



**University Regulations and Resources (School
of Continuing Studies)**

Programs, Courses and University Regulations

2016-2017

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

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Publication Information

Published by

Enrolment Services

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

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Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched for the most up-to-date information on whether a course is offered.

- 1 General Policies and Information, page 11
 - 1.1 Authorization, Acknowledgement, and Consent, page 11
 - 1.2 Student Rights and Responsibilities, page 11
 - 1.3 Language Policy, page 11
 - 1.4 Academic Integrity, page 11
 - 1.5 University Student Assessment Policy, page 12
 - 1.6 Policy Concerning Access to Records, page 12
 - 1.7 Undergraduate Leave of Absence Policy, page 13
 - 1.8 McGill IT Resources, page 14
 - 1.8.1 Responsible Use of McGill Information Technology Resources, page 14
 - 1.8.2 Email Communication, page 14
 - 1.8.3

-
- 3.1.2 Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses, page 23
 - 3.2 Other Ways to Register, page 24
 - 3.2.1 In-Person Registration, page 24
 - 3.2.2 Registration for Short Courses, Seminars, and Workshops, page 25
 - 3.2.3 Registration by Proxy, page 25
 - 3.2.4 Registering by Mail, Fax, or by Web, page 25
 - 3.3 Course Information and Regulations, page 25
 - 3.3.1 Classes with Limited Enrolment, page 25
 - 3.3.2 Course Withdrawals and Refunds, page 25
 - 3.3.2.1 How to Change (Add/Drop/Withdraw) a Course, page 25
 - 3.3.2.2 Minerva Registration Schedule 2016–2017, page 26
 - 3.3.2.3 Effective Date for Refunds, page 26
 - 3.3.3 Auditing of Courses, page 26
 - 3.4 Class Schedule, page 26
 - 3.5 Late Registration, page 27
 - 3.6 Registration in Courses Administered by Other Faculties, page 27
 - 3.7 Quebec Inter-University Transfer Agreement, page 27
 - 3.7.1 Quebec Inter-University Transfer Agreement: McGill Students, page 27
 - 3.7.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students, page 28
 - 4 Fees for Continuing Studies Students, page 28
 - 4.1 Access to Fee Information, page 29
 - 4.2 Billings and Due Dates for Continuing Studies Students, page 29
 - 4.2.1 Payment Procedures, page 29
 - 4.3 Tuition Fees, page 29
 - 4.3.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students, page 29
 - 4.3.2 International Students, page 29
 - 4.3.3 Tuition Fees for Continuing Studies: Fees for Non-Credit Courses, page 29
 - 4.3.4 Tuition Fees for Continuing Studies: Senior Citizens, page 30
 - 4.3.5 Tuition Assistance for McGill Staff, page 30
 - 4.3.6 Staff Dependent Waivers, page 30
 - 4.4 Compulsory Fees for Continuing Studies Students, page 30
 - 4.4.1 Administrative Charges, page 30
 - 4.5 Other Fees for Continuing Studies Students, page 31
 - 4.6 Other Policies Related to Fees, page 32
 - 4.6.1 Overdue Accounts, page 32
 - 4.6.1.1 Information for Registered Students, page 32
 - 4.6.1.2 Information for Students who are no Longer Registered, page 32
 - 4.6.1.3 Cancelling Registration for Non-Payment of Previous Terms, page 33
 - 4.6.2 Acceptance of Fees vs. Academic Standing, page 33
 - 4.6.3 Deferred Admission, Degree Transfers, Break in Enrolment, page 33

-
- 4.6.4 Deferred Fee Payment for Continuing Studies Students, page 33
 - 4.6.5 Fees for Students in Two Programs, page 33
 - 4.6.6 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements, page 33
 - 4.7 Loans and Bursaries for Continuing Studies Students, page 33
 - 4.8 Corporate Tax Benefits for Continuing Studies Students, page 34
 - 4.9 Tax Slips for Continuing Studies Students, page 34
 - 5 Student Records, page 34
 - 5.1 Academic Standing, page 34
 - 5.1.1 Academic Standing: Desautels Faculty of Management, page 34
 - 5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences, page 34
 - 5.1.3 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.), page 34
 - 5.1.3.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 35
 - 5.1.3.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc.), page 35
 - 5.1.3.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.), page 35
 - 5.1.3.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 35
 - 5.1.3.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.), page 36
 - 5.1.4 Academic Standing: Faculty of Education, page 36
 - 5.1.5 Academic Standing: Faculty of Engineering, page 36
 - 5.1.5.1 Satisfactory Standing: Faculty of Engineering, page 37
 - 5.1.5.2 Probationary Standing: Faculty of Engineering, page 37
 - 5.1.5.3 Unsatisfactory Standing: Faculty of Engineering, page 37
 - 5.1.6 Academic Standing: Faculty of Law, page 37
 - 5.1.7 Academic Standing: School of Continuing Studies, page 38
 - 5.1.8 Academic Standing: Schulich School of Music, page 38
 - 5.2 Credit System, page 38
 - 5.2.1 Continuing Education Units (CE units), page 38
 - 5.3 Grading and Grade Point Averages (GPA) for Continuing Studies, page 38
 - 5.3.1 Other Grades for Continuing Studies, page 40
 - 5.4 Transcript of Academic Record, page 40
 - 5.4.1 Transcript of Academic Record: General Information, page 40
 - 5.4.2 Unofficial Transcripts, page 40
 - 5.4.3 Verification of Student Records: Unofficial Transcripts, page 41
 - 5.4.4 Official Transcripts, page 41
 - 5.4.5 Course Numbering on the Transcript, page 41
 - 5.5 Unexcused Absences for Continuing Studies Students, page 41
 - 5.6 Incomplete Courses for Continuing Studies, page 42
 - 5.7 Non-Evaluated Work for Continuing Studies Students, page 42
 - 5.8 Changes to Student Records after Normal Deadlines, page 42
 - 5.8.1 Student Record Changes, page 42
 - 5.8.2 Registrar Deadlines, page 42

- 5.8.3 Before Registrar Deadlines, page 42
- 5.8.4 After Registrar Deadlines, page 42
- 5.8.5 Fee Assessment Consequences, page 43
- 5.8.6 Student's Citizenship and/or Immigration or Fee Exemption Status, page 43
- 5.9 Letters of Attestation for Continuing Studies Students, page 43
- 6 Examinations: General Information, page 43
 - 6.1 Class Tests, page 44
 - 6.2 Examination Facilities for Students with Disabilities, page 44
 - 6.3 Credit by Examination, page 44
 - 6.4 Final Examinations, page 44
 - 6.4.1 University Regulations Concerning Final Examinations for Continuing Studies Students, page 44
 - 6.4.2 Deferred Examinations for Continuing Studies Students, page 45
 - 6.4.3 Examination Conflicts for Continuing Studies Students, page 46
 - 6.4.4 Supplemental Examinations, page 46
 - 6.4.5 Reassessment and Reread Policy for Continuing Studies Students, page 47
 - 6.4.5.1 Reassessment of an Assignment or a Mid-term by the Instructor, page 47
 - 6.4.5.2 Reread of an Assignment or a Mid-term Exam by a Third Party, page 47
 - 6.4.5.3 Reread of a Final Exam by a Third Party, page 48
 - 6.4.5.4 Mark Verification, page 48
 - 6.5 Examinations: Invigilation (Exams from Other Universities), page 48
 - 6.5.1 Setting Up, page 48
 - 6.5.2 The Cost, page 48
 - 6.5.3 Mailing address for exams, page 48
- 7 Graduation, page 49
 - 7.1 Apply to Graduate, page 49
 - 7.1.1 Deadlines, page 49
 - 7.2 Graduation Approval Query, page 50
 - 7.3 Graduation Honours, page 50
 - 7.3.1 Graduation Honours: Dean's Honour List for Continuing Studies Students, page 50
 - 7.3.2 Graduation Honours: Distinction for Continuing Studies Students, page 50
 - 7.4 Awards for Continuing Studies Students, page 51
 - 7.5 Replacing a Diploma, page 52
 - 7.5.1 Required Documents, page 52
 - 7.5.2 Submitting your request, page 52
 - 7.5.3 Certified Copies, page 52
 - 7.6 Language Requirements for Professions, page 52
 - 7.7 Aegrotat Standing and Degree at McGill University, page 53
- 8 Advising and the University Mission, page 53
 - 8.1 The Role of the Student in Advising, page 53
 - 8.2 Contact Information for Continuing Studies Advising, page 54

1 General Policies and Information

Students must inform themselves 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 students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

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.

1.2 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 to you electronically at www.mcgill.ca/secretariat/policies/students.

To find out more about this topic, see: www.mcgill.ca/students/srr.

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 www.mcgill.ca/continuingstudies/programs-and-courses/languages and the *French Language Centre* at www.mcgill.ca/flc, and in *Summer Studies* and *School of 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 *School of 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 Health Sciences and M.D.,C.M. Programs: The language of instruction is English. Students are expected to have a working knowledge of the English language (comprehension, spoken, and written). Students are expected to be functional (comprehension, spoken, and written) in the French language by the time clinical rotations commence (January of the second year of the M.D.,C.M. program/April of the first year for master's programs in Physical & Occupational Therapy). Students will interact with francophone patients in the teaching hospitals and may also be assigned to francophone training sites for their clinical rotations/courses. Additional language courses and workshop information is available at www.mcgill.ca/ugme/curriculum/starting-our-program-what-you-need-know/language-requirements.

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 www.mcgill.ca/students/srr/honest. 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 www.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*.

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



Note: Effective Fall 2013, all newly-admitted undergraduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. For more information, see www.mcgill.ca/students/srr/honest/students/test.



Note for Graduate and Postdoctoral Studies: Since Spring 2011, graduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. All newly-admitted graduate students must complete the tutorial within their first semester or a “hold” will be placed on their record. For more information, see www.mcgill.ca/students/srr/honest/students/test.

In addition to the above, **if you are a candidate for admission to the Faculty of Law, you would be asked to consent to** the release of Personal Information to the Committee for Law Admissions Statistics Services and Innov



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



Note: Once a leave of absence is granted, you must consult the [Student Aid Office](#) in order to assess the impact of the leave on student aid (e.g., government loans and bursaries, etc.).

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult [section 1.9.4: Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants](#).

1.8 McGill IT Resources

McGill University offers a variety of Information Technology resources open to students, faculty, staff, and other members of the McGill community. Please see the following sections, the [section 11: For your Information Technology \(IT\) Needs](#)

- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts

For information on logging in to the Minerva website, visit our IT Services website at www.mcgill.ca/it and select **Logins and Passwords**.

1.8.4 myMcGill

McGill's portal, myMcGill, gives students and staff a personalized interface to the University's information systems.

myMcGill is a collection of useful links and offers an integrated web experience with a single sign-on (SSO) to several McGill web systems. This allows you to access multiple McGill systems without being prompted for additional logins.

Systems that you can access through the portal are:

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

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

1.9 Student Health & Insurance

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

1.9.1 Health Insurance – International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file. **Students covered by private health insurance are not exempt from the McGill plan.** You must confirm your IHI contract **on Minerva under the International Student Health Insurance Coverage Form** and pick up an International Health Insurance card upon your arrival at McGill University from:

- **Downtown campus**

Service Point
3415 McTavish
Montreal QC a

Students who meet certain criteria may be eligible for an [exemption](#). **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](#), 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 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: www.mcgill.ca/internationalstudents/health



Note for Continuing Studies: If you are registered in the Intensive English and/or the Intensive French programs, you should contact the Client Services Office, School of Continuing Studies, at 514-398-6200 for information on health insurance.

1.9.2 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 will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. For details on fees, change of coverage dates, and what is covered by the plans, refer to www.ihaveaplan.ca, or contact:

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.aseq.com

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 300

Montreal QC H3A 3G5

Telephone: 514-864-3411

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

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



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

1.9.3 Special Medical Needs

If you have special medical needs, have your physician submit appropriate information, on a confidential basis, directly to the Student Health Service; see [: Student Services – Downtown Campus](#) or www.mcgill.ca/studenthealth/see-doctor for contact information on the Downtown campus, and see www.mcgill.ca/macdonald-studentservices/feeling-sick for the Macdonald campus.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Office for Students with Disabilities](#) to determine an appropriate Individualized Accommodation Plan. Appropriate medical documentation may be required, and can be discussed with an Access Advisor. Academic Accommodation planning and support is available to students at the downtown campus, as well as the MacDonal campus and Continuing Studies students. Please refer to www.mcgill.ca/osd for more information, or to book an appointment.



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

1.9.4 Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependents

McGill acknowledges the particular challenges facing you as a pregnant student and as a student caring for a dependant.

McGill supports you in your desire to further your education while meeting your family obligations.

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments when faced with exceptional circumstances related to particular family commitments, these guidelines aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

You can consult the guidelines at



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

2.2.2 What Documents Does McGill Need from You?

Follow the instructions in the first row of this table that apply to you. **Send clear, legible copies of documents (not originals).**

Quebec and Canadian Out-of-Province Students

You have applied to McGill directly from CEGEP or you already have a student record at McGill

- **Usually** no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your *Minerva* account to verify that your status is updated correctly (Select *Student Menu* > *Student Accounts Menu*Student

Note 2: Your v

2.2.3.2 Permanent Code

The Government of Quebec usually takes one to four weeks to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 2.2.2: What Documents Does McGill Need from You?](#) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

2.2.4 What Are the Consequences of Not Providing Your Documents?

The deadline to submit documents in support of a change to your tuition status effective for that semester is the last day of classes for that semester (e.g., December 1 for changes to be made to your tuition status for the Fall term, or April 1 for changes to be made for the Winter term).

If documents are still missing from your file subsequent to the start of the semester, a hold will be added to your record preventing you from registering or dropping an

You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee; exact fee amounts are available on the [Student Accounts](#) website. You may add courses until the end of the add/drop period without penalty. If you are in doubt about what course(s) to register for, you can meet with an adviser.

You are responsible for your course selection, registration, and for ensuring that you have completed your program and degree requirements according to the regulations and deadlines indicated in this publication. Advisers and staff at the School of Continuing Studies are available to give you advice and guidance.

The School publishes an **Important Dates Supplement** three times a year that contains specific details on registration dates and information needed for the upcoming term. In case of discrepancy between what is published in the supplement and this publication, the supplement takes priority.

3.1 How to Register Using Minerva

Go to [Minerva](#) and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see [section 3.3.2.2: Minerva Registration Schedule 2016–2017](#).

Before Going to Minerva:

- Read the timetable and registration instructions carefully. Not all courses are offered each term. Keep this in mind when selecting your courses. You can only register for one term at a time.
- See an Adviser. If you wish to substitute required courses or enrol in courses outside your program, you must obtain written approval from your academic area, otherwise the course may not be recognized for credit toward your program. If you need to see an adviser, call your academic area well before registration to make an appointment.

Problems Using [Minerva](#)?

If you have any program or course-related questions regarding registration, contact the Student Affairs Office at 514-398-6200. If you have problems using Minerva, contact the Minerva Help Line at 514-398-7878.

Can't Remember Your PIN?

If you cannot remember your PIN, you can reset it using the “Forgot PIN?” button on the [Minerva](#) login page. If you are unable to reset your PIN, call the Minerva Help Line at 514-398-7878.

3.1.1 Who Can Use Minerva?

If you were registered at the School of Continuing Studies during the past year, or were recently admitted to a program, you must use Minerva to register for courses.

Exceptions

You will not be able to use Minerva to register if:

- you have outstanding fees
- you do not have a Permanent Code
- you have a registration hold on your record for administrative or academic reasons
- you are registering for a Language course and your record does not indicate successful completion of the previous level
- you do not have the prerequisite for the course(s) you wish to register for

If any of these conditions apply, you should see an adviser and register in person (see [section 3.2.1: In-Person Registration](#)).

3.1.2 Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses

If you are a full-time McGill degree student, you can use Minerva to register for a Continuing Studies course. If you are currently in a McGill degree program and want to take a Continuing Studies course for credit toward your program, you must obtain authorization from your faculty.

If you are currently in a McGill degree program and want to take a Continuing Studies course for interest or personal development, you can register using Minerva. With the exception of some Professional Development courses and some Faculty Partnerships and Summer Studies short courses, workshops and seminars, these courses will appear on your official transcript but will not count toward the completion of your degree requirements.



Note: English and French language courses offered by the School of Continuing Studies are not available to full-time McGill degree students.

3.2 Other Ways to Register

3.2.1 In-Person Registration

If you are a new Independent (Special) Student, or if you are unable to register using Minerva for any reason, you must register in person. This service is by appointment only

- Your Health Insurance Number (If not purchased, you must do so at the Brown Student Services Building, 3600 McTavish, before registration.)

3.2.2 Registration for Short Courses, Seminars, and Workshops

For registration in the following areas, please see the appropriate academic area:

Registration for Short Courses, Seminars, and Workshops

section 1: General Policies and Information

: Professional Development and Non-Credit Offerings (CE Units and Other)

: About the McGill Community for Lifelong Learning (MCLL)

3.2.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is available at the School of Continuing Studies or at www.mcgill.ca/continuingstudies/current-students/registration. This form must be completed and signed by both you and the proxy holder. The School will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see [section 3.2.1: In-Person Registration](#)).

3.2.4 Registering by Mail, Fax, or by Web

If you are registering for courses, workshops, or seminars offered by *Career and Professional Development* or by *Faculty Partnerships and Summer Studies*, refer to the specific course on the website at www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops. In some cases, you may be able to register by mail, fax, or via web.

3.3 Course Information and Regulations

Students are advised to also refer to [University Regulations and Resources](#) > Graduate > Regulations > Registration and Student Records.

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs.

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult Class Schedule on the web at www.mcgill.ca/students/courses for the most up-to-date information on courses to be offered.

Not all courses listed are offered every year.



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

3.3.1 Classes with Limited Enrolment

The School reserves the right to limit the size of classes based on academic grounds or physical space limitations. In all such cases, enrolment is on a "first-come, first-served" basis, with priority given to students admitted to certificate, diploma, and degree programs.

3.3.2 Course Withdrawals and Refunds

Once registered for a course, you are responsible for the fees. If you decide not to follow the course, you must officially withdraw.

Simply not attending classes or informing the instructor does not constitute an official withdrawal.

3.3.2.1 How to Change (Add/Drop/Withdraw) a Course

3.3.2.1.1 How to Add/Drop a Course

You can add or drop a course in one of two ways:

- Online using [Minerva](#) (*Registration Menu*)
- In person by completing a "Course Change Form" available at www.mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course and bringing it to the Client Services Office

You can change sections, add, and drop courses only during the add/drop period. You will be charged a \$20 administrative fee for each course dropped. Refer to the *Important Dates Supplement* for specific add/drop dates. Courses dropped before and during the Late Registration and add/drop period will not

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 prere

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

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

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

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

The School of Continuing Studies is not responsible for any fees payable to an external association or institute.

4.1 Access to Fee Information

You can view your *Account Summary by Term* on *Minerva*. The Fall 2016 term fees will be accessible in mid-July.

4.2 Billings and Due Dates for Continuing Studies Students

Invoicing of Fees

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

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

Failure to check email on a regular basis *in no way warrants* the cancellation of interest charges and/or late payment fees. Refer to the Student Accounts website at www.mcgill.ca/student-accounts for information on payment due dates.

Late Payment Fees

If you have an outstanding balance greater than \$100 on your account at the end of October (end of February for the Winter term), you are charged a late payment fee according to the fee schedule found in [section 4.5: Other Fees for Continuing Studies Students](#).

4.2.1 Payment Procedures

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

4.3 Tuition Fees

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

4.3.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see www.mcgill.ca/legaldocuments for details. In certain cases, non-Quebec Canadian students pay the same rate of tuition as Quebec students—for further information about these exceptions, see the Student Accounts website at www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions.



Note: Students who are required to submit appropriate documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Should your tuition status be changed during the evaluation period, any late payment and/or interest charges accumulated on the difference between the Quebec and Canadian tuition rates will also be waived.

4.3.2 International Students

Exemption from International Tuition Fees may be claimed by students in certain cate

4.5 Other Fees for Continuing Studies Students

Other Fees (rates as of 2015–2016)

International Student Health and Accident Plan (compulsory):

Single	\$906
Dependant	\$2,781
Family (one student with two or more dependants)	\$5,289

Application for Admission (credit programs)	\$80.72
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Late Registration (non-refundable)	\$25
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Language Placement Test	\$35.32
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Course Transfer	\$20
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Course dropped prior to refund deadline	\$20
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Re-reading an Examination Paper (refundable if the letter grade is increased)	\$37.03
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Supplemental Examinations	\$37.03
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Duplicate ID card	\$25
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Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the Winter term):

Balances between \$100.01 and \$300	\$25
Balances between \$300.01 and \$1,05.66 urd	\$50

Other Fees (rates as of 2015–2016)

Comprehensive Challenge Examination (English and French Language Programs)	\$103.12
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McGill School of Continuing Studies Test of English Language Proficiency (TELP)	\$110.99
---	----------

Intensive Language Programs:

Application Fee	\$80.72
-----------------	---------

Course cancellation prior to refund deadline	\$200
--	-------



**** Note:** Please note that the \$45 fee for returned cheques and pre-authorized debit payments is in addition to the value of the amount debited for the returned item in question. For transactions in Canadian dollars, the amount debited is the same as the amount paid. For transactions in other currencies, including pre-authorized debit payments in US dollars, accounts will be debited at the exchange rate charged by the bank to the University. This sometimes represents a significant difference from the amount originally paid, depending on the rate of exchange on the date of the return.

4.6 Other Policies Related to Fees

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

4.6.1 Overdue Accounts

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

Students' accounts are considered **delinquent** if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions.

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

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

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

4.6.1.1 Information for Registered Students

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

Brown Student Services Building
3600 rue McT

Cancelling Registration for Non-Payment of Pre

4.8 Corporate Tax Benefits for Continuing Studies Students

McGill University is recognized by the *Ministère de l'Emploi et de la Solidarité-Sociale Québec* as a training establishment for the purpose of corporate tax benefits (registration number: 06C0084-00). Companies who are paying fees on behalf of their employees may be eligible for a tax deduction in accordance with Bill 90, or for the refundable training tax credit. Please refer to the following website for further information: www.emploi.quebec.gouv.qc.ca/en.

4.9 Tax Slips for Continuing Studies Students

T4A (RL-1), T2202A and Relevé 8 slips are issued on *Minerva* under the *Student Accounts Menu*

Decisions about Academic Standing in the Fall term are based only on grades that are available in January, i.e., if you have deferred examinations or Fall/Winter spanned courses, grades for those courses don't affect your Fall Academic Standing—they will only affect your Fall TGPA. Therefore, Academic Standings for the Fall term are designated as *Interim*. Note that Interim Standings do not appear on your official transcript. Consult the appropriate section of this publication for the regulations on Interim Standing decisions.

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

If you are in Interim Satisfactory or Satisfactory Standing:

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

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;
-

- if your CGPA falls or remains below 1.50;
- if your TGPA in the Fall or Winter falls below



Note: The Faculty determines Academic Standing decisions after the completion of each term (Fall, Winter, Summer) based on grades obtained up to that point. If you have been granted permission to defer one or more examinations, the Academic Standing decision will be made disregarding the deferred exam grade.

5.1.5.1 Satisfactory Standing: Faculty of Engineering

You are in Satisfactory Standing if you have a CGPA of 2.00 or greater.

You may continue with your studies under the following conditions:

- If you obtained a grade of D or F in a core course, you must repeat the course successfully (grade of C or better) or replace it with an alternative approved course and successfully complete the course.
- If you obtained a grade of F in any other course, you must either repeat the course successfully before graduation or replace it with an alternative approved course and successfully complete the course before graduation.

5.1.5.2 Probationary Standing: Faculty of Engineering

You are in Probationary Standing if you have **EITHER:**

a CGPA that is less than 2.00 and equal to or greater than 1.20

OR

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.

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 coP

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.

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.

5.1.8 Academic Standing: Schulich School of Music

Music students, see [Schulich School of Music](#) > *Undergraduate* > *Academic Information* > : *Academic Standing*.

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



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



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



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

5.2.1 Continuing Education Units (CE units)

Some courses at the School of Continuing Studies carry a Continuing Education Unit (CEU) rating. These courses do not normally count toward the fulfilment of a credit program.

Undergraduate Grading

A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
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%
P		Pass

*A grade of D is a conditional (non-continuation) pass:

- If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.
- If you obtain a grade of D in a required course, the course will not count toward your program.

Graduate Grading

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
F (Fail)	0	0–64%
P		Pass

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

GPA credits are the credits of courses with grades that are assigned grade points.

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

The eo5–45.

- whether students with grades of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).

5.3.1 Other Grades for Continuing Studies

Other Grades
unexcused absence (failed); the student is re

5.6 Incomplete Courses for Continuing Studies

If the instructor decides there is sufficient reason to permit a delay in the submission of required term work, an extension of the deadline after the end of the

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 www.mcgill.ca/students/exams/regulations).

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



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



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



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



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

6.1 Class Tests

Members of the teaching staff may give interim class tests from time to time.

6.2 Examination Facilities for Students with Disabilities

If you have a permanent or temporary disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information, see: www.mcgill.ca/osd.

6.3 Credit by Examination

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

6.4 Final Examinations

Formal final examinations are held during an examination period at the end of the course term. The dates of the examination periods are listed at www.mcgill.ca/importantdates.

Important Note: You are advised not to make travel plans prior to the release of the Final Exam Schedule. Vacation plans *do not*

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 mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the e

If your request is approved, an L will appear in place of a grade in those courses. The grade you obtain on the deferred examination will replace the grade of L on your official transcript.

If you receive a grade of D, F, J, or U in a course after a deferred examination, no supplemental examinations will be available. You must either re-register in the same course the following term or in an approved course substitute.

If you are not granted deferred status, you will receive a grade of J in the course, which will count as a failure in the TGPA and CGPA. You may, however, be allowed to write a supplemental examination. Please note there are no supplemental exams in *Agricultural and Environmental Sciences, Management* courses, or for the *Sc*

Requests for a third-party reread of a specific assignment **must be made within 10 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the third-party reread will normally be completed within 20 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. The third-party reviewer's grade takes precedence over the original grade.

For English and French Intensive Language Programs, requests for a review of a specific assignment **must be made directly to the instructor within 3 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the reassessment will normally be completed within 5 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

* "Working days" means Monday through Friday.

6.4.5.3 Reread of a Final Exam by a Third Party

It is strongly recommended, though not required, that students meet with the course instructor before requesting a reread of a final exam.

Requests for a reread of a final exam are administered by the Student Affairs Office in the SCS *Client Services* unit; exact fee amounts and details are available on the *Student Accounts* website.

Students must **apply in writing** by the following deadlines:

- **September 30** for courses offered in the Spring/Summer term
- **January 30** for courses offered in the Fall term
- **May 30** for courses offered in the Winter term

For English and French Intensive Language Programs, students must **apply in writing** by the following deadline:

- **2 working days*** from the date when final exam grades are posted

All deadlines are strictly enforced, and no late requests will be accepted. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

* "Working days" means Monday through Friday.

6.4.5.4 Mark Verification

In a case where a student believes that an error has been made in arriving at the final grade for a course as a whole, a Verification of Grade form must be completed at the SCS *Client Services* Office requesting that the instructor carry out a detailed check that the final course grade has been computed correctly.

For all courses and programs of study, the request **must be made within 10 working days* of the date on which the final grade appears on the student's transcript**. *Requests received after this deadline will not be considered.* The mark verification process should normally be completed within 20 working days* of receipt of the request by SCS Client Services.

* "Working days" means Monday through Friday.

6.5 Examinations: Invigilation (Exams from Other Universities)

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 10:00 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, or McGill holidays.

6.5.1 Setting Up

Please consult our website at www.mcgill.ca/students/exams/dates/proctor for complete information on how to arrange for a proctor exam at McGill.

6.5.2 The Cost

The cost for invigilation and administration of a proctor exam is \$100 per student, per exam, payable the day the exam is written by either debit card or cheque.

6.5.3 Mailing address for exams

Exams and examination booklets, along with full instructions, should be sent to:

McGill University
Enrolment Services, Room MS - 72
3415 McTavish Street
Montreal QC H3A 0C8
Attention: Proctor Exams



Note for Transfer Students: This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.

Note: The Faculties of Education, Dentistry, Law, Medicine, and the School of Nursing, as well as the

If you need to acquire a functional level of proficiency in French, you can take courses from either the French Language Centre (Faculty of Arts www.mcgill.ca/flc) or the School of Continuing Studies, 688 Sherbrooke Street West, telephone: 514-398-6200 (www.mcgill.ca/continuingstudies/programs-and-courses/languages).

If you are already strong in French and w

8.2 Contact Information for Continuing Studies Advising

Client Services Office

Telephone: 514-398-6200

Email: info.conted@mcgill.ca

Website: www.mcgill.ca/continuingstudies/about-scs/client-services

Career and Professional Development

F.62 61v0unft(c729.5740 1 86.076 6graduate31 Tmgraduate-lessional De)T209 0 0 11 86.076 6v(or Contin)Tjl47 11 86.076 6el programs, c.622 Tmeither:4-398-6

The mandate of the Ombudsperson for Students at McGill University is to intervene at the beginning of the complaint process, and to attempt to resolve issues informally before they proceed to more formal processes. To consult the mandate, visit the website of the Office of the Ombudsperson for Students.

Office of the Ombudsperson

3610 McTavish

Main Floor, Suite 14

Telephone: 514-398-7059 (for an appointment)

Website:

- Pro Shop and snack bar.



Note: Some services may not be included in the gym membership rates below.

McGill Athletics Prices

Continuing Studies Students taking 9 or more credits

All athletics facilities, excluding Fitness Centre \$47 + taxes / month

All athletics facilities, including Fitness Centre \$67 + taxes / month

Continuing Studies students taking non-credit courses, or taking less than 9 credits

Macdonald Bookstore
Centennial Centre
Telephone: 514-398-8300
Website: mcss.mcgill.ca/bookstore

10.7 Computer Store

The McGill Computer Store, located on the second floor of the University Bookstore, sells a full range of computer hardware, software, peripherals, and consumer electronics at educational prices.

Telephone: 514-398-5025
Email: sales.mcs@mcgill.ca
Website: www.mcgill.ca/mcs

10.8 Library Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session. For library guides, brochures, information, and schedules, visit the website at www.mcgill.ca/library/services/workshops.

10.9 Minerva Workstations for Continuing Studies Students

Minerva workstations, located on the 11th and 13th floors at 688 Sherbrooke Street West, are available to Continuing Studies students to view course offerings, add and drop courses, view their transcripts, and access all other services.

For your Information Tec

11.2 myMcGill (the University portal)

myMcGill is the central access point where you:

- Read your email.
- Check myCourses.
- Get direct links to Minerva to view and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.

Click myMcGill in the *Quick Links* menu, at the top of any McGill web page (www.mcgill.ca), and sign in using your McGill Username and McGill Password.

Browser Compatibility

myMcGill currently supports the latest versions of the following browsers:

-

11.7 Online Student Directory

You can opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at www.mcgill.ca/directory/students.

11.8 Getting Connected

You will need to use your *McGill Username and McGill Password* to access the services listed below:

Wireless: Through the McGill Wireless network, you can access the Internet using your laptop or other mobile device from virtually anywhere on campus, including McGill residences and the inter-campus shuttle buses. Log in to the Wireless network using your McGill Username and McGill Password. Find configuration instructions for your computer/phone in the IT Knowledge Base at kb.mcgill.ca/it/wireless.

EZproxy: If you are off campus, you will need to sign into EZproxy before gaining access to restricted McGill Library databases and other library resources. Find more details on EZproxy in the IT Knowledge Base at kb.mcgill.ca/it/ezproxy.

Virtual Private Network (VPN): If you need to access restricted systems or servers from off campus, you may be required to establish a VPN connection. See kb.mcgill.ca/it/vpn for additional information.

11.9 Safe Computing

Free antivirus software: Download free antivirus software to protect your computer at <http://kb.mcgill.ca/it/antivirus>.



Note: Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

Tips for keeping information secure: Read about steps you can take to protect your data and identity at www.mcgill.ca/it/information-security.

11.10 Need Help?

McGill IT Knowledge Base: Search the IT Knowledge Base at <http://kb.mcgill.ca> for setup instructions and answers to commonly asked questions about IT.

Contact the IT Service Desk by submitting your request via a web form at www.mcgill.ca/it/forms, or check phone and walk-in support hours at www.mcgill.ca/it.

scholarly materials from the Rare Books and Special Collections are *digitized* and also made widely accessible online through the site. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use in laboratories anywhere on the campus or from home using *EZproxy*.

The staff in each branch library can help you locate information for coursework, assignments, or research topics. *Workshops* are provided at all student levels to ensure you know ho

Administrative inquiries should be directed to:

mwc@mcgill.ca for undergraduate courses

graphos@mcgill.ca for graduate courses

12.3 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to researchers (including students) more than 5,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, and certain Montreal-based organizations. Archived media include:

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

The MUA acquires private records to support University research goals and manages the University's corporate memory and information assets through its records management program. This program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open Monday to Friday

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: www.mccord-museum.qc.ca

12.6 Lyman Entomological Museum and Research Laboratory

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

Telephone: 514-398-7914

Website: <http://lyman.mcgill.ca>

12.7 Other Historical Collections

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

McGill began accumulating cultural property by virtue of acquisition or donation ev

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 Dietetics and 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 13 schools. At present over 38,000 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.

13.2 Incorporated and Affiliated Colleges

13.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

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

13.2.2 Affiliated Theological Colleges

Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8
Principal: The Rev. Dr. Donald Boisvert; B.A., M.A.(C'dia), Ph.D.(Ott.)

Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8
Principal: Dr. Dale Woods; M.Div.(Vancouver School of Theology), D.Min.(Luther Seminary)

United Theological College of Montreal

3521 University Street, Montreal QC H3A 2A9
Principal: Philip Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

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

13.3 University Government

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

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its Nominating, Governance and Ethics Committee; three are elected by the Alumni Association; tw

The Principal and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Gov

Members

Cynthia Price; BCom(McG.)

Alvin Shrier; B.Sc.(C'dia), Ph.D.(Dal.)

Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)

Thierry V

Deans

R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.)

Science

Andre Coustopoulos; B.A.(McG.), M.A.(Montr.), Ph.D.(Oulu)

Dean of Students

13.7.1.2 Directors of Schools

Directors of Schools

Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1)

Architecture

Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)

Communication Sciences & Disorders

Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.)

Computer Science

Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)

Dietetics & Human Nutrition

Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.) *(on leave until Aug. 31, 303/F1 8.1 Tf07 F0 1 7 Di1 s0 0 1 82.07pL.451 11k0551h31,*

Environment

