



Summer Studies

Programs, Courses and University Regulations

2022-2023

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

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1 University Regulations and Resources

1.1 General Policies and Information

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

1.1.1 Authorization, Acknowledgement, and Consent

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

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

1.1.2 Student Rights and Responsibilities

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

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

1.1.3 Language Policy

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

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



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



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



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



Note for Health Sciences: Students studying in the Faculties of Dental Medicine and Oral Health Sciences or Medicine and Health Sciences or in the Schools of Human Nutrition, Nursing, or Physical and Occupational Therapy should consult the Health Sciences [language requirements](#) and any language policies pertaining to their specific program. Programs with a clinical component require that students have a working knowledge of both English and French.

1.1.4 Academic Integrity

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious academic offences. Inform yourself about what might be considered plagiarism in an essay or term paper by consulting the course instructor to obtain appropriate referencing guidelines. You should also consult *Fair Play*, the student guide to academic integrity available at mcgill.ca/students/srr/honest/students. There you will also find links to instructional tutorials and strategies to prevent cheating. The *Code of Student Conduct and Disciplinary Procedures* includes sections on plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating. You can find the *Code* in the *Handbook on Student Rights and Responsibilities* or 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 16 of the *Code of Student Conduct and Disciplinary Procedures*.

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:

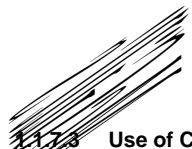
- collect and maintain your personal information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Éducation et de l'Enseignement supérieur*; the Ontario Universities' Application Centre and/or the British 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 at the faculty or faculties in which you will be registered, including those policies contained in the University calendars and related fee documents. **You will undertake to observe all such statutes, rules, regulations, and policies.** Your obligations would commence with your registration and terminate in accordance with the University's statutes, regulations, and policies.

1.1.7 Information Technology (IT) Policies and Regulations

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources, which are used in accordance with University policies and directives. Visit the



1.1.7.3 Use of Cloud Services

McGill's

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

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

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

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

International Health Insurance

Telephone: 514-398-4349

Email: international.health@mcgill.ca

Website: mcgill.ca/internationalstudents/health



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

1.1.10.2 Health Insurance – Canadian Citizens and Permanent Residents

Canadians residing in Canada

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

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

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

Website: www.studentcare.ca

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

Canadians who have been residing outside of Canada

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

Régie de l'assurance maladie du Québec (RAMQ)

425 Boulevard de Maisonneuve O., Suite 301

Montreal QC H3A 3G5

Telephone: 514-864-3411

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

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



Note for Continuing Studies: Continuing Studies students also have access to a health and dental plan offered by MACES; please refer to http://studentcare.ca/rte/en/IHaveAPlan_MACES_Home for eligibility and other information.



Note for Graduate and Postdoctoral Studies: Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home. Students without valid Canadian medicare, please see [section 1.1.10.1: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

1.1.10.3 Special Medical Needs

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

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



Note for Medicine and Health Sciences: See the WELL Office at mcgill.ca/thewelloffice.

1.2 Personal Information

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

1.2.1 Updating Personal Information

It is important to keep your McGill records up to date with your personal information, especially your mailing or billing address, as these are used by the University year-round.

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

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

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

Quebec and Canadian Out-of-Province Students

You have applied to McGill from another Quebec university

- Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
- Additionally, for Quebec residency status, **usually** no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your *Minerva* account to verify that your status is correct

You were born in Quebec

- Quebec **birth certificate** (*Note 4*)

You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec

- Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (*Notes 1 and 5*)

You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec

- Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (*Notes 1 and 5*)
- Attestation of Residency in Quebec Form (*Note 5*)
- ***Other supporting documents***, depending on which situation you checked on the above Attestation of Residency Form

International Students

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

-

1.2.2.2.1 Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in any of the following three categories, as authorized by the Government of Quebec:

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

Note that this information may be subject to change.

1.2.2.3 Has McGill Received Your Documents?

1.2.2.3.1 Quebec/Canadian/International Fees and Immigration Status

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

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



Note: Ensure that you select the correct term when 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.

1.2.2.3.2 Permanent Code

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

- Check your Permanent Code on Minerva:

1.2.2.5 Where and How Do I Send My Documents?

You must send in all your documents after you have accepted your offer of admission but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID in the filename of each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order.

Please refer to mcgill.ca/legaldocuments/how for detailed instructions on where/how to submit your documents.

If there is a problem with your documents, contact:

Telephone: 514-398-7878

Website: mcgill.ca/servicepoint/contact-us

1.2.2.5.1 For the School of Continuing Studies

By Email: legaldocuments.conted@mcgill.ca

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

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

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

Telephone: 514-398-6200

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

1.2.3 Identification (ID) Cards

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

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

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

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card as long as you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the [Student 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. You will not be issued an ID card if you have fees owing. You may obtain your ID card at the [Client Services office](#) of the School of Continuing Studies. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Client Services Office of the School of Continuing Studies.

1.2.3.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at mcgill.ca/student-records/personal-services 1.531.6.865.180.298.992 12T

- New students can obtain their ID card 24 hours after registering 2189.96@19ur first cou.ent ha

1.2.3.2 ID Card Schedule for the Macdonald Campus

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

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](#).

1.2.4 Legal Name and Gender

1.2.4.1 Legal Name

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

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

1. Canadian birth certificate, copy of an act of birth, or citizenship certificate
2. 2.

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

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

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

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

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

1.2.4.4 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 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/address.

Note that you cannot change your legal name via Minerva. Requests for such changes must be made by presenting official documents (see [section 1.2.4: Legal Name and Gender](#) and [section 1.2.4.3: Preferred First Name](#)) in person at *Service Point*, 3415 McTavish Street, Montreal QC H3A 0C8.



Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see [section 1.2.4: Legal Name and Gender](#)) in person at the *Client Services Office*, School of Continuing Studies.

1.3 Student Types and Registration Procedures

All students, including McGill students, Quebec Inter-University Transfer students, and Special and Visiting Students from universities outside Quebec must register using Minerva, McGill's web-based registration system, at mcgill.ca/minerva. Once you have determined your student type below, take note of the registration procedures in the corresponding column. Please note that students owing fees from previous terms will be denied access to register on Minerva.

STUDENT TYPES	REGISTRATION PROCEDURES
A) A McGill student is:	Please remember to:
<ul style="list-style-type: none">• One who is registered in the Winter term immediately preceding the Summer 2023 term i1.5.	<ul style="list-style-type: none">• Pay any outstanding fees on your student account;

STUDENT TYPES

REGISTRATION PROCEDURES

Currently r



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



Note for Summer Studies: Refer to [University Regulations & Resources](#) > *Summer* > [section 1.3: Student Types and Registration Procedures](#) and [section 1.5: Student Records](#) for further information.

1.3.1.1 Class Schedule

[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. Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You can also access the details of scheduled courses by clicking the course reference number (CRN) that appears with each course section shown in Class Schedule.

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

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

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

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



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



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

1.3.1.2 Course Numbering

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

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

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

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

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

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

1.3.1.3 Course Terminology

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

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

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

1.3.2 Course Selection

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

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

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

If you are currently a McGill student, please consult the Undergraduate eCalendar at mcgill.ca/study to check your *course requirements* and *program requirements* and consult your faculty Student Affairs Office for a list of Summer courses that are admissible for credit to

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

of this agreement, please see mcgill.ca/students/iut



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



Note for Engineering:

•

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

You can revoke guest access privileges at any time.

Note that *Service Point* staff may respond to questions from your authorized guest regarding the information to which they have been given access.

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

You should not share your PIN (personal identification number) with anyone, including a guest on Minerva7ri2udent

[Accounts](#) website under *Tuition & Fees > General Tuition and Fees Information > Tuition fee exemptions* . International students who already hold a valid International Student Fee Exemption may use it for Summer courses.

For more information concerning Fee Ex

1.4.4.5.2 Information for Students Who Are No Longer Registered

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

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

In accordance with the fee policies stated in [section 1.4.4.5: Overdue Accounts](#) and [section 1.4.4.5.1: Information for Registered Students](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form (mcgill.ca/student-accounts/forms) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the [Student Accounts](#) website.

1.4.4.6 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 1.3.5: 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.

1.4.4.7 Acceptance of Fees vs. Academic Standing

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

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

1.4.4.8 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 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.

Degree Transfers: International undergraduate students and students in non-research graduate programs who transfer to degrees in Computer Science, Engineering, Law, Management, or Science will be charged the tuition rate in effect for newly admitted students to those degrees 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

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

1.4.4.10.2 Students Receiving McGill Awards

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

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

1.4.4.10.3 External Scholarships

You may also receive external scholarships from other organizations, outside agencies, parents' emplo

- if you drop a course during the Course Change period (first four scheduled classes, which include lectures and laboratories; please see course descriptions of intensive courses where deadlines may be non-standard).

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may, however, request your credit balance to be refunded at any time.

You can request a refund in [Minerva](#)

- you may continue in your program;
- you have a CGPA of 2.00 or greater.

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

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

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

If you are in Probationary Standing:

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you must raise your CGPA to return to Satisfactory Standing;
- you should see your departmental adviser about your course selection;
- you should see your Faculty adviser to discuss degree planning.

You will be placed in Probationary Standing:

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

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

If you are in Unsatisfactory Readmitted Standing:

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

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

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

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

Appeals for readmission by students in Unsatisfactory Standing must be received in their respective Faculties no later than the deadlines stated on their readmission websites. For **Arts**, see mcgill.ca/oasis/students/seeking-readmission. For **Science** (including B.A. & Sc.) see mcgill.ca/science/student/general/readmission. Readmission will be considered only when proof of 1 0 0 1 169.6if your

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

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

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

1.5.1.3.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.)

- Standing awaits deferred exam.
- Must clear Ks, Ls, or Supplementals.
- Standing Incomplete.

If you are a student with an Incomplete Standing (in the Winter or Summer term):

- you may register for the Fall term, but your Standing must be resolved by the end of the course change period for that term;
- 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).

Request a supplemental examination as soon as you are placed in Unsatisfactory Standing.

a TGPA that is equal to or greater than 2.50 and a CGPA that is less than 2.00.

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but you have a CGPA that is less than 2.00, you may continue with your studies but you will remain in Probationary Standing until you obtain a CGPA of 2.0 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

1.5.1.5.3 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 away, and you are placed in Unsatisfactory Standing again at the end of any subsequent term, you may not continue in your program. You will be asked to **withdraw** from the Faculty of Engineering for a **minimum of one term or permanently**, based on the conditions of your last letter of readmission.

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

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

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

Students in Unsatisfactory Standing after the Winter term:

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

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

1.5.1.6 Academic Standing: Faculty of Law

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

1.5.1.7 Academic Standing: School of Continuing Studies

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

1.5.1.8 Academic Standing: Schulich School of Music

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

1.5.1.9 Academic Standing for Degree Students Registered in the Summer Term

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

1.5.2 Credit System

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

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

Note: One credit equals about 45 hours of work. This may be a combination of lecture, laboratory, tutorial, and conference time plus personal study hours. Personal study hours may include required activities, group activities, time spent doing assignments, and preparing and r

Grades	Grade Points	Numerical Scale of Grades
B-	2.7	65 – 69%
C+	2.3	60 – 64%
C	2.0	55 – 59%
D	1.0	50 – 54%
F (Fail)	0	0 – 49%



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



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

The Uni

Grades have the following designations:

D	Conditional Pass
F	Fail

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

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

Other Grades

J	—	unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA
K	—	incomplete; instructor has extended the deadline for submission of work in a course
KE or K*	—	further extension granted for submission of work in a course, approval from the Faculty SAO may be required
KF	—	failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA
KK	—	completion requirement waived; not calculated in TGPA or CGPA; Associate Dean approval is required.
L	—	approved to write a deferred examination in a course
LE or L*	—	permitted to defer examination for more than the normal period
NR	—	no grade reported by the instructor (recorded by the Registrar)
P	—	pass; not calculated in TGPA or CGPA
Q	—	course continued in next term (applicable only to courses taken pre-Fall 2002)
S	—	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
U	—	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
W	—	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
WF	—	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA (Not used by Music.)
WL	—	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	—	grade not yet available
W- - or - -	—	no grade; student withdrew from the University, not calculated in TGPA or CGPA (applicable only to courses taken pre-Fall 2002)



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

Note for Medicine: Refer to mcgill.ca/ugme/policies-procedures/ugme-student-assessment-policy and mcgill.ca/ugme/policies-procedures/medical-student-performance-reformation-r

1.5.5.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

1.5.5.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the [section 1.5.5.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director

Note: You cannot submit a transcript request in Minerva if you have **holds** on your record (e.g., accounting, registrar, library, etc.). Please verify the top of your unofficial transcript in [Minerva](#) for any holds.

1.5.6.2 Unofficial Transcripts

If you require a copy of your student record, access Minerva (mcgill.ca/minerva) to view and print an unofficial transcript. This applies to records from 1976 to the present. F

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 17 of the *Code of Student Conduct and Disciplinary Procedures*.

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

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



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



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



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

Note f



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

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

1.6.4.1 Final Examinations: University Regulations Concerning Final Examinations

1.6.4.1.1 Preamble

The objectives of these regulations are as follows:

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

1.6.4.1.2 Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final grade.
3. If the written examinations in a course constitute 50% or more of the final grade, one of these shall be given as a final written examination, and it shall take place during the examination period after the last day of scheduled lectures in December or April. Final examinations can be administered as either in person or online assessments.
4. A final examination given during the examination period shall be worth at least 25% of the final grade.
5. Students shall be informed of all course requirements by the end of the course add/drop period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than



Note for Engineering Courses: For summer courses administered by the Faculty of Engineering, the deferral application is not available on Minerva. Students must submit a request to defer a final exam by email to deferralexam.engineering@mcgill.ca **no later than one week or five (5) working days after the missed exam.**

A student who, in the absence of exceptional circumstances, does not write the final examination and has not formally withdrawn from the course, will be given a letter grade of "J," which will count as a failure in the TGPA and CGPA.

The final examination schedule for Summer Studies courses is available at mcgill.ca/summer/finalexams.

1.6.4.3 Final Examinations: Reassessments and Rereads

In accordance with the Charter of Students' Rights, and subject to its stated conditions, you have the right to consult any written submission for which you have received a grade. You also have the right to discuss this submission with the examiner. If you want to have a formal final examination reread, you must apply in writing:

- to your Student Affairs Office (the Associate Dean, Student Affairs, in the Faculty of Agricultural and Environmental Sciences and in the Schulich School of Music); see : [Contact Information for Faculty & School Student Affairs Offices](#);

OR

- via [Service Point](#) if you are a student in the Faculty of Arts or the Faculty of Science.

You should check with that office regarding application deadlines for formal rereads.

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

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

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

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

1.6.4.3.1.1 Reassessment of Coursework

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

1.6.4.3.1.2 Rereads of Final Examinations

Deadlines to request final exam rereads:

- **March 31** for courses in the Fall term
- **September 30** for courses in the W

Email: deanofstudents@mcgill.ca
Website: mcgill.ca/deanofstudents

1.8.2 Office of the Executive Director, Services for Students

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

For information, contact:

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

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

1.8.3 Student Services – Downtown Campus

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

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

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

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

Campus Life & Engag 0 1 305.594 416.6.pSI mc

Brown Student Services Building, East Wing, Suite 2200

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

Telephone: 514-398-3304

Email: careers.caps@mcgill.ca

Website: mcgill.ca/caps

myFuture: caps.myfuture.mcgill.ca

1.8.3.3 First Peoples' House

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

3505 Peel Street

Telephone: 514-398-3217

Email: firstpeopleshouse@mcgill.ca

Website: mcgill.ca/fph

1.8.3.4 International Student Services (ISS)

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

Brown Student Services Building, East Wing, Suite 5100

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

Telephone: 514-398-4349

Email: international.students@mcgill.ca

International Health Insurance Email: international.health@mcgill.ca

Website: mcgill.ca/internationalstudents

1.8.3.5 Office of Religious and Spiritual Life (MORSL)

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

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

Telephone: 514-398-4104

Email: morsl@mcgill.ca

Website: mcgill.ca/morsl

1.8.3.6 Office for Sexual Violence Response, Support, and Education

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

550 Sherbrooke W., Suite 585 (West Tower)

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

Email: svoffice@mcgill.ca

Website: mcgill.ca/osvrse

1.8.3.7 Student Accessibility & Achievement

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

Main Office - Downtown

1010 Sherbrooke St. W., Suite 410

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

Telephone: 514-398-6009

Email: access.achieve@mcgill.ca

Exam Centre

Redpath Library Building, 3459 McTavish St., Suite RS-56

Telephone: 514-398-2480

Email: access.exams@mcgill.ca
Website: mcgill.ca/access-achieve

Macdonald Campus
Centennial Centre, Room 124
Telephone: 514-398-7992
Website: mcgill.ca/1.8.3.8

1.8.3.8 Office of Sustainability

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

Sherbrook

- [section 1.8.4.2: International Student Services \(ISS\)](#)
- [section 1.8.4.3: Student Accessibility & Achievement](#)
- [section 1.8.4.4: Student Wellness Hub](#)
- [section 1.8.4.5: Scholarships and Student Aid](#)
- [section 1.8.4.6: Other Services](#)

1.8.4.1 Career Planning Service (CaPS)

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

Telephone: 514-398-3304

Email: careers.caps@mcgill.ca

Website: mcgill.ca/caps

myFuture: caps.myfuture.mcgill.ca

1.8.4.2 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

1.8.4.3 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 Adviser at Macdonald Campus.

Macdonald Campus

Telephone: 514-398-7992 (Mac)

Website: mcgill.ca/access-achieve/

Main Office - Downtown

1010 Sherbrooke St. W., Suite 410

Telephone: 514-398-6009

Email: [access.367.38Tm\(W\)T600f100s](mailto:access.367.38Tm(W)T600f100s)

Telephone: 514-398-6013
Website: mcgill.ca/studentaid

1.8.4.6 Other Services

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

Office of Sustainability

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

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

1.8.5 Ombudsperson for Students

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

The mandate of the Ombudsperson for Students at McGill University is to intervene at an

1.9 Summer Residence Accommodation

Note: Availability for summer stays in the McGill University Residences is dependent on gov

Carrefour Sherbrooke
(hotel-style accommodations; daily in-room housekeeping services)

Daily Rate	\$109.00
Monthly Rate	\$3000.00

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

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

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

Stewart Athletic Complex

Telephone: 514-398-7789

Website: macdonaldcampusathletics.ca

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

1.11 Information Technology (IT) Services

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

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

1.11.1 IT Support

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

1.11.2 Communication and Collaboration

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

Email

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

MS Teams

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

OneDrive

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

Microsoft Office and 365 apps

As a student you can download and install the entire [Microsoft Office ProPlus](#) suite (Word, Excel, PowerPoint, OneNote, etc.) to your personal devices, and sync your files with the online versions in OneDrive.

Other Microsoft 365 apps include Forms (surveys and data collection), Sway (interactive online presentations), Stream (video streaming platform), SharePoint Online, and more. Find out about all the Microsoft 365 apps at mcgill.ca/it/explore-services/o365.



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

1.11.3 Online Course Materials and Lecture Recordings

Sign in to [myCourses](#) for your online assignments, reading materials, and syllabus. Many course lectures are recorded for streaming playback on demand.

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

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

1.11.4 Minerva

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

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all f

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

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

1.12.2 McGill Writing Centre

The McGill Writing Centre (MWC), established in 2010, is the University's central resource for writing and communication. Staffed by specialists in writing pedagogy, the Writing Centre offers a slate of credit courses and non-credit activities that attract undergraduate and graduate students from across disciplines.

The MWC's core set of credit courses focus on a number of relevant topics, e.g., academic or scholarly communication, creativ

- 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

1.12.4 Redpath Museum

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

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

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

1.12.5 McCord Museum of Canadian History

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

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

Researchers are welcome by appointment.

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

1.12.6 Lyman Entomological Museum and Research Laboratory

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

Telephone: 514-398-7914

1.12.7 Other Historical Collections

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

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

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

1.13 The University

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

1.13.1 History

The Hon. James McGill, a leading merchant and prominent citizen of Montreal, who died in 1813, bequeathed an estate of 46 acres called Burnside Place together with £10,000 to the "Royal Institution for the Advancement of Learning" upon condition that the latter erect "upon the said tract or parcel of land, an University or College, for the purpose of education and the advancement of learning in this Province"; and further upon condition that "one of the Colleges to be comprised in the said University shall be named and perpetually be known and distinguished by the appellation of 'McGill College'."

At the time of James McGill's death, the Royal Institution, although authorized by law in 1801, had not been created, but was duly instituted in 1819. In 1821 it obtained a Royal Charter for a university to be called McGill College. Further delay was occasioned by litigation, and the Burnside estate was not acquired until March 1829. The Montreal Medical Institution, which had begun medical lectures at the Montreal General Hospital in 1822, was accepted by the College as its Faculty of Medicine in June 1829. After further litigation, the College received the financial endowment in 1835 and the Arts Building and Dawson Hall were erected. The Faculty of Arts opened its doors in 1843.

Progress, however, was slow until the 1821 Charter was amended in 1852 to constitute the members of the Royal Institution as the Governors of McGill College. Since that time the two bodies have been one. It was first called "The University of McGill College" but in 1885 the Governors adopted the name "McGill University." Even after the amended charter was granted, little advance was made until 1855 when William Dawson was appointed Principal. When he retired 38 years later, McGill had over 1,000 students and Molson Hall (at the west end of the Arts Building), the Redpath Museum, the Redpath Library, the Macdonald Buildings for Engineering and Physics, and a fine suite of medical buildings had been erected.

Since then, the University has continued to grow vigorously. In 1884, the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to provide separate teaching and residential facilities for women students. Gradually, however, classes for men and women were merged.

In 1905, Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Human Nutrition, on the Macdonald campus, and the Faculty of Education, located on the Downtown campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that time government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 10 Faculties and 17 Schools. At present over 40,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the School of Continuing Studies.

1.13.2 Incorporated and Affiliated Colleges

1.13.2.1 Incorporated College

Royal Victoria College

1.13.2.2 Affiliated Theological Colleges

Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8

Principal: Rev. Dr. Jesse Zink; B.A.(Acad.), M.A.(Chic.), M.Div.(Y

1.13.5.2 Board of Governors**Board of Governors**

Maryse Bertrand, Ad.E., M.Sc.(RM)	Chair
Deep Saini (<i>mandate begins on April 1, 2023</i>)	Principal and Vice-Chancellor
John McCall MacBain; B.A.(McG.), B.A.(Wadham), M.A.(Oxford), M.B.A.(Harvard)	Chancellor

1.13.5.2.1 Members**Members :**

Bob Babinski; B.A.(McG.)

Maryse Bertrand; B.C.L.(McG.), M.Sc.(NYU), Ad. E.

Gregory David; B.C.L., LL.B.(McG.)

Ariel Deckelbaum; LL.B., B.C.L., B.A.(McG.)

Luciano D'Iorio; SIOR, A.E.O.

Claude Généreux; B.Eng.(McG.), M.A.(Oxf.)

Lucy Gilbert; M.D., M.Sc., F.R.C.O.G.

Celia Greenwood; Ph.D.(McG.)

Joseph Hakim; B.Com.(McG), M.B.A.(C'dia)

Stephen Halperin; B.C.L./LL.B.(McG.)

Fred Headon; B.A.(Winn.), B.C.L./LL.B.(McG.)

Inez Jabalpurwala; B.A., M.A., M.B.A., M.M.(McG.)

Pierre Matuszewski; B.A.(Laval), M.B.A.(McG.)

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

Maarika Paul; B.Com., Gr. Dip.(McG.), F.C.P.A., F.C.A., C.B.V.

Adrienne Piggott

Diletta Prando

Samira Sakhia; B.Com., M.B.A.(McG.)

Jonathan Sigler; B.S., M.S.

Petra Rohrbach; B.Sc.(McG.), M.Sc., Ph.D.(Heidel.)

Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

1.13.5.2.2 Student Representatives**Student Representatives**

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

Observers

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

1.13.6 Governance: Members of Senate

1.13.6.1 Ex-officio

Ex-officio

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

1.13.6.2 Elected Members

Elected Members

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

1.13.7 Administration

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

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

Administration

John McCall MacBain	Chancellor
Deep Saini (<i>mandate begins on April 1, 2023</i>)	Principal and Vice-Chancellor
Véronique Bélanger	Chief of Staff
Angela Campbell and Fabrice Labeau	Provost and Vice-Principal (Academic)
Fabrice Labeau	Deputy Provost (Student Life & Learning)
Gillian Nycum	University Registrar and Executive Director of Enrolment Services
Martine Gauthier	Executive Director of Services for Students
Chris Buddle	Associate Provost (Teaching & Academic Programs)
Angela Campbell	Associate Provost (Equity & Academic Policies)
Anja Geitmann	Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)
Marc Denoncourt	Chief Information Officer
Edyta Rogowska	Secretary-General
Yves Beauchamp	Vice-Principal (Administration & Finance)
Diana Dutton	Associate Vice-Principal (Human Resources)
Cristiane Tinmouth	Associate Vice-Principal (Financial Services)

Administration

Denis Mondou	Associate Vice-Principal (Facilities Management and Ancillary Services)
Louis Arsenault	Vice-Principal (Communications & External Relations)
David Eidelman	Vice-Principal (Health Affairs) and Dean (Faculty of Medicine and Health Sciences)
Sam Benaroya	Associate Vice-Principal (Health Affairs) and Vice-Dean (Faculty of Medicine and Health Sciences)
Martha Crago	Vice-Principal (Research & Innovation)
Philippe Gros	Deputy Vice-Principal (Research & Innovation)
Benoit Boulet	Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)
Debra Titone	Associate Vice-Principal (Research)
Marc Weinstein	Vice-Principal (University Advancement)
Line Thibault	General Counsel and Director of Legal Services
Giovanna Santullo	Executive Director, Internal Audit

1.13.7.1 Deans, Directors of Schools and Libraries**1.13.7.1.1 Deans****Deans**

Anja Geitmann	Agricultural and Environmental Sciences
Mary Hunter (<i>Interim</i>)	Arts
Carola Weil	Continuing Studies
Elham Emami	Dental Medicine and Oral Health Sciences
Dilson Rassier	Education
James Nicell	Engineering
Josephine Nalbantoglu	Graduate and Postdoctoral Studies
Robert Leckey	Law
Colleen Cook	Libraries
Yolande E. Chan	Management
David Eidelman	Medicine and Health Sciences
Brenda Ravenscroft	Music
R. Bruce Lennox	Science
Robin Beech	Dean of Students

1.13.7.1.2 Directors of Schools**Directors of Schools**

Martin Bressani	Architecture
Alba Guarné	Biomedical Sciences, School of
Susan Rvachew	Communication Sciences and Disorders
Bettina Kemme	Computer Science
Linda Wykes	Human Nutrition
Sylvie de Blois	Environment
Kimiz Dalkir	Information Studies
TBA	Medicine, School of

Directors of Schools

Anita Gagnon

Laurie Snider

Timothy Evans

Garth W. Green

Nico Trocmé

Richard Shearmur (*Interim*)

Christopher Ragan

Nursing

Physical and Occupational Therapy

Population and Global Health

Religious Studies

Social Work

Urban Planning

Public Policy

1.13.8 Student Governance

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

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

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

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

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

Email: frontctr@ssmu.ca

President: president@ssmu.ca

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

2 About Summer Studies

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

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

3 Key Dates, Summer 2023

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

Agricultural & Envirvirvir			



Management		
Last day to withdraw from a course (no refund)**	9th SCHEDULED CLASS ** The withdrawal deadline might differ for intensive courses; please consult the course description for details.	
Statutory Holidays (no classes)	Monday, May 22	N/A
Last day of classes (includes exam)	Thursday, June 15 and Monday, June 19	Tuesday, August 22 and Wednesday, August 23

Students interested in the Israel Study Trip can find more information about the dates [here](#).



Note for Examinations: The examination schedule will be posted on the Summer Studies website mcgill.ca/summer/finalexams two weeks prior to the Final Examination date. Please consult the Summer Studies website to verify details of the date, time, and place at which your examination will be held. Final Examinations for the Desautels Faculty of Management will be posted online at mcgill.ca/exams.

4 Administration and Governance

Administration and Governance

Derek Tannis	Associate Dean, Student Success and Enrolment Management
Johnny Martuccio	Program Administrator
TBA	Student Recruitment Associate
TBA	Student Affairs Coordinator

5 How to Reach Us

General Information

Summer Studies
680 Sherbrooke Street West
Montreal QC H3A 2M7
Canada
Telephone: 514-398-5212
Fax: 514-398-5224
Email: summer.studies@mcgill.ca
Website: mcgill.ca/summer
Office Hours: Monday–Friday: 9:00 a.m.–5:00 p.m.

5.1 Inquiries about the Status of your Registration to Summer Studies

Faculties of Arts, Education, Music, and Science:

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

Faculty of Agricultural & Environmental Sciences:

Macdonald Campus – Student Affairs Office
Laird Hall, Room 106
21,111 Lakeshore Road
Sainte-Anne-de-Bellevue QC H9X 3V9
Canada
Telephone: 514-398-7925
Fax: 514-398-7968
Email: studentinfo.macdonald@mcgill.ca
Website: mcgill.ca/macdonald

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

5.2 Academic Inquiries about a Specific Summer Course

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



N.B.: Offices will be closed and there will be no classes on May 23, June 24, and July 1, 2023.

Minerva Helpline: 514-398-7878.

6 How to Register for Summer Studies

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

1. McGill Students:

Register online using your MINERVA student account as of March 1, 2023 if you are a U3 or U4 McGill student or March 3, 2023 for U1 and U2 students as well as special and visiting students. Please refer to the following website for specific registration dates: mcgill.ca/summer/dates.

2. Non-McGill Students:

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

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

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

For information regarding the status of your Summer Registration, please contact the Enrolment Services [Service Point](#) at 514-398-7878, or submit an online query at mcgill.ca/servicepoint/contact-us.

7 Departmental Contact Information

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

Faculty of Agricultural and Environmental Sciences

[Dietetics & Human Nutrition](#); 514-398-7773

[Food Science & Agricultural Chemistry](#); 514-398-7773

Faculty of Arts

English; 514-398-5196

French Language Centre; 514-398-8896

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

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

History & Classical Studies; 514-398-3975

International Development Studies; 514-398-3507

Islamic Studies, Institute of; 514-398-6077

Jewish Studies; 514-398-6543

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

Linguistics; 514-398-4222

Music; 514-398-4535

Philosophy; 514-398-6060

Political Science; 514-398-4800

Quebec Studies; 514-398-1029

Religious Studies; 514-398-4121

Social Work; 514-398-7070

Sociology; 514-398-6848

School of Continuing Studies

School of Continuing Studies; 514-398-6200

Faculty of Education

Educational & Counselling Psychology; 514-398-4242

Integrated Studies in Education; 514-398-4527

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

Faculty of Engineering

Architecture; 514-398-6700

Biomedical Engineering; 514-398-6736

Chemical Engineering; 514-398-4494

Civil Engineering & Applied Mechanics; 514-398-6860

Electrical & Computer Engineering; 514-398-7110

General Engineering; 514-398-7257

Mechanical Engineering; 514-398-6296

Mining & Materials Engineering

Mining: 514-398-2215

Materials: 514-398-4755

Desautels Faculty of Management

BCom Office; 514-398-4068

Schulich School of Music

Music Research; 514-398-4535

Faculty of Science

Biology; 514-398-6400

Chemistry; 514-398-6999

Computer Science; 514-398-7071

Earth & Planetary Sciences; 514-398-6767

Geography; 514-398-4111

Mathematics & Statistics; 514-398-3800

Physics; 514-398-6490

Psychology; 514-398-6100

8 Faculty of Agricultural and Environmental Sciences: Summer Studies



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

8.1 Barbados Interdisciplinary Tropical Studies Field Semester

Website: mcgill.ca/bits

The Barbados Interdisciplinary Tropical Studies (BITS) Field Semester is offered jointly by McGill University and the University of the West Indies (UWI). It is an activity-filled, hands-on experience for students with an interest in international studies with a Caribbean flavour. The focus is on sustainable agri-food and energy production and nutrition on a tropical coral island with a tourist-based economy. It is offered annually (in the summer), consisting of three 3-credit courses and one 6-credit project course at Bellairs Research Institute in Barbados. This program integrates intensive coursework with group project work of national importance in Barbados. It contributes to the training of professionals with planning, managing, decision-making, and communication skills. The program addresses a global need for experienced professionals capable of interacting with various levels of government, non-governmental organizations, and the private sector.

Required Courses (15 credits)

AEBI 421	(3)	Tropical Horticultural Ecology
AEBI 423	(3)	Sustainable Land Use
AEBI 425	(3)	Tropical Energy and Food
AEBI 427	(6)	Barbados Interdisciplinary Project

For more information, visit the BITS website at mcgill.ca/bits or contact [Dr. Caroline Begg](#).

9 Faculty of Arts: Summer Studies



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

As the largest faculty at the University, Arts is committed to remaining at the forefront of intellectual inquiry in our continually changing world.

The Faculty of Arts is an exciting, dynamic place. We work together in the Faculty to understand the world and to make it better, and to share the challenges and rewards of intellectual discovery.

A McGill Arts education provides students with the opportunity to explore the rich diversity of human endeavour and creative expression. It is a chance to develop linguistic, critical, and analytical skills that will allow you to approach a question or issue from a variety of perspectives, to respond effectively to new developments, and to adapt to changing circumstances. These skills are highly sought after in a broad range of professional, academic, cultural, service, and business careers.

9.1 McGill Summer Studies in Greece (MSSG)

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

Students from McGill University, as well as those from accredited institutions around the world, have the unique opportunity to take a 3-credit course in one of Greece's most vibrant and cosmopolitan cities, *Thessaloniki*!

For more information, please contact summer.greece@mcgill.ca or visit mcgill.ca/history/undergraduate/moderngreek/summer-studies-greece.

Students will have the opportunity to register for the following Summer course:

HIST 262 Mediterranean and European Interconnections (3 credits)

9.2 French Language Centre

Students registering for courses offered by the French Language Centre, please also refer to [University Regulations and Resources](#) > *Summer* > *Student Types and Registration Procedures* > *section 1.3.1: Course Information and Regulations*.

French as a Second Language

All French as a Second Language courses given at the French Language Centre have limited enrolment and mandatory placement tests for all students (including Beginners). Students who have already taken a course at the French Language Centre do not need to take the placement test. They can find their recommendation in the dossier Grades on MyCourses and should contact flc@mcgill.ca in case of a problem to get a permit to register.

Class attendance is mandatory for all our courses.

Placement Tests

Please check our website—mcgill.ca/flc—for dates. At the placement test, students will receive a permit so that they can register on Minerva. Students may be required to show a copy of their previous French language course(s) transcript. Credits will not be given to a student who has taken and passed equivalent courses at a CEGEP or another university.

9.3 Histoire et Culture de Montréal et du Québec en Français

QCST 336 QUEBEC STUDIES SUMMER SEMINAR (6 credits)



Note: This course is not offered in the Summer 2023 term.

A six-week intensive course.

Improve your French, discover Montreal, and experience the Quebec way of life!

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

Benefits

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

Prerequisites and Registration

Interested candidates must have a good intermediate level of French corresponding to either: TFI Working Proficiency in French (<http://www.ets.org/tfi>) or DELF 2 A5–A6 (CIEP); B2, Autonomie (European Council). Applicants must complete an admission test and an oral proficiency test to ensure that they are at the appropriate level to benefit from the course. An application package will be available at mcgill.ca/summer/courseselection/special/quebec-studies. Written and oral tests are mandatory. Students who have successfully completed the written test will be scheduled for a phone or video interview. In order to create an ideal learning environment, only 25 students will be selected. Classes are in the morning from Monday to Friday from 9:30 a.m. to 12:30 p.m. Attendance is mandatory for all these sessions. To find out more about this course, please visit the [website](#), or contact Summer Studies at 514-398-5212.

9.4 Summer Intensive Language Program

Learn ancient Greek and Latin over the summer at one of Canada's premier universities. McGill is located in the heart of Montreal, a multilingual, culturally diverse, and dynamic city. Through the McGill Summer Language Institute, the Classics program offers intensive first-year Ancient Greek and intensive first-year Latin. Students may register in one or both courses. Those who complete both will have the equivalent of two years of ancient languages in just twelve weeks, and will be ready to enter intermediate level courses in the Fall term.

The *Intensive Ancient Greek and Latin* Summer language program is ideal for students entering university who wish to get a head start on an undergraduate program that requires knowledge of Greek and/or Latin—such as classics (especially an honours program), Religious Studies, Medieval Studies, etc.—and for more advanced students who plan to apply to graduate school in fields related to classics (e.g. ancient Greek and Roman history, art history of ancient Greece and Rome, classical archaeology, Early Christianity, ancient Philosophy, Political theory, etc.) but have not yet started to learn ancient languages.

For more information, please visit our website at mcgill.ca/classics/summer-languages.

Students will have the opportunity to register for the following Summer courses:

CLAS 215 Intensive Introductory Latin (6 credits)

CLAS 225 Intensive Introductory Ancient Greek (6 credits)

10 School of Continuing Studies: Summer Studies



Note: For a complete list of summer courses offered by the School of Continuing Studies, please click [here](#)

The McGill School of Continuing Studies has an international reputation as a leader in continuing education. We are situated at the heart of the city of Montreal, on the main campus of Canada's leading university. The School of Continuing Studies is known for its excellence in teaching, innovative programs, and entrepreneurial approaches to education.

To upgrade your professional skills, Continuing Studies has a multitude of job-enhancing credit and non-credit offerings covering dozens of industries and professions. You can also improve your English, French, or Spanish with a part-time or full-time language course.

Our students come to McGill from Montreal, across Canada, and around the world to take advantage of e

- : [Certificate \(Cert.\) Public Administration and Governance \(30 credits\)](#)
- : [Certificate \(Cert.\) Public Relations and Communication Management \(30 credits\)](#)
- : [Certificate \(Cert.\) Software Development \(30 credits\)](#) (Admissions no longer accepted)
- : [Certificate \(Cert.\) Supply Chain Management and Logistics \(30 credits\)](#)

10.1.2 Education (Undergraduate)

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

Programs for Qualified teachers:

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

Diploma Program

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

10.1.3 Languages (Undergraduate)

The following language programs are found in [School of Continuing Studies Areas of Study > Languages or Translation and Written Communication](#).

- : [Certificate \(Cert.\) Proficiency - English for Professional Communication \(30 credits\)](#)
- : [Certificate \(Cert.\) Proficiency - French for Professional Communication \(30 credits\)](#)

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

- English Immersion Summer Program (EISP) – mcgill.ca/continuingstudies/program/english-immersion-summer-program
- Intensive English Language and Culture – mcgill.ca/continuingstudies/program/certificate-proficiency-english-language-and-culture-intensive
- Intensive French Language and Culture – For information regarding this program, please contact the Summer Studies office at summer.studies@mcgill.ca.

10.2 Graduate Programs

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

10.2.1 Career and Professional Development (Graduate)

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

Graduate Certificates

- : [Graduate Certificate \(Gr. Cert.\) Aviation Leadership \(24 credits\)](#) (This program is currently not offered.)
- : [Graduate Certificate \(Gr. Cert.\) CPA Professional Education \(24 credits\)](#)
- : [Graduate Certificate \(Gr. Cert.\) Digital Marketing \(15 credits\)](#) (Program under review. Admissions are currently not accepted.)
- : [Graduate Certificate \(Gr. Cert.\) Entrepreneurship \(15 credits\)](#)
- : [Graduate Certificate \(Gr. Cert.\) Financial Planning \(15 credits\)](#) (Program under review. Admissions are currently not accepted.)
- : [Graduate Certificate \(Gr. Cert.\) Human Resources Management \(15 credits\)](#)
- : [Graduate Certificate \(Gr. Cert.\) International Business \(15 credits\)](#) **Admissions no longer accepted.**
- : [Graduate Certificate \(Gr. Cert.\) Leadership \(24 credits\)](#) (This program is currently not offered.)
- : [Graduate Certificate \(Gr. Cert.\) Public Relations Management \(15 credits\)](#)

Diploma Programs

- : *Diploma (Dip.) Accounting (30 credits)*
- : *Diploma (Dip.) Applied Marketing (30 credits)*
- : *Diploma (Dip.) Digital Analytics & Business Intelligence (30 credits)*
- : *Diploma (Dip.) Entrepreneurship (30 credits) **Admissions no longer accepted.***
- : *Diploma (Dip.) Human Resources Management (30 credits)*
- : *Diploma (Dip.) Integrated Aviation Management (30 credits) **Admissions no longer accepted.***
- : *Diploma (Dip.) Management: General (30 credits) **Admissions no longer accepted.***
- : *Diploma (Dip.) Management: International Business Concentration (30 credits) **Admissions no longer accepted.***
- : *Diploma (Dip.) Professional Practice in Finance (30 credits)*
- : *Diploma (Dip.) Public Relations and Communications Management (30 credits)*
- : *Diploma (Dip.) Supply Chain and Operations Management (30 credits) **Admissions no longer accepted.***

Graduate Diploma Programs

- : *Graduate Diploma (Gr. Dip.) Leadership (30 credits)*

10.2.2 Education (Graduate)

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

12.1 Department of Epidemiology, Biostatistics and Occupational Health**37th ANNUAL SUMMER SESSION IN EPIDEMIOLOGY & BIostatISTICS****May 8–June 30, 2023**

The Annual Summer Session in Epidemiology and Biostatistics offers health professionals the opportunity to gain familiarity with the principles of epidemiology and biostatistics. It also offers graduate students from McGill and other universities the opportunity to acquire academic credits and thereby accelerate coursework during a Summer term. Courses are offered over one, two, or four weeks. Ple40.263 Tw1 8622 T,cki0 Tc175 6rg

