



**University Regulations and Resources
(Undergraduate)**

**Programs, Courses and University Regulations
2024-2025**

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

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plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating. You can find the *Code* at mcgill.ca/students/srr/publications.

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

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



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

1.5 University Student Assessment Policy

The *University Student Assessment Policy* includes all disparate policies with regard to all types of student assessments. This policy is meant to protect students from excessive workloads, and to ensure that all students are treated equally.

This policy applies to undergraduate and graduate courses offered by the University that are evaluated by any form of assessment. Except where otherwise indicated, this policy applies to all faculties, including those which administer their own examinations.

You can consult the policy on the [Secretariat website](#).

1.6 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

Personal information is protected in the Province of Quebec by the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (the "Access Act"). The Access Act provides that McGill University can only release personal information contained in your file with your authorization or if specifically authorized by law.

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

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

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

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

- collect and maintain your personal information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Éducation et de l'Enseignement supérieur*; the Ontario Universities' Application Centre; and/or the British Columbia Ministry of Education;
- make inquiries to and obtain personal information from the *Ministère de l'Immigration, de la Francisation et de l'Intégration*; Immigration, Refugees and Citizenship Canada; and/or the *Régie de l'assurance maladie du Québec* to verify the validity of your immigration or health insurance status;
- validate with the *Ministère de l'Éducation et de l'Enseignement supérieur* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- verify any information or statement provided as part of your application; and
- contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni, and friends for the purpose of providing University updates and opportunities for direct support to the University, including fundraising and making available special offers such groups may benefit from.

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

- an admission granted based on incomplete, incorrect, or false information contained in your application or supporting documents may be revoked at the sole discretion of the University. The University reserves the right to revoke admission at any time; and
- if admitted to McGill University, you will be bound by the statutes, rules, regulations, and policies in place from time to time at McGill University and

- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an advisor in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints on the application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact *International Student Services* (ISS) regarding individual circumstances.



Note: The Leave of Absence Policy is applicable only to currently registered students who have not withdrawn from all their courses. If a student is considering a *University Withdrawal* due to personal or family health, they should consult their faculty's Student Affairs officer about the possibility of taking a leave of absence.



Note: When on a leave of absence, if you wish to be covered by the undergraduate supplemental health insurance and/or international health insurance, you must contact your respective campus-wide student association (e.g., Students' Society of McGill University, Macdonald Campus Students' Society) and International Student Services to make arrangements. Note that there will be additional student society fees to be paid in order to be considered a member eligible for the insurance plans. For information about the student societies' Services eligible for a leave of absence, if you

If the incident involves bullying, harassment or other potential risks to the health and safety of individuals, please contact [McGill Security Services](#) at 514-398-3000 in the Downtown Campus or 514-398-7777 at the Macdonald Campus immediately.

1.8.3 Use of Cloud Services

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

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

1.8.4 Two-Factor Authentication (2FA)

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

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

1.8.5 Email Communication

All students are assigned a McGill email address (usually in the form of *firstname.lastname@mail.mcgill.ca*) and are given a McGill email mailbox. It is your responsibility to monitor your McGill email regularly because this is the official means of communication between McGill University and its students. Ensure that you read and act upon the emails in a timely fashion.

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



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

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

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

1.8.6 Secure your Journey

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

1.9 Student Health & Insurance

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

1.9.1 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health science fields (including Dietetics), as well as in the School of Social Work. Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University, the Quebec Ministry of Education, and the Canadian Immigration Authorities require a copy of your proof of health insurance on file. You can find further information at mcgill.ca/wellness-hub/get-support/physical-health/immunization or by calling the Student Wellness Hub at 514-398-6017.

1.9.2 Health Insurance – International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University, the Quebec Ministry of Education, and the Canadian Immigration Authorities require a copy of your proof of health insurance on file. Take note, that minors (less than 18 years of age) are now [eligible](#) to apply for the provincial coverage in Quebec, *Régie de l'assurance maladie du Québec* (RAMQ).

For details on the IHI plan and information concerning rates, on HI plehe

1.10 Non-Smoking Policy

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

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

1.11 Policy Concerning Cannabis

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

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

2 Personal Information

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

2.1 Updating Personal Information

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

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

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



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



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

- : Graduate Certificate (Gr. Cert.) Chronic Pain Management (15 credits)
- : Graduate Certificate (Gr. Cert.) Cybersecurity (15 credits)
- : Graduate Certificate (Gr. Cert.) Educational Leadership 1 (15 credits) **
- : Graduate Certificate (Gr. Cert.) Educational Leadership 2 (15 credits) **
- : Graduate Certificate (Gr. Cert.) Educational Leadership 3 (15 credits) **
- : Graduate Certificate (Gr. Cert.) Healthcare Management (15 credits) *
- : Graduate Certificate (Gr. Cert.) International Leadership in Educational and Administrative Development (15 credits) *
- : Certificat d'études supérieures (Cert.ed.sup.) pédagogie de l'immersion française (15 crs)
- : Graduate Certificate (Gr. Cert.) Teaching English as a Second Language (15 credits) **
- : Master of Management (M.M.) Analytics (Non-Thesis) (45 credits)
- : Master of Management (M.M.) IMHL (Non-Thesis) (45 credits) *
- : Master of Science, Applied (M.Sc.A.) Multilingual Digital Communication -N (45 credits) *
- : Master of Science, Applied (M.Sc.A.) Occupational Health (Non-Thesis) (Distance) (45 credits) **This program is currently not offered.**

Continuing Studies Programs (Undergraduate and Graduate Levels)

- : Certificate (Cert.) Applied Cybersecurity (30 credits)
- : Certificate (Cert.) Computers and Information Technology (30 credits)
- : Certificate (Cert.) Indigenous Business Management (30 credits)
- : Certificate (Cert.) Public Administration and Governance (30 credits)
- : Graduate Diploma (Gr. Dip.) Legal Translation (30 credits)
- : Graduate Certificate (Gr. Cert.) Data Analysis for Complex Systems (15 credits)
- : Graduate Certificate (Gr. Cert.) Data-Driven Decision Making (15 credits)
- : Graduate Certificate (Gr. Cert.) Public Administration & Governance (15 credits)
- : Graduate Certificate (Gr. Cert.) Advanced Public Administration & Governance (15 credits)
- : Graduate Certificate (Gr. Cert.) Public Relations & Communication Management Practice (15 credits)
- : Graduate Certificate (Gr. Cert.) Strategic Public Relations & Communications Management (15 credits)



*: This program is self-funded

** : This program may also have an on-campus equivGr

2.3 Submitting Legal Documents

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

2.3.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your leg

International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)

- You may need a Visitor's Permit or Electronic Travel Authorization (*eTA*) issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the [Immigration and Citizenship](#) website
- Photo page of your passport
- Permanent Code Data Form (Notes 1 and 5)

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

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



Note 1: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, if you have clearly identified your parents' names on your application to McGill, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.



Note 2: Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.



Note 3: If you are a refugee, your Convention Refugee Status document is required instead of a Study Permit.



Note 4: Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birthplace as being within the province of Quebec as proof that you are eligible for Quebec residency.

Note 5: You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at

2.3.3 Has McGill Received Your Documents?

2.3.3.1 Quebec/Canadian/International Fees and Immigration Status

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

- Check your tuition fee and legal status on the [Minerva](#) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. Ensure that you select the correct term when viewing your status.
- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see mcgill.ca/student-accounts.

If you do not agree with your tuition status, notify McGill right away. Documentation provided to modify your legal and tuition status must be received within the given semester for changes to be applied for that semester. Retroactive tuition status updates are not permitted; requests and documents submitted after the semester has ended will be processed, with changes applied to the *following* semester.

2.3.3.2 Permanent Code

Your Permanent Code will be created and/or validated by Quebec's Ministry of Education normally within the first six to eight weeks of your first registered semester at McGill.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 2.3.2: n9We4.95 Tm\(Neto bm\(semester\)T0 110 0 1 81.693 5om7.181 Tm\(: \) 0 .Tj 0 1 81.693 553.061 Tm\(Y\)3511 05 0 1 81.693 5](#)

2.4 Identification (ID) Cards

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

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

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

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



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

2.4.1 ID Card Schedule for the Downtown Campus

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

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

2.4.2 ID Card Schedule for the Macdonald Campus

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

The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.
Information on when the ID Centre is open can be found [here](#).

2.5 Legal Name and Legal Sex Designation

2.5.1 Legal Name

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

After confirming your offer of admission and registering at McGill, the name provided on your admission application is validated and, in the event of a variation, updated to match the legal name appearing on one of the following documents:

Canadian or Permanent Resident Students:

1. Canadian birth certificate, copy of an act of birth, or citizenship card or certificate
(**Note:** A Canadian passport is not acceptable)
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card)
3. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language

(**Note:** Quebec marriage certificates are only acceptable if issued prior to 1984)

4. Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by the Quebec Directeur de l'état civil or applicable force in any Canadian province
(**Important:** must be submitted along with a driver's license or health card indicating the name change)

International Students:

1. Canadian Immigration Study or Work Permit
2. Certificate of Acceptance of Quebec (CAQ)
3. International passport (**Note:** For students in non-degree programs or programs that are less than 6 months; for name changes acceptable if submitted with a Certificate of Name Change)
4. International birth certificate (with an official translation in English or French)
5. Letter from international student's consulate or embassy in Canada
6. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language (**Note:** Quebec marriage certificates are only acceptable if issued prior to 1984)
7. Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by an official government authority outside of Canada
(**Important:** must be submitted along with an international passport or driver's license indicating the name change)

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

Should McGill require a cop

- For a complete list of examples, please refer to [Student Records](#)

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

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

You can also request that your preferred first name be part of your McGill email address by submitting an [Email Alias form](#) in IT's Service Now. For further details, see [Student Records](#), which includes the Preferred First Name FAQ.

2.5.4 Verification of Name

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

You cannot change your legal name via Minerva. To change your legal name, please refer to [Student Records](#). A legal name change request must be submitted along with official documents (see [Legal Name and Legal Sex Designation](#)). To add a preferred first name, see [Preferred First Name](#).

Note for Continuing Studies: Requests for such 5.713 flmg a r23e7.34.479 660.96 T1312 1 3.96 T1312 1 3.96 T1312 1 3a r23e7.34.479 660is1 33 a75a:7 191.842 5

3.1.1 Returning Students

Registration for undergraduates will take place between May 29 and August 14, 2024.

Registration will open in the following order:

Opening Registration Dates

Year 3 and Year 4 students:	May 29
Year 2 students:	May 30
All other returning students:	May 31

On each of these days, registration is phased in over the morning beginning at 8:00 a.m. Please see [When to Register](#) for details.

Some faculties and departments set their own schedules for advising and registration as of these dates. Further information is available at faculty student affairs offices and websites. For more information, see the [Advisor Directory](#).

To successfully complete registration, you must have an acceptable Academic Standing from the previous session and have paid any outstanding fees and/or fines. You can verify your registration eligibility in Minerva > *Student Menu* > *Registration Menu* > *Step 1: Check Your Registration Eligibility and Verify Your Curriculum*.



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

Note for Health Sciences:

3.1.3 Newly Admitted Students Entering in January 2025

Registration will take place **between December 3, 2024 and January 6, 2025** without penalty. See [section 3.1.4: Late Registration](#) for more info.

Some faculties and departments require that you meet with an advisor before registration and set specific dates for advising and registration within these dates. Please refer to the faculty sections of this publication, as well as the Welcome to McGill publication or [website](#), or the [Essential Guide for New Students, Macdonald Campus](#), which are included with your acceptance package.



Note for Dentistry: Students accepted into the DMD Advanced Standing for Foreign Trained Dentists Pathway will begin classes the first week of December 2024.



Note for the Faculty of Law: There is no Winter term admission to the Faculty of Law.



Note for the School of Nursing: There is no Winter term admission to the School of Nursing.

3.1.4 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration with the payment of a **late registration fee**. For late registration fees, see [Late Registration and Course Change Charges](#) on the [Student Accounts website](#).

Returning Students: You may register late via Minerva from August 15 until and including September 10, 2024.

New and Readmitted Students (Fall): You may register late via Minerva from August 15 until and including September 10, 2024.

New and Readmitted Students (Winter): You may register late via Minerva from January 7 until and including January 14, 2025.

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

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

3.2.2 Multi-Term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

A unit may, however, decide that the material to be presented cannot be divided into single term courses, or that it is preferable that the work to be done is carried out over two or three terms. Under such circumstances, courses are identified by a two-character extension of the course number.

In some cases, the same course may be offered in various ways: as a single term and/or in one or more multi-term versions. The course content and credit weight are equivalent in all modes; the only difference is the scheduling. You cannot obtain credit for more than one version of the same course.

Courses with numbers ending in D1 and D2 are taught in two consecutive terms (most commonly Fall and Winter). *You must register for the same section of both the D1 and D2 components.* When registering for a Fall term D1 course on Minerva, you will automatically be registered in the same section of the Winter term D2 portion. No credit will be given unless the same section of both components (D1 and D2) are successfully completed in *consecutive* terms.

Courses with numbers ending in N1 and N2 are taught in two non-consecutive terms (Winter and Fall). *You must register for the same section of both the N1 and N2 components.* No credit will be given unless the same section of both components (N1 and N2) are successfully completed within a twelve (12) month period.

Courses with numbers ending in J1, J2, and J3 are taught over three consecutive terms. *You must register for the same section of all three components (J1, J2, J3).* No credit will be given unless the same section of all three components are successfully completed in *consecutive* terms.

Note for the Faculties of Arts and Science (including B.A. & Sc.): If you select a multi-term course, you are making a commitment to that course for its entirety. *You*

**Note for the Faculties of Arts and Science (including B.A. & Sc.):**

- Newly admitted students may take up to 17 credits per term.
- Continuing students in **Satisfactory Standing** may take up to 17 credits per term.
- Continuing students whose CGPA is above 3.50 may take more than 17 credits per term. Requests to exceed 17 credits per term are made to Enrolment Services via Minerva, mcgill.ca/student-records/exceedcredits; it is important that you also see a faculty advisor in Dawson Hall to talk about your options, and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising/advisordirectory.

**Note for the Faculties of Education and Management and the School of Religious Studies:**

- Newly admitted students may take up to 17 credits per term.
- Continuing students in **Satisfactory Standing** may take up to 17 credits per term.

**Note for the Faculty of Engineering:**

- The normal course load is 15 to 18 credits per term.
- If you want to register for more than 18 credits in a term, you must obtain permission from your departmental/school advisor.
- If you have deferred exams (grade of L on your unofficial transcript), you cannot register for more than 18 credits or write more than six exams per term, whichever is greater.
- You must register for enough credits to satisfy visa, financial aid, and/or scholarship requirements.
- The average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or labs, and five hours of personal study per week.

**Note for the Faculty of Law:**

- The normal course load is 15 to 18 credits per term.



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



Note for Medicine: M.D.,C.M. students, please refer to mcgill.ca/ugme.

**Note for the Schulich School of Music:**

- The normal course load is 15 to 18 credits per term.
- Continuing students in **Satisfactory Standing** who wish to register for more than 18 credits must obtain permission from the academic advisor or area coordinator.

3.2.4.2 Course Load for Students in Probationary Standing

Students in Probationary Standing may take up to 12 credits per term, with the following exceptions:

- Agricultural and Environmental Sciences: 14 credits
- Arts: up to 14 credits
- Engineering: 13 credits maximum, including repeated courses
- Management: 12 credits maximum of new material
- Music: 14 credits
- Science: up to 14 credits
- Nursing: up to 14 credits

In some cases, a student in Probationary Standing may add a repeated course in which a grade of D or F was obtained.

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

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

Where permitted by faculty and program regulations, you may take one elective course per term to be graded under the Satisfactory/Unsatisfactory (S/U) option, to a maximum of 10% of your credits taken at McGill to fulfil the degree requirements. **You are responsible for selecting the S/U option on the**

correct course amongst all courses you are registered for, and that the course is eligible for the option per faculty and program regulations. For more information, refer to the appropriate faculty note below.

If you decide to have an elective course graded as Satisfactory/Unsatisfactory (S/U), you must do so before the course change deadline on *Minerva* as part of the *Student Menu > Registration Menu > Quick Add or Drop Course Sections Menu*.

Once the option is selected, and the course change deadline has passed, you may still remove the option up until the "withdrawal without refund" deadline.

When adding or removing the S/U option to a course, you are encouraged to return to the "course grade mode" drop down menu to ensure that the S/U option has been selected or removed appropriately. **You are responsible for confirming that the S/U option has been applied or removed.**



Note for multi-term courses: You must select the S/U option by the course change deadline of the first part of the course. Once selected, you may remove the S/U option until the "withdrawal without refund" deadline for the course in question. For multi-term courses, the "withdrawal without refund" deadline normally coincides with the add/drop deadline of the term in which the second part of the course is held.

The instructor will report grades in the normal fashion.

- Grades of A through C are converted to "Satisfactory" (S)
- Grades of D, F, and J are converted to "Unsatisfactory" (U)

The courses taken under the S/U option will be excluded from the grade point average (GPA) calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.



Note: To be considered for in-course awards, including Dean's Honour List designations, and/or the renewal of entrance scholarships, you must complete at least 27 graded credits in the regular academic session (unless otherwise stated by your faculty), not including courses completed under the S/U option.



Note: The S/U option is not available via *Minerva* to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's course change deadline, they must then consult their McGill Faculty Student Affairs Office for appro



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

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

3.2.6 First-Year Seminars

First-Year Seminars (FYS) are limited-enrolment credit courses offered by the Faculties of Arts and Science to students in their first year of undergraduate study at McGill; i.e., newly admitted students in U0 or U1. Students in any faculty can enrol in an FYS, subject to the conditions and/or restrictions of the program in which they are registered. Students may take only one FYS.

FYS classes are limited to a maximum of 25 students and are designed to provide closer interaction with the professor, and better working relations with peers than are available in large introductory courses. The seminars endeavour to teach the latest academic developments and expose participants to advanced research methods. Registration is on a first-come, first-served basis.

For a listing of First-Year Seminars, see [Faculty of Arts > Undergraduate > Browse Academic Units & Programs > : First-Year Seminars](#) and [Faculty of Science > Undergraduate > Faculty Degree Requirements > Course Requirements > : First-Year Seminars: Registration](#).

3.2.7 Auditing of Courses

McGill does not permit auditing of courses.



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

3.3 Course Change Period

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

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

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

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

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



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



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

3.3.1 Course Withdrawal

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

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

Courses that Begin in the F

- Single-term courses: Tuesday, October 29, 2024
- Multi-term courses that begin in Fall term (**refund for the Winter portion of the course only**): Tuesday, January 14, 2025

3.3.1.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) *with* refund:

- Tuesday, January 23, 2024

Deadline for withdrawal (grade of W) *without* refund:

- Single-term courses: Tuesday, February 27, 2024
- Multi-term courses that begin in Winter term (**refund for the Summer or later portion of the course only**): May 15, 2024*

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

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



Note:

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your advisor, and you must fill out and submit a course withdrawal form, av

3. You may still withdraw from a course after the course change deadline without academic penalty, provided that you do so within the appropriate withdrawal deadlines for the term (see deadlines above). Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with [section 4.7: Fees and Withdrawal from the University](#).



Note for Ingram School of Nursing: To withdraw from any courses after the withdrawal (without refund) deadline, you need to obtain permission from your Program Director. To do so, submit a formal request by email to the Ingram School of Nursing [Student Affairs Office](#) along with proper documentation to support this request.



Note for School of Physical and Occupational Therapy: The Physical Therapy and Occupational Therapy programs are highly structured and you must receive the approval of the Program Director to determine what course changes, if any, are allowed. You can consult the [Student Affairs Office](#) for information on policies and procedures.

If you are blocked from withdrawing from a required course on Minerva, and have permission to do so, you must contact the [Student Affairs Office](#), who will provide you with the proper forms.



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

3.4 Class Schedule

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



Note for Arts, Science*, or B.A. & Sc. degree (96 or fewer credits): You may change major/major concentrations, minor/minor concentrations or faculty programs using Minerva. You may also change into, or out of, an honours program. Some restrictions apply.


* Science students are limited to choosing majors or honours programs within the Science group to which they were admitted, but may continue to choose freely from all available minor programs. To change to a major or honours program in another Science group, students must submit an Intra-Faculty Transfer application; see mcgill.ca/students/transfer-readmission.


Note for Desautels Faculty of Management

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



Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the approved course. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electr**

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

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

3.8.2 Deadlines for University Withdrawal

If you decide not to attend the term(s) you are registered in, you must officially withdraw from the University within the deadlines indicated. See Withdrawal (W) deadline dates at mcgill.ca/importantdates. If you *drop* all of your courses between September 1 and the Fall add/drop deadline, or between January 1 and the Winter add/drop deadline, you are withdrawn from the University. If you *withdraw* from all of your courses by the Fall or Winter withdrawal deadlines you are withdrawn from the University.

To withdraw from the University by the deadlines indicated below, you must drop or withdraw from all courses on *Minerva*. If you are blocked from dropping or withdrawing from your last course on Minerva, you are required to contact your Student Affairs Office, which will supply any forms necessary to complete the university withdrawal **as long as you have not missed the deadline for university withdrawal**.

To return to your studies, you must follow the procedures for readmission. For more information, refer to the [Readmission](#) page of the Undergraduate Regulations and Resources.

3.8.2.1 Fall Term


From September 1 to September 10, 2024 a *drop* of all courses constitutes a university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After September 10 and until the deadlines indicated below, you may *withdraw* from all courses to effect a university withdrawal.


- Deadline for university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, September 17, 2024**
- Deadline for university withdrawal without refund: **Tuesday, October 29, 2024**


3.8.2.2 Winter Term


From January 1 to January 14, 2025, a *drop* of all courses constitutes a university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After January 14 and until the deadlines indicated below, you may *withdraw* from all courses to effect a university withdrawal.


- Deadline for university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, January 21, 2025**
- Deadline for university withdrawal without refund: **Tuesday, February 25, 2025**


 **Note:** The deadline to withdraw from a multi-term (spanned; D1/D2) course with partial refund is the Winter **add/drop** deadline.


 **Note for the Faculty of Agricultural and Environmental Sciences:** If you wish to withdraw after the deadlines indicated above, please contact the Faculty Advisor in the Student Affairs Office for further information.

 **Note for the Faculties of Arts and Science (including B.A. & Sc.):** If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for university withdrawal. Requests are made through [Service Point](#). However, it is important that you also consult a Faculty advisor to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

 **Note for the Faculties of Education, Management, and Music:** If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for university withdrawal. You should contact your Student Affairs Office (mcgill.ca/students/advising/advisordirectory) for further information.

 **Note for the Faculty of Law:** In addition to the above procedures, it is important that you contact the Student Affairs Office to discuss your options and the effects that your request may have on your studies.

 **Note for Graduate and Postdoctoral Studies:** A university withdrawal Request form is required by the withdrawal deadlines and is available at mcgill.ca/student-records/forms. Students who do not register in a given term will be withdrawn as of September 1 (Fall term), January 1 (Winter term), or May 1 (Summer Term).

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

3.8.3 Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to [section 4.7: Fees and Withdrawal from the University](#).

Once you withdraw, you must return your ID card to the University as stated in [section 2.4: Identification \(ID\) Cards](#).

If you withdraw from the University in the Fall term, you are withdrawn from the entire academic year; i.e., Fall and Winter terms. If you plan on returning for the Winter term, you must follow the procedures for readmission.

Note: If you withdra



Note for Music students: If you need more information about the reaudition regulations, contact the Music Student Affairs Office at studentaffairs.music@mcgill.ca.



Note for Law students: If you need more information about readmission, contact the Law Admissions Office at admissions.law@mcgill.ca.



Note for Medicine and Health Sciences: Students returning from medical leave must provide documentation from the treating physician/professional counsellor attesting to the student's readiness to resume studies. Consult the [Absences and Leaves Policy](#) for details.

3.11 Faculty/School Specific Information

All students must comply with the regulations and requirements contained in their Faculty section of this publication.

3.11.1 Agricultural and Environmental Sciences

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

3.11.2 Arts

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

mcgill.ca/oasis

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

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

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

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

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

3.11.3 Education

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

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

3.11.4 Engineering

Most courses offered by the Faculty of Engineering, including the School of Architecture, are restricted to Engineering students. Non-Engineering students should obtain permission from a Faculty advisor in the Student Affairs Office, [Engineering Student Centre](#), to register for Engineering courses.

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

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

3.11.4.1 Extra Courses

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

3.11.4.2 Prerequisites and Corequisites

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

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

3.11.5 Management

Management students should give particular notice to the following sections under [Desautels Faculty of Management > Undergraduate](#):

- [: Grading and Credit](#)
- [Overview of Programs Offered by the Desautels Faculty of Management > : BCom Program Credit Structure: General Management Program \(Concentrations\)](#)
- [Overview of Programs Offered by the Desautels Faculty of Management > : BCom Program Credit Structure: Major or Honours Programs](#)
- [Overview of Programs Offered by the Desautels Faculty of Management > : Management Core](#)

3.11.6 Science

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

mcgill.ca/science/undergraduate

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

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

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

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

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

3.12 Summer Term/Summer Studies

McGill Summer Studies offers over 300 credit courses in various disciplines. Courses begin in either May, June, or July, and are usually one-month intensive. These courses may be accepted for transfer credit by other universities. For more details, see [Summer Studies](#) or contact the Summer Studies Office at summer.studies@mcgill.ca.

If you take a McGill summer course to complete your graduation requirements, you will receive your degree at the Fall convocation (normally held in November).

It is your responsibility to follow the University and faculty regulations. When registering, you must not exceed the maximum credits permitted by your faculty.

You cannot register for more than 12 credits (Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of your Associate Dean or Director.

The maximum number of credits you may take in the Summer term (May, June, and July combined) as a McGill, Visiting, or Special Student is 12 credits.

You may take a maximum of two courses in Arts, Education, Engineering, Management, or Science, in any one Summer session (May

Further information regarding fees can be found on the Student Accounts website: mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates.

For information on financial support, see [Scholarships and Student Aid](#).



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

4.1 Access to Fee Information

You can view your *Account Summary by Term* on [Minerva](#). The Fall term fees will be accessible in mid-July.

4.2 Billing and Due Dates

The following sections contain information regarding billing and due dates.

4.2.1 Confirmation of Acceptance Deposit

When you are admitted to the University, you are required to confirm your acceptance of the offer of admission on Minerva under the *Applicant Menu* at mcgill.ca/minerva and you must pay the required deposit (may vary by program) by credit card (AMEX, Visa, or MasterCard) at that time.

4.2.2 Invoicing of Fees

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

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

Failure to check your McGill email on a regular basis in no way warrants the cancellation of interest char

4.2.4 Payment Procedures

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

4.3 Tuition Fees

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



Note: Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Students who are not automatically granted a fee deferral based on the University’s evaluation of their personal information at admission, and who expect their fee residency status to change within the term—contingent on appropriate supporting documentation—must contact either [Service Point](#) or [SCS Client Services](#) (School of Continuing Studies students only) to discuss what documentation is still outstanding to support their situation. These offices will decide if a fee deferral is warranted. No prior interest charges or late payment fines will be reversed; therefore, you should ensure your request is submitted before the first fee payment for the term is due.

Students in on-line programs must self-declare for each registered term, where they will be located during that term, on Minerva under the *Student Menu > Location of Study - Online (distance) program*

4.4.1 Student Services Fees

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and University staff. Through the Office of the Executive Director, Services for Students, services, promoting student success and well-being, are available on the Downtown and Macdonald campuses to help students achieve greater academic, physical, and social well-being.

These fees are complemented by revenue from the Quebec government, the University, and the generosity of donors. They support: the Student Wellness Hub, Counselling and Tutorial Services; the Office of Religious and Spiritual Life; Career Planning Service (CaPS); Scholarships and Student Aid; International Student Services; the Office for Student Accessibility & Achievement; Campus Life & Engagement (including assistance for francophone students); and the First Peoples' House. Please refer to [section 13.3: Student Services – Downtown Campus](#) and [section 13.4: Student Services – Macdonald Campus](#) for details on these services.

4.4.2 Athletics and Recreation Fee

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

4.4.3 Student Society Fees

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

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

For Canadian students, the Student Society fees include health and dental insurance. For international students, the Student Society fees include a dental insurance plan. International students are required to participate in the University's compulsory International Health Insurance (IHI) plan. For more information, please refer to International Student Services' [International Health Insurance](#) page.

Rates for the current year may be found on the Student Accounts [Non-tuition charges](#) page.

4.5 Administrative Charges

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

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

Information Technology Charge – The purpose of the information technology charge

4.7 Fees and Withdrawal from the University

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University in accordance with [section 3.8: University Withdrawal](#). Otherwise, you are liable for all applicable tuition and other fees.

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

Newly admitted students: If you've dropped all your courses and got a full refund:

- If you haven't paid an admission deposit, you will be charged a **Registration Cancellation Fee** of \$200.
- If you did pay an admission deposit when accepting your admission offer on Minerva, you will be charged a **forfeiture fee** equal to that deposit amount.

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

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

4.7.1 Fee Refund Deadlines

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



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

4.7.1.1 Fall Term – up to and including September 17

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

4.8 Other Policies Related to Fees

The following sections describe other fee-related policies that may apply to your account.

4.8.1 Overdue Accounts

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

4.8.3 Deferred Admission, Degree Transfers, Break in Enrolment

Deferred Admission: Students who defer their admission to the University will be subject to the tuition rates that are in effect for the term in which they are starting, and not the term in which they were originally admitted. This is of interest to International and Canadian non-Quebec resident students in particular programs where tuition rates have been guaranteed for the duration of their program as long as there is no break in enrolment or degree transfer.

Degree Transfers: International undergraduate students and students in non-research graduate programs who transfer degrees will be charged the tuition rate in effect for newly admitted students in the new degree in their term of transfer. Canadian non-Quebec resident students will be charged the tuition rate in effect for newly admitted students in their term of transfer.

Break in Enrolment: Quebec Residents may need to reprove their fee status if they have been absent (i.e., not enrolled) for more than two terms (not counting the Summer term). Students may verify their legal status in Minerva (select the appropriate term) to confirm that the QC residency status is still active. *Terms for which students are recorded as being away on an officially approved leave of absence are not counted.*

Canadian non-Quebec resident students who are absent (i.e., not enrolled) for more than three terms (including the summer term), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies.

International students in undergraduate or graduate level non-research programs who are absent (i.e., not enrolled) for more than three terms (including the summer), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies. *A term of withdrawal from the University is included in the calculation of the break in enrolment when students are not charged tuition for that term. Terms for which students are registered on an officially approved leave of absence, exchange or study away program are not calculated as part of a break in enrolment.* This policy is not applicable to Visiting and Special students as international students in these categories always pay the fees of the new academic year.

4.8.4 Fees for Students in Two Programs

Students in two programs are normally billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate level versus one at the graduate level), you may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts website at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program for further details.

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

4.8.5 Quebec Inter-University Transfer Agreements

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

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

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

4.8.6 Senior Citizens

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

4.9 Sponsorships/Awards/Fee Deferrals

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

4.9.3 External Scholarships

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

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

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

4.9.4 Tuition & Fees – Payment Deferral

Students with no prior outstanding tuition/fees may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the University, government or other external agencies. Such requests will be granted on a term by term basis during which time no interest or late payment charges will be applied on the fees covered by the deferral while the deferral is effective. Once the deferral has ended, notification will be sent and fees will be due in full by the next payment deadline, otherwise interest and late payment fees will apply. The length of time that a fee deferral is in effect will depend on the nature of the fee deferral. For the list of deferrals and their duration, please refer to the [Student Accounts](#) website.

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

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

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

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

4.10 Tax Slips/Receipts

T4A, Relevé 1, T2202, and Relevé 8 slips are issued on [Minerva](#) under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number, and a valid mailing address are required to be transmitted to *Revenu Québec* by the University as part of its tax reporting for both the Relevé 1 and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available at mcgill.ca/student-accounts/your-account/tax-information.

4.11 Yearly Fees and Charges by Faculty

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

Please consult the [Tuition and fees tables and rates](#) page on the Student Accounts website.

5 Student Records

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

- you may continue in the program if Incomplete Standing changes to Satisfactory, Probationary, or Interim Unsatisfactory Standing;
- you may not continue in your program and your registration will be cancelled if your Standing changes to Unsatisfactory Standing.

If your Standing changes to Unsatisfactory:

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

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

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

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

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

Note: Requests are made at [Service Point](#)

5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

You are in Unsatisfactory Standing if you have **either**:

a CGPA that is less than 1.20

or

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

If at any time, you were placed in Unsatisfactory Standing and were readmitted to the Faculty of Engineering after one term a



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



Note for Engineering: One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours. As a guide, the average number of hours per week of course activities is indicated in the course listing underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or lab, and five hours of personal study per week.



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

5.3 Grading and Grade Point Averages (GPA)



Note for Physical and Occupational Therapy: A grade of C+ is the minimum required passing grade for courses with the subject codes of OCC1, PHTH, and POTH. A grade of C is the minimum required passing grade for all other courses. For complete details, refer to the Rules and Regulations, available at mcgill.ca/spot/programs.

Instructors may submit final grades as either letter grades or in percentages, but the official grade in each course, which is displayed on the transcript is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance. In such cases, the class average is calculated for courses, where the total number of grades in all its course sections is 25 or more, and the grades have a grade point (e.g. grades of S, U, or P do not have grade points).

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate elective courses to be graded under the S/U option. See [Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).

P

points and dividing the sum by the total GPA course credits. The GPA result is truncated by two decimal points and not rounded up to the nearest decimal point. For example, a GPA of 3.596 will display on the transcript as 3.59 and is NOT rounded up to 3.60.

GPA course credits are the credits of courses with final grades that are assigned grade points according to the table above (e.g. a 3-credit course with a final grade of A has 3 GPA course credits, but a 3-credit course with a final grade of P has no GPA course credits because a grade of P does not have a grade point value).

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

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

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

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

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



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

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



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

Grades have the following designations:

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

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



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

Other Grades

J	—	unexcused absence (failed); the student is registered for a course but does not write the final examination or complete other required work; calculated as a failure in the TGPA and CGPA
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Note for Engineering: Option 1 is not available to students in the Faculty of Engineering.



Note for Law: Option 1 is not available to students in the Faculty of Law. Option 3 is by approval of the Associate Dean (Academic) or the Director (Student Life & Learning) only.



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

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

You must request option 2 by the faculty deadlines as indicated in [Final Examinations: Deferred Exams](#).

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

If you wish to appeal a J grade, you should write to your Associate Dean or Director.



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



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

Students graduating in June

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

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

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

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

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

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

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

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

If the required work has not been submitted by the deadline, a grade of KF will be updated on the student's record. A KF denotes a failed course and is calculated in the student's TGPA and CGPA as an F. This in turn may impact the student's academic standing, changing this to either [Probationary](#) or [Unsatisfactory](#) and requiring that they immediately follow the outlined conditions.



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

Students graduating in June

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

Non-graduating students

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

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

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

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



Note 1 for Law students: In the Faculty of Law, permission to delay submission of required term work must be obtained from the Director (Student Life & Learning). It cannot be granted by the instructor. If, in the opinion of the Director (Student Life & Learning), there is sufficient reason to

5.6 Transfer Credits

Students who have been approved to transfer credits from another university and students who participate in a formal university exchange could be eligible to transfer earned credits to McGill if the grade earned in the host university course(s) is equal to or higher than the grade/CGPA required to graduate from the host university. The policy will apply to both elective and required courses and, to be counted, courses must be taken at the host institution for the same purpose (i.e., major, minor, elective, etc.) than they would have at McGill. Please note that grade/GPA requirements may differ across programs and that your Student Affairs Office will determine the category to which credits are transferred to your program.

You need to obtain approval from your Student Affairs Office for courses taken at other universities. In some faculties, you will need approval from your Student Affairs Office and your academic advisor before taking the course, especially if they are part of your program requirements. Please note that credits that have not been preapproved might not be transferred. Admissions, Faculties, and Departments vet the courses they approve for credit and thus have the right to refuse certain courses that do not satisfy program requirements.

You may be granted credit for courses meeting the requirements described above at other universities if you are within the number of credits imposed by McGill's residency and program requirements for some faculties. In general, a minimum of 60 credits completed at McGill is needed to qualify for a McGill degree. You must be in Satisfactory Standing to be granted the transfer credits.

Grades for transfer courses earned at the host university are not entered on your McGill transcript and are not part of the TGPA or CGPA calculation. Courses at a host university which you fail or from which you withdraw will appear on your McGill transcript with zero credit granted.

For universities outside Quebec, it is your responsibility to ensure that the host institution sends an official transcript to the Student Affairs Office. You must submit all documents required for approval of your transfer credits with your faculty at McGill **within four months** of completing your exchange program or study away. If you are studying at another [Quebec university on an Inter-University Transfer \(IUT\) agreement](#), the host university sends your grade(s) to McGill automatically. For additional information, see [section 3.7: Quebec Inter-University Transfer Agreement](#).

Transcripts for transfer courses must be received by the following deadlines:

Graduation Term	Convocation
April 1, if your term of graduation is Winter	Convocation in Spring
August 15, if your term of graduation is Summer	Convocation in Fall
December 15, if your term of graduation is Fall	Degree granted February, Convocation in Spring

Transcripts not received by the appropriate date are considered for the next graduation period only.



Note for the Faculty of Arts: The Arts Office of Advising and Student Information Services (OASIS) does not encourage you to participate in any type of study away or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.



Note for the Faculty of Engineering: If you are completing a B.Eng. degree, half of your program must be completed at McGill. The number of transfer credits granted for courses taken outside McGill cannot exceed 50% of the total credits for your program. Note that the total of credits for your program includes those associated with the Required Year 0 (Freshman/Foundation Year) courses. If you are completing the B.Sc.(Arch.) degree, the number of transfer credits granted will be limited to ensure that you complete a minimum of 60 credits of courses at McGill taken to satisfy your degree requirements, excluding those taken to satisfy the Required Year 0 (Freshman/Foundation Year) courses listed in your program.



Note for the Faculty of Law: A limited number of the credits required for the BCL/JD degree program may be obtained in appropriate courses offered by other McGill faculties or other universities, with the approval of the Director (Student Life & Learning) before registration. The total number of credits allowed under this regulation must not exceed six non-law credits and six non-McGill law credits.



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

5.7 Tracking Student Progress

5.7.1 myProgress

myProgress is a web-based degree audit tool that allows students to track their progress towards completion of their degree. The tool offers an overview of your degree requirements and what still need to be completed before graduation. It is currently open to select faculties only; please refer to the following websites for more information.

- **Undergraduate students:** please refer to the [Undergraduate myProgress website](#).
- **Graduate students:** please refer to the [Graduate myProgress website](#).

5.7.2 Degree Evaluation Tool



Note: The Degree Evaluation tool is currently available only to students in certain faculties admitted *prior to Fall 2019*.

Degree Evaluation is a Minerva tool to help students and advisors compare the student's academic record with the requirements of a specific program. If you have access to Degree Evaluation on [Minerva](#) under the

5.8.4 After Registrar Deadlines

The University does not normally consider a change requested after the [section 5.8.2: Registrar Deadlines](#) have passed. In situations where there are extraordinary personal or extraordinary academic circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. You may be assessed a fee for a change requested after Registrar deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at [Service Point](#)

7.5 Study Abroad Opportunities

For information on Study Abroad, refer to [Study Abroad & Field Studies > Undergraduate > : Opportunities for Field Study and Study Abroad](#), or see mcgill.ca/mcgillabroad.

8 Scholarships and Student Aid

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

- Up to a maximum of 6 credits from courses taken at other Quebec universities through the Inter-University Transfer (IUT) agreement can be counted toward the requirements for scholarship renewal or for consideration for other academic awards. Eligibility is based on all courses taken during the regular academic year, on both the McGill GPA and the global GPA, which includes the IUT credits. Please consult mcgill.ca/students/iut.
- You should review all regulations regarding in-course awards by consulting mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations.
- A maximum of the top 10% of students in each faculty are named to the Dean's Honour List. This designation is based on the combined GPA for the

You should contact your advisor (graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time. For contact information on advisors, see mcgill.ca/students/advising/advisordirectory.

Once your record has been approved for graduation, your unofficial and official transcripts will indicate the notation “Degree Granted” after approval by the University Senate. At this point, your academic record is deemed as final and no further record changes may be requested at this time (e.g. grade changes).

• **Fall term graduation** (courses completed by the end of December; transcript will indicate “Degree Granted” in February after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of November.

• **Winter term graduation** (courses completed by the end of April; transcript will indicate “Degree Granted” in May after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of February.

• **Summer term graduation** (courses completed by the end of August; transcript will indicate “Degree Granted” in October after approval by the University Senate; diploma will be conferred at Fall convocation): You must apply on Minerva by mid-May.

For more information on applying to graduate, refer to the [Apply to Graduate](#).

Minimum Residency Requirement

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

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

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



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

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

9.1 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use [Minerva](#) to apply to graduate (go to [Student Records > Apply for Graduation for Your Primary Curriculum](#)). It is your responsibility to inform the University of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate de



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



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

Note for Graduate and Postdoctoral Studies: If you miss one of these deadlines, you must follow the procedures at mcgill.ca/gps/students/registration/graduating. The Application for Graduation is av



Note: The Faculties of Education, Dental Medicine and Oral Health Sciences, Law, Medicine and Health Sciences, and the School of Continuing Studies do not assign the designation of Distinction to graduating students.



Note: The designation of Great Distinction is no longer awarded at graduation. Prior to September 2009, Distinction and Great Distinction were awarded at graduation according to faculty-specific regulations. You can find these rules in the faculty chapters of the *2008–2009 Undergraduate Programs Calendar* or any earlier version at mcgill.ca/students/courses/calendars.

9.3.3 Faculty of Science Dean's Multidisciplinary Undergraduate Research List

The Faculty of Science Dean's Multidisciplinary Undergraduate Research List recognizes Bachelor of Science (B.Sc.) and Bachelor of Arts and Science (B.A. & Sc.) students who hav

9.4 Replacing a Diploma

9.4.1 Required Documents

Diplomas are normally distributed to new graduates at their Convocation ceremony, in either May or October/November. **Diplomas ar**

If you are a registered student and are within two years of graduating with a degree that will give you access to a professional corporation, you can write the OQLF examination. You should contact Enrolment Services for an application form. Examinations take place ev

11.1.2 Faculty-Specific Regulations

McGill has 12 faculties, and every student belongs to one of them. When you are admitted to McGill, your offer letter indicates the faculty, degree, and program to which you have been accepted, and the number of credits you need to complete for your degree.

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

11.1.3 Your Academic Program

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

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

- Quebec CEGEP students typically receive 30 credits of Advanced Standing, so they will usually only have a further 90–110 credits (three years of full-time study) to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U1** (undergraduate year 1).
- Most other students typically have 120–140 credits to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U0** (undergraduate year 0), which is often referred to as your Freshman /Foundation year.
- Many students at McGill come with other forms of Advanced Standing (International Baccalaureate, French Baccalaureate, advanced placement exams, or students admitted from other universities as transfer students). If this is your case, you will receive information during the admissions process.



Note: Students given Advanced Standing who nevertheless wish to complete 120 McGill credits may be allowed to do so; for full details, see [section 5.6.1: Advanced Standing Transfer Credits](#).

You will find **program requirements** in your faculty section or in departmental sections within a faculty. In some cases, you may pursue one of your programs in a department outside your faculty. For example, if you are enrolled in a Bachelor of Commerce, but are pursuing a minor concentration in Italian Civilization, you would consult the Desautels Faculty of Management section for the B.Com. requirements, and the Italian Studies department section, under the Faculty of Arts, for the Italian Civilization program requirements.

11.1.4 Important things to know about your academic program:

- The number of credits needed to complete your academic program or programs and, ultimately, your degree. Typically, three credits correspond to a one-term course, but there are many variations; for more information, see [section 5.2: Credit System](#).
- For information about **required, complementary, and elective courses**, see [section 3.2.3: Course Terminology](#) and [section 3.2.5: Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).
- Some departments or programs may provide you with a **recommended list** of courses (or streams), so that you know the typical term-by-term course pattern. There may also be a program guide or handbook available; you can ask your departmental or program advisor about this.

For more assistance in understanding program requirements, and for a list of advisors on both Downtown and Macdonald campuses, see [section 11: Undergraduate Advising](#).

11.1.5 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students the *best education available*. An essential component of this is the advising process. Academic advising takes place in many ways and locations at McGill, so it is important that you learn about the different [section 11.2: Types of Advising and Advisors](#) and how they can help you reach your goals. You should also consult the advising information provided on your Faculty's website ([section 11.3: Contact Information for Faculty & School Student Affairs Offices](#)) and on the [Academic Advising website](#).

11.1.6 The Role of Student Advising

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

11.2 Types of Advising and Advisors

While at McGill, you have access to academic advisors who have different skills, expertise, and levels of authority. Your academic advisors can help you succeed academically by providing timely, accurate, and coherent information about University regulations and program requirements and by working, as appropriate, with other University services and resources to help support you throughout your degree. All conversations with your academic advisors are confidential. The main types of advisors are described below. You should refer to your faculty's section of this publication for additional advising information

specific to your degree program and to the [Advising website](#) for more general information. Note that some academic matters require approval of more than one advisor, e.g., the faculty advisor and the department/school academic advisor.

Faculty Advisors are normally located in the Student Affairs Office of each faculty and are available throughout the calendar year ([section 11.3: Contact Information for Faculty & School Student Affairs Offices](#)).

Faculty advisors:

- are experts in the rules, regulations, and requirements pertaining to specific degree programs;
- provide ongoing advice and guidance on program selection, course registration, credit load, deadlines, and majors and minors;
- communicate with other advisors within the University and, with your permission, serve as a direct link to other University resources;
- may assist you in planning for, and applying to, university exchange programs and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- offer support, guidance, and appropriate referrals to help you manage academic situations during periods of personal, financial, or medical difficulties, and work with you to identify various possibilities and strategies for making informed decisions.

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

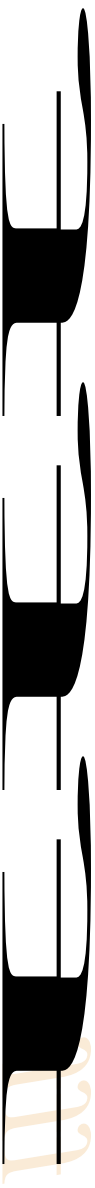
On the Macdonald Campus, information is provided by the **Student Affairs Office**, Laird Hall, Room 106; mcgill.ca/macdonald.

The WELL Office (mcgill.ca/thewelloffice) provides services to students enrolled in Nursing, Physical and Occupational Therapy, Communication Sciences and Disorders programs.

The Office of Medical Learner Affairs (mcgill.ca/schoolofmedicine-learneraffairs) offers support to UGME and PGME students.

11.3 Contact Information for Faculty & School Student Affairs Offices

The following contact information is for faculty-level student affairs offices. For student affairs/advising information for a specific department within a faculty, please refer to mcgill.ca/faculties.



Faculty of Law

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

Desautels Faculty of Management

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

Faculty of Medicine and Health Sciences

For academic inquiries:
Telephone: 514-398-5557
Email: undergrad.med@mcgill.ca
Website: mcgill.ca/ugme/people

For personal inquiries:
The Office of Medical Learner Affairs
Telephone: 514-398-5836
Email: officemedlearneraffairs@mcgill.ca
Website: mcgill.ca/schoolofmedicine-learneraffairs

Ingram School of Nursing

Undergraduate Nursing Student Affairs Office (UG-NSAO)
Telephone: 514-398-4159 or 514-398-3784
Email: undergraduate.nursing@mcgill.ca or student-affairs-officer.nursing@mcgill.ca
Website: mcgill.ca/nursing/students

School of Physical & Occupational Therapy

Telephone: 514-398-4500
Email: undergrad.spot@mcgill.ca
Website: mcgill.ca/spot/about/contact-us

Schulich School of Music

Telephone: 514-398-4541
Email: studentaffairs.music@mcgill.ca
Website: mcgill.ca/music/resources/undergraduate

Faculty of Science, incl. School of Computer Science

Science Office for Undergraduate Student Advising (SOUSA)
Telephone: 514-398-5442
Email: newstudentadvising.science@mcgill.ca for newly admitted students only
Email: advisor.science@mcgill.ca
Website: mcgill.ca/science/undergraduate

Students in U1 or above should also see the contact information for departmental academic advisors at mcgill.ca/science/undergraduate/advice/program-advisors.

11.4 Contact Information for Departments, Schools, and Programs

Please refer to mcgill.ca/faculties to view websites and contact information for a faculty's specific department, school, or program representatives.

11.5 Prospective Students

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

11.5.1 Student-for-a-Day Program

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

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

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

12 Service Point

Service Point has brought together newly integrated, front-line undergraduate and graduate student administrative staff. For more information, contact the Service Point at 443.711.6222 or servicepoint@mcgill.ca.

- *section 13.3.6: Office for Sexual Violence Response, Support, and Education*
- *section 13.3.7: Student Accessibility & Achievement*
- *section 13.3.8: Office of Sustainability*
- *section 13.3.9: Scholarships and Student Aid Office*
- *section 13.3.10: Student Wellness Hub*

13.3.1 Campus Life & Engagement (CL&E)

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

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

Incoming first-y

13.3.5 Office of Religious and Spiritual Life (MORSL)

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

3610 McTavish Street, 3rd floor, Room 36-2

Telephone: 514-398-4104

Email: morsl@mcgill.ca

Website: mcgill.ca/morsl

13.3.6 Office for Sexual Violence Response, Support, and Education

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

550 Sherbrooke W., Suite 585 (West Tower)

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

Email: svoffice@mcgill.ca

Website: mcgill.ca/osvrse

13.3.7 Student Accessibility & Achievement

Student Accessibility & Achievement provides learning assessment, support services, and reasonable accommodations to **undergraduate, graduate, and postdoctoral** students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Main Office - Downtown

1010 Sherbrooke St. West Suite 410

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-6009

Email: access.achieve@mcgill.ca

Website: mcgill.ca/access-achieve/contact-us

Exam Centre

Redpath Library Building,

3459 McTavish St., Suite RS-56

Telephone: 514-398-2480

Email: access.exams@mcgill.ca

Website: mcgill.ca/access-achieve

Macdonald Campus

Centennial Centre, Room 124

Telephone: 514-398-7992

Website: mcgill.ca/osd

13.3.8 Office of Sustainability

Supports McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill.

Sherbrooke 1010 Building, Suite 1200

Telephone: 514-398-2268

Email: sustainability@mcgill.ca

Website: mcgill.ca/sustainability

13.3.9 Scholarships and Student Aid Office

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

Brown Student Services Building, East Wing, Suite 3200

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-6013

Student Aid email: student.aid@mcgill.ca

Scholarships email: scholarships@mcgill.ca

Website: mcgill.ca/studentaid

13.3.10 Student Wellness Hub

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

Downtown Campus

Brown Student Services Building, 3rd floor

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-6017

Email: hub.clinic@mcgill.ca

Website: mcgill.ca/wellness-hub

Macdonald Campus

Centennial Centre, Room 124

Telephone: 514-398-7992

Website: mcgill.ca/macdonald-studentservices/health-wellness

13.4 Student Services – Macdonald Campus

Students who study on the Macdonald campus may make full use of all Student Services on both campuses. A complete list of Student Services can be found at mcgill.ca/studentservices/services. All **Student Services** at Macdonald Campus are located in the Centennial Centre, unless otherwise noted:

Centennial Centre, Room 124

21,111 Lakeshore Road

Sainte-Anne-de-Bellevue QC H9X 3V9

Telephone: 514-398-7992

Email: stuserv.macdonald@mcgill.ca

Website: mcgill.ca/macdonald-studentservices

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

- [section 13.4.1: Career Planning Service \(CaPS\)](#)
- [section 13.4.2: International Student Services \(ISS\)](#)
- [section 13.4.3: Student Accessibility & Achievement](#)
- [section 13.4.4: Student Wellness Hub](#)
- [section 13.4.5: Scholarships and Student Aid](#)
- [section 13.4.6: Other Services](#)

13.4.1 Career Planning Service (CaPS)

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

Telephone: 514-398-3304

Email: careers.caps@mcgill.ca

Website: mcgill.ca/caps

myFuture: caps.myfuture.mcgill.ca

13.4.2 International Student Services (ISS)

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

Telephone: 514-398-4349

Website: mcgill.ca/internationalstudents

13.4.3 Student Accessibility & Achievement

Student Accessibility & Achievement provides learning assessment, support services and programs, and reasonable accommodations to undergraduate, graduate, and postdoctoral students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Appointments can be arranged with an Access Services

13.5 Ombudsperson for Students

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

The mandate of the Office is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. Please refer to the website to determine *when you should contact the Ombudsperson*.

Office of the Ombudsperson
3610 McTavish Street, Room 14 (main floor)
Telephone: 514-398-7059
Email: ombudsperson@mcgill.ca
Website: mcgill.ca/ombudsperson

13.6 Extra-Curricular and Co-Curricular Activities

Student associations and University units at McGill host over **300** activities, clubs, and services that students may join. These include:

- Athletics and recreation sports clubs
- Charity and environmental clubs
- Community outreach and volunteering clubs
- Fine art, dance, and performance clubs
- Health and wellness clubs
- Languages and publications clubs
- Leisure activity and hobby clubs
- Networking and leadership development clubs
- Political and social activism clubs
- Religion and cultural clubs

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

13.6.1 University Centre, Thomson House, and Centennial Centre

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

On the Macdonald Campus, facilities are located in the *Centennial Centre*; please consult the *Student Services website* for services and activities on the Macdonald Campus.



Note: Space and room availability on campus varies seasonally and depending on university and public health guidelines; please refer to each building's website for more information.

13.7 Bookstore

13.7.1 Downtown Campus

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

Main Store:
680 Sherbrooke Street West
Website: lejames.ca

13.7.2 Macdonald Campus

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

Macdonald Campus Bookstore

Macdonald Campus Centennial Centre
21111 Lakeshore Road, Sainte-Anne-de-Bellevue
Website: lejames.ca/category/macdonald-campus

13.7.3 Institutional Sales Department

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

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

Institutional Sales

Website: lejames.ca/institutional

13.8 Day Care

The McGill Childcare Centre (CPE McGill) is an independently run centre that can accommodate 110 children, ranging in age from four months to five years. Applications are to be submitted at www.laplace0-5.com; early application is required as placement is limited.

The Centre is located at:

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

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

The Centre is located at:

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

14 Residential Facilities

McGill residences offer you a variety of accommodations that reflect the diversity of our student population on both the Downtown and Macdonald campuses.

Mission statement

To continuously develop a safe home and nurturing community for our students through the following means:

- Keeping the value of respect for ourselves, others, and the physical environment as our cornerstone
- Making environmentally and economically sustainable choices
- Being responsive to student needs and supporting student initiatives
- Maintaining open lines of communication and collaborative decision-making
- Working together to provide a comfortable, clean, and secure environment
- Keeping current with developing technology, practices, and professional development
- Maintaining integrity and accountability
- Thinking critically about what we do and having the courage to change
- Honouring our rich history and strong residence tradition

14.1 University Residences – Downtown

Move-in weekend is scheduled for August 17-18, 2024. Leases run from August 15 to May 4.

McGill residences house approximately 3,000 undergraduate students in dormitories, apartments, and shared-facilities houses. McGill's dormitories are primarily for first-year students and feature full meal service. McGill's apartment-style residences and shared-facilities houses are mainly for first-year students who desire a more independent residence experience. Residence Life Managers provide 24-hour oversight of the residences. An elected Residence Council serves as the voice of students. All McGill residences are connected to the McGill wireless network.

McGill Student Housing and Dining Service Centre

University Hall

3473 University Street

Montreal QC H3A 2A8

Phone: 514-398-6368

Email: housing inquiries: housing.residences@mcgill.ca; meal plan and food services inquiries: food.fds@mcgill.ca

Website: mcgill.ca/shhs

14.1.1 Traditional and Hotel-Style Residences

McGill has nine dormitory residences:

- The four co-ed traditional-style **Bishop Mountain Residences** (Gardner, McConnell, Molson, and Douglas halls) are located on the slope of Mount Royal and overlook the campus.
- The **Royal Victoria College (RVC) West Wing**, is a traditional-style, all-women's residence located just one block away from the McGill gates.
- The co-ed hotel-style **New Residence Hall** is located five short blocks from the campus.
- **University Hall** is for exchange students.
- **Carrefour Sherbrooke** is a co-ed hotel-style residence located two blocks from campus.
- **La Citadelle** is the newest fully renovated hotel-style residence building, located two blocks east of McGill Campus.

Residents of traditional or hotel-style residences have compulsory All You Care to Eat meal plan and access to multiple cafeterias.

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

No matter the hall, residents are responsible for the cleanliness of their rooms. Common bathrooms and showers are located on each floor of the traditional-style residences. Hotel-style residences feature a private *en suite* bathroom in each room. Each hall has laundry rooms, washers and dryers, and ironing facilities. The use of washers and dryers in the residence buildings are available 24/7 at no additional charge. All halls have a TV and recreation room. Storage for items such as suitcases, ski equipment, etc. are present in each building.

New for Fall 2024: Upper year undergraduate students will have the opportunity to live in RVC Tower, which was previously for undergraduate students only. These students will continue to enjoy the benefits of proximity to campus and the downtown Montreal core, private bedrooms, and easy access to various dining halls. Students who choose RVC Tower will be placed on the mandatory All You Care to Eat meal plan.

14.1.2 Apartment-Style Residences

- The **Greenbriar Apartments** residence is located one block from the campus. It houses both upper-year undergraduate and graduate students in self-contained studio and double-occupancy, one-bedroom apartments. Apartment kitchens have a stove, fridge, and sink, and bedrooms have a bed, desk, table, chairs, dresser, and blinds.
- Similar to Greenbriar, **Hutchison Apartments** are also available for upper-year undergraduate and graduate students. Located on Hutchison Street, the building is a short walk from campus and offers studios and one-bedroom single occupancy units.

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

14.1.3 Shared-Facilities Houses

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

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

14.1.4 Residence Fees

The full list of housing options and prices is available on the Student Housing website at mcgill.ca/students/housing/fees-applying.

14.1.5 Meal Plans

Residence students assigned to Carrefour Sherbrooke, La Citadelle, Douglas Hall, Gardner Hall, Molson Hall, McConnell Hall, New Residence Hall, and Royal V

At the time of publishing, all fees for the new academic year were not available. We recommend consulting the fee sheet which will be available on the Macdonald residence website at mcgill.ca/students/housing/fees-applying/mac-fees for the most up-to-date pricing.

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

14.2.1.1 Laird Hall

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

[View the Laird Hall annual fees.](#)

14.2.1.2 EcoResidence

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

[View the EcoResidence annual fees.](#)

14.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from **August 15, 2024 to May 4, 2025**. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the [Campus Housing Office](#); an additional fee will be charged if permission is granted.

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

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

14.2.3 Facilities for Non-Resident Students – Macdonald Campus

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



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

14.2.4 Student Parking – Macdonald Campus

Parking permits are available from Macdonald Campus's Security Services office, Laird Hall, room 101. You can also download the [Macdonald application form](#) and email it to macdonald.security@mcgill.ca ahead of time. Please note that parking permits are only available to Macdonald Campus staff and students due to the limited parking space. A confirmation email will be sent once a request is processed. Payment must only be made in person. Permits are sold on a first come, first served basis.

Users have the option of purchasing an annual or a half-year parking permit at the following rates:

- Annual permit costs \$204 and is valid from September 1, 2024 to August 31, 2025.
- Half-year permit costs \$122 and is valid from January 1, 2024 to June 30, 2024, or from July 1, 2024 to December 31, 2024. Both types of half-year permits include the summer period of June 1 to August 31.
- Daily parking users may pay for parking by the day or half day by purchasing tickets at the Horticulture Lot machine. The rates are \$8 for the day and \$4 for the half day. The vehicle must remain parked at the Horticulture Lot.

For more information, see mcgill.ca/transport/parking/mac.

15 Athletics & Recreation

15.1 Downtown Campus Athletics & Recreation

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

- gymnasium

- *section 16.3: Online Course Materials and Lectur*

- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts
- Official documentation to order a reduced-fare STM Opus card

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

16.5 Secure Your Journey

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

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

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

17 Resources for Study and Research

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

17.1 Libraries

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

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

17.2 McGill Writing Centre

The McGill Writing Centre (MWC), established in 2010, is the Univ

- plans
- University publications
- artifacts

The MUA acquires private records to complement its collection of the University's documentary heritage and to support University research goals. The MUA manages the University's corporate memory and information assets through its records management program. This program manages the lifecycle of administrative records and protects vital evidence of University functions and activities according to federal and Quebec archives and records legislation, in addition to professional standards.

The MUA Reading Room is open Monday to Friday, from 10:00 a.m. to 6:00 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and a large bank of digitized images.

McGill University Archives
 McLennan Library Building, 4th Floor
 3459 rue McTavish
 Montreal QC H3A 0C9
 Telephone: 514-398-4711
 Email: refdesk.archives@mcgill.ca
 Website: mcgill.ca/library/branches/mua

17.4 Redpath Museum

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

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

859 Sherbrooke Street West
 Montreal QC H3A 0C4
 Telephone: 514-398-4086, 514-398-4861
 Email: redpath.museum@mcgill.ca
 Website: mcgill.ca/redpath

17.5 McCord Stewart Montreal Social History Museum

The McCord Stewart Montreal Social History Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 27,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations objects—the most important of its kind in Quebec, with a corpus of over 16,000 objects from across Canada; and an impressive Photography collection of more than 2,150,000 historical photographs—including the 400,000 photographs of the renowned Notman Photographic Archives—which offers a unique pictorial record of Canada from pre-Confederation to the present.

The museum also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris, along with iconographic documents reflecting the perspectives of Canadians over the past three centuries. A Material Culture collection consisting of more than 62,000 objects primarily documents the history of the domestic material environment in Montreal. The museum's textual archives include some 340 linear metres of documents relating to Canadian history.

Finally, *the museum's website* features a

17.6 Lyman Entomological Museum and Research Laboratory

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

Telephone: 514-398-7914

Website: mcgill.ca/historicalcollections/departmental/lyman

17.7 Other Historical Collections

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

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

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

18.2 Incorporated and Affiliated Colleges

18.2.1 Incorporated College

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

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

18.2.2 Affiliated Theological Colleges

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

Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8

Principal: Rev. Dr. Jesse Zink; B.A.(Acad.), M.A.(Chic.), M.Div.(Yale), Ph.D.(Camb.)

Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8

Principal: Rev. Dr. Roland de Vries; B.A.(Guelph), M.Div.(The Presbyterian College), S.T.M., Ph.D.(McG.)

United Theological College of Montreal

3475 University Street, Montreal QC H3A 2A8

Principal: Rev. Maylanne Maybee; B.A.(Tor.), Dip.Theol., Cert.Ed.(Oxon), M.Div.(Trin. Coll., Tor.)

18.3 University Government

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

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

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

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

The President and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a statutory committee. The President is, ex officio, Chair of the Senate.

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

18.4 Recognition of Degrees

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

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

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

18.5 Governance: Board of Governors

18.5.1 The Visitor

The Visitor

Her Excellenc

Administrator of the Government of Canada

Members

Jonathan Sigler
Petra Rohrbach
Edith A. Zorychta

18.5.2.2 Student Representatives**Student Representatives**

Students' Society of McGill (1)
Post-Graduate Students' Society of McGill (1)
Observers ("voice but no vote"):
McGill Association of Continuing Education Students (1)
Macdonald Campus Students' Society (1)

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

The Chancellor
The Chair of the Board of Governors
The President and Vice-Chancellor
The Provost, Deputy Provost, and the vice-presidents
The deans of faculties
The Dean of Continuing Studies
The Dean of Graduate and Postdoctoral Studies
The Dean of Students
The Dean/Director of Libraries
The University Registrar and Executive Director of Enrolment Services
The Director of Teaching and Learning Services

18.6.2 Elected Members**Elected Members**

65 members elected by the faculties, the University libraries, the Board of Governors, and administrative and support staff
21 Student Members

18.7 Administration

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

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

Administration

Pierre Boivin

Chancellor

Administration

Deep Saini

President and Vice-Chancellor

Véronique Bélanger

Chief of Staff

Christopher Manfredi

Provost and Vice-President (Academic)

Fabrice Labeau

Deputy Provost (Student Life and Learning)

Gillian Nycum

University Registrar and Executive Director of Enrolment Services

TBA

Executive Director of Services for Students

Christopher Buddle

Associate Provost (Teaching and Academic Planning)

Angela Campbell

Associate Provost (Equity and Academic Policies)

Petra Rohrbach

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

Marc Denoncourt

Chief Information Officer

Edyta Rogowska

Secretary-General

Diana Dutton

Vice-President (Administration and Finance) (*Interim*)

Diana Dutton

Associate Vice-President (Human Resources)

Cristiane Tinmouth

Associate Vice-President (Financial Services)

Associate Vice-President (Facilities Management and A9814ip614)

Deans	
Yolande E. Chan	Management
Lesley Fellows	Medicine and Health Sciences
Sean Ferguson	Music
R. Bruce Lennox	Science
Robin Beech	Dean of Students

18.7.1.2 Directors of Schools

Directors of Schools	
David Theodore	Architecture
Keith Murai	Biomedical Sciences
Elin Thordardottir	Communication Sciences and Disorders
Mathieu Blanchette	Computer Science
Ryan J. Mailloux	Human Nutrition
Frederic Fabry	Environment
Joan Bartlett	Information Studies
TBA	Medicine, School of
TBA	Nursing
Laurie Snider	Physical and Occupational Therapy
Timothy Evans	Population and Global Health
Garth W. Green	Religious Studies
Nicole Ives	Social Work
Lisa Bornstein	Urban Planning
Christopher Ragan	Public Policy

18.8 Student Governance

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

SSMU operates over 250 clubs and runs 19 student services; for more information, see ssmu.ca/student-life/clubs-services-isg. SSMU provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of involvement, and an opportunity to meet other students. The organization also provides event programming such as Orientation.

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