can also be accessed remotely from computers on or off campus. The Library has around 600 on-line databases currently available, mostly indexing and abstracting resources. In addition McGill students have access to approximately 10,000 full text journals (JSTOR, ScienceDirect, Project MUSE, Kluwer Online, Lexis-Nexis, IEEE, Web of Science, etc.) and e-books as well as hundreds of numeric databases.

The Humanities and Social Sciences Library located in the McLennan-Redpath Library Building is the largest library. There are separate libraries for law, health sciences, and physical sciences and engineering, as well as specialized libraries in various fields. In addition, the Macdonald Campus Library (agriculture, food science and environmental sciences) is located 20 km from the Downtown Campus.

14.2 University Archives

The McGill University Archives (MUA) acquires, preserves and makes available to researchers (including students) of all disciplines more than 4,000 metres of records dating from 1811 to the present. These records document the history of McGill University faculty research, alumni and student organizations, and select Montreal-based organizations all in a variety of media (including textual records, photographs, slides, audio-tapes, film, video, University publications, and artifacts). The MUA also manages the University's corporate memory and information assets through its Records Management Program. The Records Management Program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open to the public Monday-Friday, 9:00-12:30 and 1:45 to 4:45; however, appointments are recommended. The MUA Website includes virtual exhibitions, on-line searching of the MUA holdings, the largest campus database of digitized images, and access to the McGill History Portal (focusing on historical information about McGill University and its community).

McGill University Archives
McLennan Library - Ground Floor
Telephone: (514) 398-3772
Fax: (514) 398-8456
Website: www.archives.mcgill.ca

14.3 Museums

14.3.1 Redpath Museum

The Redpath Museum exists to foster the study of the history and diversity of the natural world. Its mandate includes geological, biological and cultural diversity. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology and other fields. Among the largest collections are fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

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

859 Sherbrooke Street West
Telephone: (514) 398-4086
Website: www.mcgill.ca/redpath
E-mail: redpath.museum@mcgill.ca

14.3.2 McCord Museum of Canadian History

The McCord Museum conserves and presents over 1.2 million objects, images and manuscripts, all irreplaceable reflections of the social history and material culture of Montreal, Quebec and Canada. The Museum's collection includes: Ethnology and Archaeology; Costume and Textiles; Notman Photographic Archives; Paintings, Prints and Drawings; Decorative Arts; and Textual Archives.

With a corpus of over 13,000 Aboriginal objects from across Canada, the McCord's Ethnology and Archaeology collection is the most important of its kind in Quebec. Comprising more than 16,000 garments and accessories, the McCord's Costume hold-

Telephone (514) 398-4086
Website: www.mcgill.ca/museum
859 Sherbrooke Street West, Montreal, QC H3A 2K4
Telephone (514) 398-4086
Website: www.mcgill.ca/museum

The Physics Department has two specialized collections which may be viewed by appointment. The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prize-winning research on radioactivity at McGill University, 1898-1907. The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics.

A

Aboriginal Communities, Middle School Education in (Certificate) [Education] 194

Aboriginal Education for Certified Teachers (Certificate) [Education] 196

Aboriginal Literacy Education (Certificate) 194

Accounting (B.Com., Honours) 245

Accounting (Concentration) [Management] 239

Accounting and Economics (B.Com., Joint Honours) 246

Aeronautical Engineering (Option, Mechanical Engineering) 223

African Studies (B.A., Major Concentration) 77

African Studies (Minor Concentration) [Arts] 77

Agricultural Biotechnology Option, Agricultural Sciences (B.Sc.(Ag.Env.Sc.), Major) 366

Agricultural Economics (B.Sc.(Ag.Env.Sc.), Major) 357

Agricultural Economics (Minor) [A&ES] 358

Agricultural Engineering (Minor) [A&ES] 361

Agricultural Production (Minor) [A&ES] 372

Agricultural Sciences – Agricultural Biotechnology Option (B.Sc.(Ag.Env.Sc.), Major) 366

Agricultural Sciences – Ecological Agriculture Option (B.Sc.(Ag.Env.Sc.), Major) 366

Agricultural Sciences – General Option (B.Sc.(Ag.Env.Sc.), Major) 366

Agricultural Sciences – International Agriculture Option (B.Sc.(Ag.Env.Sc.), Major) 367

Agricultural Sciences – Internship, Agricultural Biotechnology Option (B.Sc.(Ag.Env.Sc.), Major) 366

Agricultural Sciences – Internship, Ecological Agriculture Option (B.Sc.(Ag.Env.Sc.), Major) 367

Agricultural Sciences – Internship, International Agriculture Option (B.Sc.(Ag.Env.Sc.), Major) 367

Agricultural Sciences – Internship, General Option (B.Sc.(Ag.Env.Sc.), Major) 366

Agricultural Sciences – Internship, Soil Sciences Option (B.Sc.(Ag.Env.Sc.), Major) 368

Agricultural Sciences – Soil Sciences Option (B.Sc.(Ag.Env.Sc.), Major) 368

Agricultural Sciences (B.Sc.(Ag.Env.Sc.), Major) 365

Agriculture, Ecological (Certificate) [A&ES] 365

Agriculture, Ecological (Minor) [A&ES] 364

Agrology (l'Ordre des agronomes du Québec) – see Agricultural & Environmental Sciences 352

Algonquin – see Programs for First Nations and Inuit [Education] 192

American Studies (Option) [Management] 250

Anatomy and Cell Biology (B.Sc., Faculty, Major, Honours) 303

Animal Behaviour (Biology Concentration) [Science] 310

Animal Biology (B.Sc.(Ag.Env.Sc.), Major) 359

Animal Science (B.Sc.(Ag.Env.Sc.), Major) 359

Anthropological Archaeology (Minor Concentration) [Arts] 78

Anthropology (B.A., Honours, Joint Honours) 79

Anthropology (B.A., Major Concentration) 79

Anthropology, Socio-Cultural (Minor Concentration) [Arts] 78

Applied Mathematics (B.A. or B.Sc., Honours) 331

Applied Zoology (B.Sc.(Ag.Env.Sc.), Major) 368

Aquatic Ecology (Biology Concentration) [Science] 311

Archaeology, Anthropological (Minor Concentration) [Arts] 78

Architecture (B.Sc.(Arch.)) 211

Art History (B.A., Honours, Joint Honours) 80

Art History (B.A., Major Concentration) 80

Art History (Minor) Concentration [Arts] 80

Artist Diploma [Music] 279

Arts (Minor) [Engineering] 226

Asia, South (Minor Concentration) [Arts] 138

Asian Studies – see East Asian Studies [Arts] 89

Atmospheric Environment and Air Quality (B.Sc. Domain) [MSE] 391

Atmospheric Science (B.Sc., Major, Honours) 304

Atmospheric Science (Minor) [Science] 304

Atmospheric Science and Physics (B.Sc., Joint Major) 305

B

Behavioural Science (Minor Concentration) [Arts] 140

Biochemistry (B.Sc., Faculty, Major, Honours) 307

Biodiversity and Conservation (B.Sc.(Ag.Env.Sc.), B.Sc. Domain) [MSE] 383

Biological Diversity and Systematics (Biology Concentration) [Science] 310

Biological Sciences and Chemistry (B.Sc., Faculty) 316

Biology - Cell/Molecular Option (B.A. & Sc., Major Concentration) 170

Biology - Organismal Option (B.A. & Sc., Major Concentration) 170

Biology (B.Sc., Faculty, Major, Honours) 309

Biology (Minor) [Science] 309

Biology and Mathematics (B.Sc., Faculty) 309

Biology Major Concentration with a Minor in Chemistry for Teachers (B.Sc./B.Ed.) [Science] 348

Biology Major Concentration with a Minor in Physics for Teachers (B.Sc./B.Ed.) [Science] 348

Biology, Animal (B.Sc.(Ag.Env.Sc.), Major) 359

Biology, Environmental (B.Sc.(Ag.Env.Sc.), Major) 369

Biology, Wildlife (B.Sc.(Ag.Env.Sc.), Major) 370

Biomedical Sciences (B.A. & Sc., Major Concentration) 170

Bio-Organic Chemistry Option (B.Sc., Honours) 315

Bio-Organic Chemistry Option (B.Sc., Major) 315

Bioresource Engineering (B.Eng.(Bioresource)) 360

Biotechnology (Minor) [Engineering] 226

Biotechnology (Minor) [Science] 312

Botanical Science (B.Sc.(Ag.Env.Sc.), Major) 371

C

Canada/Quebec, Political Science (Minor Concentration)[Arts] 137

Canadian Ethnic Studies (Minor Concentration) [Arts] 82

Canadian Studies (B.A., Honours) 84

Canadian Studies (B.A., Joint Honours) 85

Canadian Studies (B.A., Major Concentration) 83

Canadian Studies (Minor Concentration) [Arts] 82

Canadian Studies (Option) [Management] 250

Caribbean and Latin American Studies (Option) [Management] 247

Caribbean and Latin-American Studies – Area Option (B.A., Honours) 120

Caribbean and Latin-American Studies – Thematic Option(B.A., Honours) 121

Catholic Studies (Minor Concentration) [Arts] 85

Cell Biology and Anatomy (B.Sc., Faculty, Major, Honours) . 303

C

Caribbean and Latin American Studies [Management] 247

Caribbean and Latin-American Studies – Area Option (B.A., Honours) 120

Caribbean and Latin-American Studies – Thematic Option(B.A., Honours) 121

Catholic Studies (Minor Concentration) [Arts] 85

Cell Biology and Anatomy (B.Sc., Faculty, Major, Honours) . 303

Canada/Quebec, Political Science (Minor Concentration)[Arts] 137

Canadian Ethnic Studies (Minor Concentration) [Arts] 82

Canadian Studies (B.A., Honours) 84

Canadian Studies (B.A., Joint Honours) 85

Canadian Studies (B.A., Major Concentration) 83

Canadian Studies (Minor Concentration) [Arts] 82

Canadian Studies (Option) [Management] 250

Caribbean and Latin American Studies (Option) [Management] 247

Caribbean and Latin-American Studies – Area Option (B.A., Honours) 120

Caribbean and Latin-American Studies – Thematic Option(B.A., Honours) 121

Catholic Studies (Minor Concentration) [Arts] 85

Cell Biology and Anatomy (B.Sc., Faculty, Major, Honours) . 303

INDEX OF PROGRAMS

Comparative Politics (Minor Concentration) [Arts]	137
Composition (B.Mus., Major, Honours)	267
Computational Molecular Biology (Minor) [Science]	319
Computer Engineering (B.Eng.)	219
Computer Science – Software Engineering (B.Sc., Major)	320
Computer Science (B.Sc., Major, Honours)	319
Computer Science (Minor Concentration) [Arts]	87
Computer Science (Minor) [Engineering]	227
Computer Science (Minor) [Science]	318
Computer Science and Mathematics (B.Sc., Faculty, Joint Major, Joint Honours)	329
Computer Science and Physics (B.Sc., Joint Major)	339
Computer Systems (Minor Concentration) [Arts]	88
Computing, Foundations of (B.A., Major Concentration)	88
Computing, Foundations of (Minor Concentration) [Arts]	88
Concurrent B.Ed./B.Mus. [Education]	188
Conservation, Resource (B.Sc.(Ag.Env.Sc.), Major)	369
Construction Engineering and Management (Minor) [Engineering]	227
Contemporary German Studies (B.A., Major Concentration)	104
Cree – see Programs for First Nations and Inuit [Education]	192
Cultural Studies, English (B.A., Honours, Joint Honours)	96
Cultural Studies, English (B.A., Major Concentration)	95
Cultural Studies, English (Minor Concentration) [Arts]	94
D	
Design (Option, Mechanical Engineering)	223
Dietetics (B.Sc.(Nutr.Sc.), Major)	362
Divinity – see Religious Studies	285
Drama and Theatre (Minor Concentration) [Arts]	94
Drama and Theatre, English (B.A., Honours, Joint Honours)	96
Drama and Theatre, English (B.A., Major Concentration)	95
E	
.	369

First Nations and Inuit Educational Leadership (Certificate) [Education]	195	Information Systems (B.Com, Major)	243
First Nations and Inuit Programs [Education]	192	Information Systems (Concentration) [Management]	240
First Nations and Inuit Student Personnel Services (Certificate) [Education]	196	International Agriculture Option, Agricultural Sciences (B.Sc.(Ag.Env.Sc.), Major)	367
First Nations and Inuit, Certificate in Education for (Certificate) [Education]	192	International Business (Concentration) [Management]	240
Food Production and Environment (B.Sc.(Ag.Env.Sc.), B.Sc. Domain) [MSE]	387	International Development Studies (B.A., Honours)	113
Food Science (B.Sc.(F.Sc.), Major)	364	International Development Studies (B.A., Joint Honours)	113
Foundations of Computing (B.A., Major Concentration)	88	International Development Studies (B.A., Major Concentration)	113
Foundations of Computing (Minor Concentration) [Arts]	88	International Development Studies (Minor Concentration) [Arts]	113
Français langue seconde, enseignement du (B.Ed.)	191	International Management (B.Com., Faculty)	246
Français, Programme intensif de (PIF) Option – Elementary and Kindergarten Education (B.Ed.)	191	International Relations (Minor Concentration) [Arts]	137
Françaises, lettres (B.A., Honours, Joint Honours)	100	Internship, Agricultural Biotechnology Option, Agricultural Sciences (B.Sc.(Ag.Env.Sc.), Major)	366
Françaises, lettres et traduction (B.A., Honours, Joint Honours)	100	Internship, Ecological Agriculture Option, Agricultural Sciences (B.Sc.(Ag.Env.Sc.), Major)	367
French as a Second Language (courses) [Arts]	98	Internship, General Option, Agricultural Sciences (B.Sc.(Ag.Env.Sc.), Major)	366
G		Internship, International Agriculture Option, Agricultural Sciences (B.Sc.(Ag.Env.Sc.), Major)	367
Geochemistry (Minor) [Science]	321	Internship, Soil Sciences Option, Agricultural Sciences (B.Sc.(Ag.Env.Sc.), Major)	368
Geographic Information Systems (Minor Concentration) [Arts]	101	Inuit and First Nations Programs [Education]	192
Geographical Information Systems (Minor) [Science]	324	Inuit and First Nations Student Personnel Services Certificate) [Education]	196
Geography - Physical Geography Option (B.A. & Sc., Major Concentration)	172	Inuit and First Nations, Certificate in Education for (Certificate) [Education]	192
Geography (B.A., Honours, Joint Honours)	102	Inuktitut – see Programs for First Nations and Inuit [Education]	192
Geography (B.A., Joint Honours)	103	Italian Civilization (B.A., Major Concentration)	115
Geography (B.A., Major Concentration)	101	Italian Civilization (Minor Concentration) [Arts]	115
Geography (B.Sc., Major, Honours)	324	Italian Language and Literature (B.A., Major Concentration)	115
Geography (Minor Concentration) [Arts]	101	Italian Language and Literature (Minor Concentration) [Arts]	115
Geography, Urban Systems (B.A., Major Concentration)	102	Italian Studies (B.A., Honours)	116
Geography, Urban Systems (Minor Concentration) [Arts]	101	Italian Studies (B.A., Joint Honours)	116
Geophysics and Physics (B.Sc., Joint Major)	338		
German Language (Minor Concentration) [Arts]	104	J	
German Language and Literature (B.A., Major Concentration)	105	Japanese – see East Asian Studies [Arts]	89
German Literature (Minor Concentration) [Arts]	104	Jazz Performance (B.Mus., Major)	277
German Literature and Culture (B.A., Major Concentration)	105	Jewish Law (Minor Concentration) [Arts]	117
German Literature and Culture in Translation (Minor Concentration) [Arts]	104	Jewish Studies (B.A., Honours, Joint Honours)	117
German Studies (B.A., Honours, Joint Honours)	106	Jewish Studies (B.A., Major Concentration)	117
German Studies, Contemporary (B.A., Major Concentration)	104	Jewish Studies (Minor Concentration) [Arts]	117
Greek (Ancient and Modern) – see Classics [Arts]	86		
H		K	
Hispanic Languages (B.A., Major Concentration)	108	Keyboard Studies (B.Mus., Major)	273
Hispanic Languages (Minor Concentration) [Arts]	107	Kindergarten and Elementary Education (B.Ed.)	189
Hispanic Literature and Culture (B.A., Major Concentration)	108	Kinesiology (B.Ed.)	198
Hispanic Literature and Culture (Minor Concentration) [Arts]	107	Kinesiology (B.Sc.(Kinesiology))	199
Hispanic Studies (B.A., Honours, Joint Honours)	108	Kinesiology for Science Students (Minor) [Science]	327
History (B.A., Honours, Joint Honours)	110	Korean – see East Asian Studies [Arts]	89
History (B.A., Major Concentration)	110	L	
History (Minor Concentration) [Arts]	109	Labour-Management Relations (B.Com., Major)	243
History and Philosophy of Science (Minor Concentration) [Arts]	111	Labour-Management Relations (Concentration) [Management]	240
Human Genetics (Biology Concentration) [Science]	311	Land Surface Processes and Environmental Change (B.Sc.(Ag.Env.Sc.), B.Sc. Domain) [MSE]	388
Human Nutrition (Minor) [A&ES]	363	Langue et littérature françaises - langue et traduction (Minor Concentration) [Arts]	99
Human Resource Management and Organizational Behaviour (Concentration) [Management]	241	Langue et littérature françaises - langue française (Minor Concentration) [Arts]	98
Humanistic Studies (B.A., Major Concentration)	112	Langue et littérature françaises - lettres (B.A., Major Concentration) [Arts]	99
Humanistic Studies (Minor Concentration) [Arts]	112	Langue et littérature françaises - lettres (Minor Concentration) [Arts]	99
I		Langue et littérature françaises - lettres et traduction (B.A. Major Concentration)	99
Immunology (B.Sc., Honours)	326	Langue et littérature françaises - lettres et traduction (Minor Concentration) [Arts]	99
Immunology and Microbiology (B.Sc., Faculty, Major, Honours)	333		
Industrial Relations (B.A., Faculty Program)	112		

INDEX OF PROGRAMS

Langue et littérature françaises - linguistique du français
 (B.A., Major Concentration) [Arts] 99

Langue et littérature françaises - théorie et critique littéraires
 (Minor Concentration) [Arts] 99

Latin – see Classics [Arts] 86

Latin American and Caribbean Studies (Option
 [Management] 247

Latin-American and Caribbean Studies – Area Option
 (B.A., Honours) 120

Latin-American and Caribbean Studies – Thematic Option
 (B.A., Honours) 121

Latin-American Studies (B.A., Major Concentration) 120

Linguistics (B.A., Honours, Joint Honours) 122

Linguistics (B.A., Major Concentration) 122

Linguistics, Applied (Minor Concentration) [Arts] 122

Linguistics, Theoretical (Minor Concentration) [Arts]. . . . 122

Literature, English (B.A., Honours, Joint Honours) 95

Literature, English (B.A., Major Concentration) 95

Literature, English (Minor Concentration) [Arts] 94

Littérature et langue françaises - langue et traduction
 (Minor Concentration) [Arts] 99

Littérature et langue françaises - langue française
 (Minor Concentration) [Arts] 98

Littérature et langue françaises - lettres (B.A., Major
 Concentration) [Arts] 99

Littérature et langue françaises - lettres (Minor
 Concentration) [Arts] 99

Littérature et langue françaises - lettres et traduction
 (Minor Concentration) [Arts] 99

Littérature et langue françaises - lettres et traduction
 (B.A., Major Concentration) 99

Littérature et langue françaises - linguistique du français
 (B.A., Major Concentration) [Arts] 99

Littérature et langue françaises - théorie et critique littéraires
 (Minor Concentration) [Arts] 99

M

Management (B.Com., Faculty, Major, Honours) 237

Management (Minor) [Engineering] 230

Management (Minor) [Science] 327

Management Science (Concentration) [Management] . . . 240

Management, International (B.Com., Faculty) 75-9.75

TD 0.2644 Tc -0.0994 Tw (Littérature et langue françaises - lettres (Minor) Tj 12 -9.75 TD 0.2
 B.Com., Frket65 TD 0.13720 Twnguistiqt6ttéraires

Physics and Chemistry (B.Sc., Joint Honours) 340
 Physics and Computer Science (B.Sc., Joint Major) . . . 339
 Physics and Geophysics (B.Sc., Joint Major) 338
 Physics and Mathematics (B.Sc., Joint Honours) 340
 Physics and Physiology (B.Sc., Joint Major) 342
 Physics Major Concentration with a Minor in Biology
 for Teachers (B.Sc./B.Ed.) [Science]. 348
 Physics Major Concentration with a Minor in Chemistry
 for Teachers (B.Sc./B.Ed.) [Science]. 348
 Physics, Mathematics and Chemistry (B.Sc., Faculty) . . 330
 Physiology (B.Sc., Faculty, Major, Honours) 342
 Physiology and Mathematics (B.Sc., Joint Major) 342
 Physiology and Physics (B.Sc., Joint Major) 342
 Planetary and Earth Sciences (Minor) [Science] 321
 Planetary Sciences (B.Sc., Honours) 322
 Plant Science (B.Sc.(Ag.Env.Sc.), Major). 371
 Political Economy (Minor Concentration) [Arts] 138
 Political Science (B.A., Honours, Joint Honours) 138
 Political Science (B.A., Major Concentration) 138
 Political Science (Minor Concentration) [Arts] 136
 Political Science: Canada/Quebec (Minor Concentration)
 [Arts] 137
 Politics, Comparative (Minor Concentration) [Arts] 137
 Politics, Law and Society (Minor Concentration) [Arts] . . 138
 Probability and Statistics (B.A. or B.Sc., Honours) 332
 Programme intensif de français (PIF) Elementary Option –
 Kindergarten and Elementary Education (B.Ed.) 191
 Psychology (B.A., Honours) 141
 Psychology (B.A., Major Concentration) 140
 Psychology (B.Com., Major) 244
 Psychology (B.Sc., Faculty, Major, Honours) 346
 Psychology (Minor Concentration) [Arts] 140
 Psychology (Minor) [Science] 345

Q

Quebec Studies/Québec, études sur le (B.A.,
 Major Concentration) 142
 Quebec Studies/Québec, études sur le (Minor
 Concentration) [Arts] 142
 Quebec/Canada, Political Science (Minor Concentration)
 [Arts] 137

R

Religions, World (B.A., Major Concentration) 145
 Religions, World (Minor Concentration) [Arts] 144
 Religious Studies (B.A., Honours) 146
 Religious Studies (B.A., Joint Honours) 147
 Religious Studies (B.Th., Regular, Honours) 288
 Renewable Resource Management (B.Sc.(Ag.Env.Sc.),
 B.Sc. Domain) [MSE] 389
 Resource Conservation (B.Sc.(Ag.Env.Sc.), Major) 369
 Russian (B.A., Honours, Joint Honours) 150
 Russian (B.A., Major Concentration) 150
 Russian (Minor Concentration) [Arts] 149
 Russian Civilization (Minor Concentration) [Arts]. 149

S

Science for Arts Students (Minor Concentration) [Arts] . 151
 Science for Teachers (Concurrent B.Sc./B.Ed.) [Science] 347
 Scriptural Languages (Minor Concentration) [Arts]. 145
 Scriptures and Interpretations (B.A., Major
 Concentration) 146
 Secondary Education (B.Ed.) 187
 Social Studies of Medicine (Minor Concentration) [Arts] 154
 Social Work (B.S.W.) 155
 Social Work, Special B.S.W. (B.S.W.) 156
 Socio-Cultural Anthropol,EMh B.S.W. (B.S.W.)1

