



**University Regulations and Resources (Graduate  
and Postdoctoral Studies)**

**Programs, Courses and University Regulations**

**2012-2013**



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

- 1 . McGill University reserves the right to make changes to the information contained in this online publication - including correcting errors, altering fees, schedules of admission, and credit requirements, and revising or cancelling particular courses or programs - without prior notice.
- 2 . In the interpretation of academic regulations, the Senate is the final authority.
- 3 . Students are responsible for informing themselves of the University's procedures, policies and regulations, and the specific requirements associated with the degree, diploma, or certificate sought.
- 4 . All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.
- 5 . Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.
- 6 . Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at [https://banweb.mcgill.ca/pban1/bwckschd.p\\_disp\\_dyn\\_sched](https://banweb.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched) for the most up-to-date information on whether a course is offered.
- 7 . The academic publication year begins at the start of the Fall semester and extends through to the end of the Winter semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.
- 8 . Notwithstanding any other provision of the publication, it is expressly understood by all students that McGill University accepts no responsibility to provide any course of instruction, program or class, residential or other services including the normal range of academic, residential and/or other services in circumstances of utility interruptions, fire, flood, strikes, work stoppages, labour disputes, war, insurrection, the operation of law or acts of God or any other cause (whether similar or dissimilar to those enumerated) which reasonably prevent their provision.

**Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.**

*Publication Information*

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## **1 Regulations**

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur



- must have permission from the sponsoring Institution (include letter of permission);
- must have the approval of a McGill professor and graduate program to supervise the research;
- must apply for admission at the beginning of the academic year [i.e., for Fall admission each year - if you begin a 12- month research visit in the Winter term (January) you must apply to be admitted again for the following Fall term (September); if a student splits the time spent at McGill into multiple stages, he/she may need to reapply for the appropriate academic terms.];
- must include copies of official transcripts, as part of the application package;
- must demonstrate adequate proficiency in English to function in the University environment, including any required safety training and understanding of policies and procedures. Assessment of written and verbal language skills is the responsibility of the supervising professor; Graduate and Postdoctoral Studies does not require official proof of English competency for research trainees;
- are not charged fees for any term of registration including Summer;
- are not charged any Student Service or Ancillary fees and thus do not have access to these services. Membership to athletics services may be purchased. Graduate Research Trainees do have access to McGill libraries, email, and required training in research ethics and safety;
- must arrange for basic health insurance coverage prior to arrival at McGill and may be required to provide proof of coverage.

[www.mcgill.ca/gradapplicants/apply/process/visiting](http://www.mcgill.ca/gradapplicants/apply/process/visiting)

#### 1.1.10 Non-Resident Status

(may be granted to students in **residence** terms **only**)

**Note:** As a result of an ongoing inte

### **1.1.13 McGill Staff as Graduate Students**

Members of the teaching staff of the University up to and including the rank of lecturer may enrol as candidates for a degree, diploma or certificate. If their teaching duties are designated as full-time, they may only enrol as half-time students.

Professorial members of the academic staff may not enrol in graduate degree and diploma programs. This rule shall apply also to any persons who have been on the professorial staff within the previous 12 months, unless they resign completely from their positions at McGill.

Should persons registered in graduate studies be promoted to professorial rank, they may no longer remain graduate students, unless they resign or are granted a leave of absence from their professorial appointments.

In certain exceptional cases, professorial members of the academic staff may apply to Graduate and Postdoctoral Studies to enter graduate programs in academic units other than their own. GPS may grant permission if it is satisfied that the applicant's teaching unit and proposed unit for graduate study are sufficiently remote that conflict of interest situations will not arise. Permission must be granted before any courses are taken toward the proposed degree.

### **1.1.14 Quebec Inter-University Transfer Agreement: McGill Students**

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



**Note for Continuing Studies:** If you are a Visiting IUT Student and your application has been approved, you must register in-person, by appointment only (see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Registration for Continuing Studies Students > Other Ways to Register > [In-Person Registration](#)*).

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## 1.2 Registration

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Registration* section of this

#### 1.2.4 Courses Taken in the School of Continuing Studies



**Note:** As a result of an ongoing integration of Graduate and Postdoctoral Studies and Enrolment Services, policies and procedures are currently undergoing review and revision. Updates will be communicated to departments as decisions are made.

In the Fall and Winter terms, students may add credit courses (500 level or higher) offered through the School of Continuing Studies (SCS) directly on Minerva. Please see [www](#)



department concerned. Each year, a progress report must be submitted from the two departments concerned to GPS before a student in this category will be permitted to register.

### 1.2.7 Time Limitation

Candidates for master's degrees must complete the degree **within three years of initial registration**. If the degree is pursued strictly on a less than full-time basis, it must be completed within five years of initial registration.

In exceptional cases, a student who wishes to submit a thesis, or to complete outstanding degree requirements, after withdrawal may do so only on the recommendation of the department concerned. A graduate application must be submitted by stated deadlines and readmission fees will apply. The final decision rests with GPS.

By annual registration, **all** doctoral candidates may maintain their connection with the University **for four years** after completing their residence requirements.

The object of these regulations is to encourage candidates to complete their theses and qualify for their degree without undue delay.

*Council of the FGSR - February 2, 1996*

### 1.2.8 Withdrawal from a Degree Program

Departments have the right to ask students to withdraw from the program if progress is not satisfactory, or if they have failed two courses required for their program, or for lack of performance in research. Please see [section 1.14: Failure Policy](#).

Any student who withdraws from the University **must complete a Withdrawal Form** available at [www.mcgill.ca/gps/students/registration/](http://www.mcgill.ca/gps/students/registration/). Fees will then be refunded according to the conditions outlined in [section 1.5: Course Change Period](#) and in [section 1.7: Regulations Concerning Course Withdrawal](#).

### 1.2.9 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration. You will be assessed a late registration fee as listed below:

**Returning Students:** You may register late from Wednesday, August 15 until and including Tuesday, September 18 with the payment of a late registration fee of \$125 (\$62.50 for Special Students).

**New, Readmitted, and Returning Students (Fall):** You may register late via Minerva from Wednesday, August 15 until Tuesday, September 18 with the payment of a late registration fee of \$125 (\$62.50 for Special Students).

**New and Readmitted Students (Winter):** You may register late via Minerva from Tuesday, January 8, 2013, until Tuesday, January 22, 2013, with the payment of a late registration fee of \$125 (\$62.50 for Special Students).

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

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## 1.3 Course Information and Regulations

Students are advised to also refer to *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > [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](http://www.mcgill.ca/students/courses) for the most up-to-date information on courses to be offered in 2012–2013.

Not all courses listed are offered every year.

### 1.3.1 Course Information and Regulations: Class Schedule

#### Revision, July 2012. Start of revision.

[Class Schedule](#) for the upcoming Fall and Winter terms normally becomes available in March 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 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.

**Revision, July 2012. End of revision.**

### 1.3.2 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 [www.mcgill.ca/students/records/transcripts/key](http://www.mcgill.ca/students/records/transcripts/key) in the section *Grading and pre-2002 course numbering*.

**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 the student’s 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.**

### 1.3.3 Multi-term Courses

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

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

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

**Courses with numbers ending in D1 and D2** are taught in two consecutive terms (most commonly Fall and Winter). Students must register for the same section of both the D1 and D2 components. When registering for a Fall term D1 course on Minerva, the student will automatically be registered for the Winter term D2 portion. No credit will be given unless both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 2012 and Winter 2013.

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

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



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** If you select a multi-term course, you are making a commitment to that course for its entirety. You **MUST** register in the same section in all terms of a multi-term course. Credit will be jeopardized if you deliberately register in different sections of a multi-term course.

In exceptional cases, when circumstances are beyond the student's control, the Faculty Student Affairs Office may grant permission to change sections midway through a multi-term course. You must make your request in writing citing your reason for the request. The request must also have the written support of the instructors of the sections involved and of the coordinator of the course (if applicable). Your request must be submitted to:

- Arts students – Associate Dean, Student Affairs
- Science and B.A. & Sc. students – Director of Advising Services, Science

#### Important Conditions for Multi-term Courses

1. Students must be registered for each component of the multi-term course. Students must ensure that they are registered in the same section in each term of the multi-term course.
2. Students must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no credit is given for partial completion.

### 1.3.4 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 *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > Student Records > : Credit System*.

#### 1.3.4.1 Course Nomenclature in Program Descriptions

**Required Courses:** Mandatory courses that must be completed to fulfil the requirements of a program (e.g., major, minor, etc. at the undergraduate level or specific courses at the graduate), unless the student receives exemptions. Students have no choices among required courses.

**Complementary Courses:** Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these to meet program requirements. **Complementary courses are not electives.**

**Elective Courses:** Courses, in some cases, taken outside of a student's program of study that do not count toward the fulfilment of the specific program requirements. Some restrictions may apply, but students have the most choice in selecting elective courses. Some faculties also permit students to take elective courses using the Satisfactory/Unsatisfactory (S/U) Option. Undergraduate students should consult their faculty regulations concerning electives; graduate students require the approval of their Program Director and GPS.

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## 1.4 Summer Studies

Detailed information about summer registration is available as of March 2013 at [www.mcgill.ca/gps/students/registration](http://www.mcgill.ca/gps/students/registration).

Graduate courses are available in some subject areas during the summer and the Class Schedule, available at [www.mcgill.ca/students/courses](http://www.mcgill.ca/students/courses), should be consulted for a complete listing of undergraduate and graduate-level courses.

Students doing graduate work in EdumBT/F0 9.1 Tf





**Note for Graduate and Postdoctoral Studies:** The date the request for withdrawal is submitted is the official date of withdrawal.

**Regulations Concerning University Withdrawal:**

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

Grades A through B- represent satisfactory passes, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students must obtain grades of B- or better in courses used to fulfil program requirements.

Grading and Grade Point Averages (GPA)		
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%

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



**Note for Graduate and Postdoctoral Studies:** If you change levels, e.g., from master's to doctoral, the CGPA starts again.

This policy took effect in January 2003. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

If you repeat courses, all results are included in the GPA calculation. Therefore, grades of F or J continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination.

#### Other Grades:

**IP — in progress;** (Master's Thesis Courses Only)

**P — pass;** Pass/Fail grading is restricted to certain seminars, examinations and projects only. In such cases all grades in these courses are recorded as either Pass or Fail. Not calculated in TGPA or CGPA.

**HH — to be continued;** the use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated for graduate studies.

**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;** deadline extended for submission of work in a course or for the completion of a program requirement such as a Ph.D. language examination (maximum four months). (Need a K contract signed.)

**KF — incomplete/failed;** failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement; calculated as a failure in TGPA and CGPA.

**K(g)Tj2In35 w/F3 8m(A.)Tj7 167.343.527 260.342 2In35 w/F3 8m(A.)Tj7 167.343.527 20 0 1 of w**

**Other Grades:**

**NR** — *no grade reported* by the instructor (recorded by the Registrar).

**Q** — course continued in next term (applicable only to courses taken pre-Fall 2002).

**Satisfactory/Unsatisfactory** — *Not used for graduate students.*

**W** — **withdrew with approval**; 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 Students' Tj1 Tw0 0

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## 1.12 Verification of Student Records: Degree Evaluation

*Degree Evaluation* is a Minerva tool to help students and advisers compare the student's academic record with the requirements of a specific program. If you have access to Degree Evaluation on Minerva under the *Student Records Menu* ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) you can review your progress within your current program. Also, if you are considering a program change, you can generate a "what-if" comparison of your academic record with the requirements of another program.

The presentation in the Degree Evaluation Report may have a different appearance than the requirements listed in this publication. For example, a long listing of courses may be grouped into one course "attribute" on the Minerva report.

Degree Evaluation also provides a central record of adviser/faculty-approved adjustments to your program of study (e.g., the replacement of one specified course with another or acceptance of a non-McGill course for credit).

Please note that Degree Evaluation is an advising tool only. A Degree Evaluation Report that indicates program requirements have been satisfied does NOT constitute approval to graduate.

For details regarding Degree Evaluation, including *Reading a Degree Evaluation Report*, see [www.mcgill.ca/students/courses/plan/evaluation](http://www.mcgill.ca/students/courses/plan/evaluation).

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## 1.13 Changes to Student Records after Normal Deadlines

### 1.13.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors, minors, or concentrations).

### 1.13.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

### 1.13.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in [section 1.13.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.

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



**Student's Citiz**

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## 1.16 University Student Assessment Policy

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

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

You can consult the policy at [University Student Assessment Policy](#).

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## 1.17 Regulations Concerning Theses

The thesis submission guidelines contain important information regarding procedures and deadlines. Students who are in the process of writing a thesis must consult these thesis submission guidelines in order to adhere to University regulations concerning the submission of a thesis. Thesis submission guidelines and all the forms required for thesis submission are posted on the web at [www.mcgill.ca/gps/students/thesis/guidelines](http://www.mcgill.ca/gps/students/thesis/guidelines).

Forms and guidelines are updated as procedures change. Students should keep informed of these changes by referring to the website.

Dates of submission of theses, convocations, etc., are available at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates).

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## 1.18 Graduation

In order to graduate, you must complete faculty and program requirements. **It is your responsibility to meet all faculty and program requirements before graduation.**

At the time of graduation from an undergraduate degree, you must be in Satisfactory Standing with a minimum CGPA of 2.00.

### Revision, June 2012. Start of revision.

You should contact your adviser (Music students should contact the Senior Student Adviser; graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time. For contact information on advisers, see [www.mcgill.ca/students/advising/advisordirectory](http://www.mcgill.ca/students/advising/advisordirectory).

### Minimum Residency Requirement

The total number of McGill credits required to graduate is known as the minimum residency requirement. You must successfully complete a minimum of 60 McGill credits in order to obtain a McGill undergraduate degree. Some programs have specific requirements on the type of credits that must be completed at McGill. For example, two-thirds of all program requirements must be completed at McGill. For specific information refer to your **faculty section of the 2011-12 Information** publication.

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

Graduate students should refer to *Programs, Courses and University Regulations > Faculties & Schools > Graduate > Program Requirements* for information on minimum residency requirements for graduate programs.

### Revision, June 2012. End of revision.



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

- You must successfully complete a minimum of 21 McGill credits (excluding pre-requisites and co-requisites) 8.1 Tf1 0 0 1 195.022 252327.103d81ites0

Once you apply to graduate, you are authorizing the University to include your name in the Convocation program. If you want your name to be omitted from this publication you must send an email to Enrolment Services at [studentrecords@mcgill.ca](mailto:studentrecords@mcgill.ca) by March 15 for Spring convocation, and September 15 for Fall convocation.

#### 1.18.1.1 Deadlines:

- Fall term graduation (courses completed in December; transcript will indicate "Degree Granted" in February; Spring convocation): You must apply on Minerva by the end of November.
- Winter term graduation (courses completed in April; transcript will indicate "Degree Granted" in May; Spring convocation): You must apply on Minerva by the end of February.
- Summer term graduation (courses completed by August; transcript will indicate "Degree Granted" in October; Fall convocation): You must apply on Minerva by the end of March.

If you miss one of these deadlines, contact your Faculty Student Affairs Office immediately.



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



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

**Note for Graduate and Postdoctoral Studies:** If you miss one of these deadlines, you must follow the procedures at [www.mcgill.ca/gps/students/nonthesis](http://www.mcgill.ca/gps/students/nonthesis). The



**Note:** Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

### **1.18.3.3 Certified Copies and Translations**

1. Libraries of other Quebec universities with which McGill has reciprocal borrowing agreements (ID number and bar code may also be disclosed to those libraries)
2. *Ministère de l'Immigration et des Communautés culturelles* and/or the *Régie de l'assurance-maladie du Québec* and the *Ministère de l'Éducation, du Loisir et du Sport* (MELS)
3. The appropriate authorities involved with the external or internal funding of your student fees (fi

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## 1.24 Transcript of Academic Record: Course Numbering on the Transcript

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

107-200A = Philosophy (107) course (200) in F

## Quebec and Canadian Out-of-Province Students

You have applied to McGill from another Quebec university

- Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Record of Permanent Resident status (Note 3); or valid Canadian Permanent Resident card (both sides of the card)
- For your Quebec residency status, **usually** no documents are required, unless McGill cannot confirm this from the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS)

You were born in Quebec

- ~~Canadian birth certificate~~ (Notes 1 and 5)
- Permanent Code Data Form (Notes 2 and 6)

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

- Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Record of Permanent Resident status (Note 3); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (Notes 2 and 6)

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



**Note 6:** You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at [www.mcgill.ca/legaldocuments/forms](http://www.mcgill.ca/legaldocuments/forms).

### 1.27.1 Fee Exemptions

Students in certain categories may be eligible to claim an exemption from the international rate of tuition fees according to the regulations set by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS). These exemptions lower your fees to the Quebec rate of tuition. A list of categories and the required



Tagged image format (.tif, .tiff for scanned images).

Ensure that you save your documents properly in one of the above formats—do not just rename the file extension. Due to the possibility of computer viruses, McGill does **not** accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.

2. **Ensure that the resolution used is at least 300 dpi (dots per inch)** for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate). The preferred file size is 100KB per image.
3. **Address your email to [legaldocumentation@mcgill.ca](mailto:legaldocumentation@mcgill.ca) and attach your relevant scanned document(s)**. Attach the file(s) to your email; do not include the documents in the body of your email.

**ID cards will not be issued if any of your legal documents are missing.**

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 at least three hours after you have registered before applying for your 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 as long as you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a \$25 replacement fee.
- If you need security access to labs or other facilities, see [www.mcgill.ca/security/services-0/access-control](http://www.mcgill.ca/security/services-0/access-control).

**1.31.1 ID Card Schedule for the Downtown Campus:****Revision, July 2012. Start of revision.**

The locations and opening hours of ID card centres can be found on the Student Information website at [www.mcgill.ca/students](http://www.mcgill.ca/students).

- **Quebec CEGEP students** can obtain their ID cards as of June 11, 2012.
- **Canadian and International students** can obtain their ID cards as of June 18, 2012.

**Revision, July 2012. End of revision.****1.31.2 ID Card Schedule for the Macdonald Campus:**

Registered students can obtain an ID card from June 11, 2012.

Student Affairs Office, Room 106, Laird Hall

**Office hours:**

Monday through Friday – 9:00 a.m. to 4:00 p.m.

Friday throughout the summer – 9:00 a.m. to 3:00 p.m.

Closed for Monday, June 25, and Monday, July 2



**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.

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**1.32 Name: Legal Name**

This is the name that will appear on your degree, diploma, or certificate on graduation, and on your transcript. It is also used by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) to create a Permanent Code.

All students are registered under their legal name as it appears in one of the following documents:

1. Canadian birth certificate
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 and Permanent Residence card, both sides)
3. Canadian Immigration Study or Work Permit document
4. Certificate of Acceptance of Quebec (CAQ)
5. International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable.)
6. Letter from international student's consulate or embassy in Canada
7. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). Note that Quebec marriage certificates are only acceptable if issued prior to 1984.
8. Certificate of Name Change issued by the Quebec *Directeur de l'état civil*

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

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### 1.33 Name: Preferred First Name

You can provide a preferred first name on your application for admission or, once admitted, on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)), under the *Personal Menu*. From the *Personal Menu*, select *Name Change* and you will be able to add/modify this field.

Your preferred first name appears on class lists (in parentheses beside your legal name) for use by instructors. Note that your legal name will continue to appear on your transcript and diploma.

You can request to have your preferred first name display as part of your McGill Email Address by submitting a change to Network and Communication Services via REGGIE ([www.mcgill.ca/reggie](http://www.mcgill.ca/reggie)). For more information, see [www.mcgill.ca/students/records/address](http://www.mcgill.ca/students/records/address).

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### 1.34 Name: Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva ([www.mcgill.ca/minerva](http://www.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.

Note that you cannot change the name on your record via Minerva. Requests for such changes must be made by presenting official documents (see [section 1.32: Name: Legal Name](#) and [section 1.33: Name: Preferred First Name](#)) in person at Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8.



**Note for Continuing Studies:** Requests for such changes must be made by presenting official documents (see [section 1.32: Name: Legal Name](#)) in person at the Client Services Office, School of Continuing Studies.

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### 1.35 Email Communication

All students are assigned a McGill Email Address (usually in the form of `firstname.lastname@mcgill.ca`) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

#### Revision, July 2012. Start of revision.

You should read and familiarize yourself with the policies on *Responsible Use of McGill Information Technology Resources* and *Email Communications with Students*, found under *Information Technology* on the University Secretariat website at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology). For more information on email for students, refer to [www.mcgill.ca/it](http://www.mcgill.ca/it) and see [section 12: For your Information Technology \(IT\) needs](#).

#### Revision, July 2012. End of revision.



**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.

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### 1.36 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because these are used by the University year round. If your address information on file is invalid, incomplete, or missing, the University will hold your mail. Once you have provided a valid address, the University will resume sending your mail.

You must update your address(es) and/or telephone number(s) and emergency contact information on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/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 or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8. Macdonald campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.



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

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### 1.37 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.

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### 1.38 Proper Use of Computing Facilities

You must comply with the *Policy on the Responsible use of McGill Information Technology Resources* as approved by the University Senate. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology).

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### 1.39 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see [www.mcgill.ca/adminhandbook/administrative-policies-and-procedures/smoking](http://www.mcgill.ca/adminhandbook/administrative-policies-and-procedures/smoking).

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### 1.40 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health professions (including Dietetics), as well as in the School of Social Work. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information at [www.mcgill.ca/studenthealth/](http://www.mcgill.ca/studenthealth/) or by calling the Student Health Service at 514-398-6017.

#### ~~Health Insurance –~~

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### 1.41 Health Insurance – International Students

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan. 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 Yr011 0 .52 3



- Athletics
- Classroom A/V instructions
- Exchange (email)
- FAMIS
- Gateway ([www.mcgill.ca](http://www.mcgill.ca))
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab

To access myMcGill, click **McGill Quick Links**, available at the top of any McGill web page (e.g., [www.mcgill.ca/students](http://www.mcgill.ca/students)), and then click myMcGill, or go to <https://my.mcgill.ca>. Sign in with your McGill Username and McGill Password.

**Revision, July 2012. End of revision.**

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## 1.46 Service Point

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

Among the many services offered at Service Point for Undergraduate & Graduate students:

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

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

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

For a complete list of student services and resources at McGill, see [www.mcgill.ca/students](http://www.mcgill.ca/students).

For more information about Service Point, see [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint).

### Service Point Location

3415 McTavish Street (corner Sherbrooke)  
Montreal, QC H3A 0C8

Opening hours: please refer to [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

Telephone: 514-398-7878

Email for current students: <http://webforms.mcgill.ca/servicepoint/request.asp?bhcp=1>.

Email for applicants/prospective students: <http://webforms.mcgill.ca/servicepoint/contact.asp?bhcp=1>.

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## 2 Guidelines and Policies

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Guidelines and Policies* 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.

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### 2.1 Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision

The general guidelines suggested below are meant to encourage units to examine their graduate programs and to specify their own policies and procedures. These guidelines are directed primarily toward thesis programs but will, in part, be appropriate for non-thesis programs as well.

Each academic unit should have explicitly stated policies and procedures regarding the advising and supervising of graduate students, as well as established means for informing students of procedures and deadlines (e.g., orientation sessions, handbooks) and mechanisms for addressing complaints. Academic units should ensure that their policies and procedures are consistent with the Charter of Students' Rights. For their part, graduate students are responsible for informing themselves of these policies and procedures.

#### 1. Assignment of Advisers, Supervisors, and Committees

- i. Each unit should designate a member (or members) of the academic staff (usually the Graduate Program Director) to monitor the progress of students throughout the graduate program, to ensure that all conditions of admission and requirements are fulfilled, to provide students with information on their program, their progress through it, sources of and policies on financial support, and to advise them how to resolve problems which may arise during their program.
- ii. As soon as possible, students should have a supervisor who has competence in the student's proposed area of research, and a program or thesis committee. Although procedures and timetables for choosing supervisors and committees may vary across programs, they should be consistent within a particular program and should be made clear to incoming students. Thesis supervisors must be chosen from academic staff in tenure-track positions. Faculty Lecturers and Research Assistants may not act as supervisors but in exceptional cases, may be co-supervisors. Emeritus Professors and Adjunct Professors may co-supervise. Certain non-tenure track professors appointed in the Faculty of Medicine may be eligible to supervise or co-supervise graduate students with the approval of the unit and Graduate and Postdoctoral Studies. In the case of supervision, the academic unit in question must ensure continuity of appropriate supervision of their graduate students.

#### 2. Program

- i. Early in their program, students should be informed of the phases through which they must pass toward the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for its successful completion, and any deadlines relating to these phases.
- ii. It is important that students are made aware of whatever courses are required to complete their programs, that these courses are available, and that they relate to students' proposed areas of research or to the development of related areas of scholarship.
- iii. Where relevant, students should also be informed early in their program of language requirements or comprehensive examinations. The guidelines, criteria and procedures for comprehensive examinations must be explicit and consistently applied in each program. Academic units should consider the rationale for language and comprehensive examinations and how they relate to the objectives of the graduate program.
- iv. Every effort should be taken to ensure that students choose, as soon as possible, realistic and appropriate areas of research commensurate with degree requirements.
- v. **There must be clear procedures established in every unit by which students receive guidance and constructive criticism on their progress on a regular basis through the program (e.g., regular meetings and/or email communication with supervisors and committees, attendance at research seminars, semester or annual reviews of student progress). In addition to regular meetings between the student and supervisor or advisory/thesis committee, each unit must establish a procedure to provide feedback to thesis students regarding their research progress. At least annually, there must be a meeting between the student, supervisor and advisory/thesis committee or, in the case where there is no such advisory/thesis committee, there must be a meeting between the supervisor and a departmental representative, at which objectives for the upcoming year are established and the prior year's research progress r**





7. Departments that already have progress tracking forms may continue to utilize them, but these must conform to the fundamental principles underlying this new policy. Specifically, any departmental procedure or forms to record graduate research progress must:
- be used **annually**;
  - be used in a meeting with the supervisor and one other departmental representative, and signed by all parties;
  - include a written statement of expectations approximately one year before any evaluation (Note: This can be one semester in the case of expectations following an unsatisfactory evaluation.);
  - permit the student to submit a minority report and not sign;
  - state clearly that any two unsatisfactory evaluations may be grounds for requiring a student to withdraw.

Please note this new University policy is **MANDATORY**. Students may grieve against a department that fails to adhere to the policy and procedures outlined above.

*Senate, September 2003*

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## 2.3 Ph.D. Comprehensives Policy

### Preamble

The majority of doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy paper, comprehensive evaluation, thesis proposal, etc. The Graduate and Postdoctoral Studies *Programs, Courses and University Regulations* publication includes the following statement:

A comprehensive examination or its equivalent is usually held near the end of Ph.D. 2. The results of this examination determine whether or not students will be permitted to continue in their programs. The methods adopted for examination and evaluation and the areas to be examined are specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is the responsibility of students to inform themselves of these details at the commencement of their programs.

It is recognized that expectations for the Ph.D. comprehensive will vary according to the needs of the discipline. It is important to make it clear to doctoral candidates what the expectations and procedures are for their Ph.D. comprehensive, and to maintain consistency within a given program.

### 1. General Policy

At the beginning of the relevant academic year, units must provide doctoral students with a written description of the Ph.D. comprehensive, covering the following issues: objectives and content, format, timing, assessment, grading and reporting, failures. (See below for details.)

2. All units that have a Ph.D. comprehensive must adopt an administrative course number for it, usually XXXX 701. One of the following forms of grading must be adopted and used consistently within the program: Pass/Fail or letter grades. ("Mixed" modes of grading are not permitted, i.e., some students within a program reported on a Pass/Fail basis and others by means of letter grades.)

### Specific Issues

#### Objectives and Content

Units must specify the objectives of the Ph.D. comprehensive. Objectives may include assessing any of the following (or a combination), with a view to determining whether the student demonstrates the necessary research skills and academic achievements to be permitted to continue in the Ph.D. program. (This list is not intended to be exhaustive.)

- knowledge of the discipline (from the point of view of breadth)
- understanding of the proposed field of research
- ability to conduct independent and original research
- a thesis proposal
- professional skills
- ability to present and defend material orally

The content of the comprehensive must be consistent with the objectives and should be appropriately circumscribed. Students must be given an indication of the range of material that may be covered in the examination and suggestions as to how to cover this material (e.g., via reading lists, courses, etc.).

#### Format

The format of the comprehensive

- oral exam (which may include or consist of a defense of a research paper or research proposal)

If the comprehensive consists of several parts, the relationship (if any) between them must be made clear.

**Timing**

Timing of the comprehensive must be specified, including the earliest and latest dates by which the comprehensive is to be completed. Students must be informed of the specific dates of the exam in sufficient time for them to prepare for it.

Given the importance of the Ph.D. comprehensive and the consequences of failure, the e

## **2.4 Graduate Studies Reread Policy**

**Note:** As a result of an ongoing integration of Graduate and Postdoctoral Studies and Enrolment Services, policies and procedures are currently undergoing review and re

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## **2.5 Health and Parental/Familial Leave of Absence Policy**

A leave of absence may be granted for maternity or parenting (interpreted according to McGill's "Parental Leave Policy" for non-academic staff) reasons or for health reasons.

Such a leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks. Students must make a request for such a leave in writing to their department and submit a medical certificate. The department shall forward the request to Enrolment Services.

During a **leave of absence for parental or familial reasons**, a student will not be eligible to take courses but he/she may request and expect guidance on thesis and research work and will have free access to the University's academic facilities. Library services will continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath). In special circumstances, familial leave may be considered for a student when a close family member is ill.

During a **leave of absence for health reasons**, a student will not be eligible to request guidance on thesis and research work or to take courses. He/she will not have access to the University's academic facilities but Library services will normally continue to be available by registering at the Circulation Desk of the Humanities and Social Sciences Library (McLennan-Redpath).

A medical certificate must accompany such leave requests.

*Council of FGSR, March 1999*

**Please refer to *Programs, Courses and University Regulations > University Regulations and Resources > Graduate > Regulations > Categories of Students >***

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**3.1 Policy on Research Ethics**

Please refer to the Policy on Research Ethics available at [www.mcgill.ca/secretariat/policies/research](http://www.mcgill.ca/secretariat/policies/research).

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**3.2 Regulations on Research Policy**

Please refer to the regulations on Research Policy available at [www.mcgill.ca/secretariat/policies/research](http://www.mcgill.ca/secretariat/policies/research).

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**3.3 Policy on Research Integrity**

Please refer to the Policy on Research Integrity available at: [www.mcgill.ca/research/about/integrity](http://www.mcgill.ca/research/about/integrity).

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### 3.11 Research Associates

A Research Associate is a senior career researcher who usually works independently, in most cases has a Ph.D. or equivalent, and is often supported directly by outside granting agencies. ([www.mcgill.ca/apo/classifi](http://www.mcgill.ca/apo/classifi))

**Student Services:**

Brown Student Services Building, suite 4100  
3600 McTavish Street  
Montreal, Quebec, H3A 0G3  
General Information: 514-398-8238  
Website: [www.mcgill.ca/studentservices](http://www.mcgill.ca/studentservices)

**Career Planning Service (CaPS):** Provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

Brown Student Services Building, Suite 2200  
Telephone: 514-398-3304  
Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)

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

Brown Student Services Building, Suite 4400  
Telephone: 514-398-4104  
Email: [chaplaincy@mcgill.ca](mailto:chaplaincy@mcgill.ca)  
Website: [www.mcgill.ca/students/chaplaincy](http://www.mcgill.ca/students/chaplaincy)

**Counselling Service:** Assists with psychological, emotional, and interpersonal issues as well as vocational and academic concerns.

Brown Student Services Building, Suite 4200  
Telephone: 514-398-3601  
Email: [counselling.service@mcgill.ca](mailto:counselling.service@mcgill.ca)  
Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)

**First Peoples' House:** Fosters a sense of community for Aboriginal students studying at McGill.

3505 Peel Street  
Telephone: 514-398-3217  
Email: [firstpeopleshouse@mcgill.ca](mailto:firstpeopleshouse@mcgill.ca)  
Website: [www.mcgill.ca/fph](http://www.mcgill.ca/fph)

**First-Year Office:** Helps ease the transition of all students new to McGill. Coordinates "Discover McGill," a one-day, campus-wide University and faculty orientation f

**Revision, May 2012. Start of revision.**

**Office for Students with Disabilities:** Coordinates services to meet the needs of students with disabilities.

Redpath Library Building, 3459 McTavish, Suite RS-56  
Telephone: 514-398-6009  
TDD: 514-398-8198  
Email: [disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca)  
Website: [www.mcgill.ca/osd](http://www.mcgill.ca/osd)

**Revision, May 2012. End of revision.**

**Scholarships and Student (Financial) Aid Office:** Provides assistance in the form of loans, bursaries, and Work Study programs to students requiring financial aid.

Brown Student Services Building, Suite 3200  
General Information: 514-398-6013/6014  
Telephone: 514-398-4807 (Scholarships)  
Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

**Tutorial Service:** Sponsors an extensive tutorial program for students.

Brown Student Services Building, Suite 4200  
Telephone: 514-398-6011  
Email: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)  
Website: [www.mcgill.ca/tutoring](http://www.mcgill.ca/tutoring)

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### 4.3 Student Services – Macdonald Campus

Student Services at the Macdonald campus offers a range of non-academic services. All Student Services, whether at the Macdonald or Downtown campus, fall under the direction of the Office of the Executive Director, Services for Students. For detailed information, please visit our website at [www.mcgill.ca/macdonald-studentservices](http://www.mcgill.ca/macdonald-studentservices), and the main Student Services website: [www.mcgill.ca/student-services](http://www.mcgill.ca/student-services).

Macdonald Campus Student Services Office  
Centennial Centre, Room CC1-124  
21,111 Lakeshore Road  
Telephone: 514-398-7992  
Fax: 514-398-7610  
Email: [stuserv.macdonald@mcgill.ca](mailto:stuserv.macdonald@mcgill.ca)

**Career Planning Service (CaPS):** Assists you in your career development and search for permanent, part-time, and summer jobs by providing workshops, individual advising, a comprehensive job posting service, Career Fairs, and a Career Resource Centre.

Telephone: 514-398-7582  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)  
Email: [caps.macdonald@mcgill.ca](mailto:caps.macdonald@mcgill.ca)

**Counselling Service:** Offers confidential counselling for personal, social, emotional, vocational, and academic issues, among others. Appointments are required.

Telephone: 514-398-7992

**Health Service:** Offers health services in a confidential environment for a variety of health-related issues including general checkups, STI testing as well as routine and travel vaccinations. Appointments are available with our Nurse and Doctor.

Telephone: 514-398-7992

**Off-Campus Housing:** Maintains online listings of available off-campus student housing. McGill ID and Minerva PIN required to access the listings.

Telephone: 514-398-7992  
Website: [www.mcgill.ca/students/housing/offcampus](http://www.mcgill.ca/students/housing/offcampus)



**Student (Financial) Aid Office:** Information and assistance is available for all students concerning government aid programs (includes all Canadian provinces), McGill Loans and Bursaries, and the Work Study Program. A Loan Administrator visits the centre every Wednesday to help students with specific financial concerns.

Telephone: 514-398-7992

**Chaplaincy Service:** Offers two support programs: The **Winter Coat Project** provides students with slightly used winter jackets and accessories. The **McGill Student Parents' Network (MSPN)** provides support for students with children, to help them succeed in their studies.

The Centennial Centre also provides international students with their mandatory Blue Cross Health Insurance cards, and coordinates midterm examinations for students registered with the Office for Students with Disabilities.

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## 4.4 Residential Facilities

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

### Mission statement

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

- Keeping the value of Respect for ourselves, others, and the physical environment as our cornerstone
- Making environmentally and economically sustainable choices
- Being responsive to student needs and supporting student initiatives

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**University Residences –**



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## 4.8 Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items. Visit the Bookstore website or in person to sign up for email reminders so you are the first to know about services such as used textbook buy-back and other events.

3420 McTavish Street  
Telephone: 514-398-7444  
Website: [www.mcgill.ca/bookstore](http://www.mcgill.ca/bookstore)

Macdonald Bookstore  
Centennial Centre  
Telephone: 514-398-8300  
Website: <http://mcss.mcgill.ca/index.php?pg=bookstore>

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## 4.9 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.

3420 McTavish Street  
Telephone: 514-398-5025  
Email: [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca)  
Website: [www.mcgill.ca/mcs](http://www.mcgill.ca/mcs)

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## 4.10 Day Care

The McGill Childcare Centre is an independently run centre that can accommodate 106 children, ranging in age from four months to four years. Early application is required as placement is limited, especially for certain age groups.

The Centre is located at:

3491 Peel Street  
Montreal, Quebec H3A 1W7  
Telephone: 514-398-6943  
Website: [www.mcgill.ca/daycare](http://www.mcgill.ca/daycare)

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

The Centre is located at:

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

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## 5 Fees

### Revision, July 2012. Start of revision.

The information in this publication was updated in July 2012. **The University reserves the right to make changes without notice in the published scale of fees.**

**Further information regarding fees can be found on the Student Accounts website: [www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees](http://www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees).**

For information on financial support, see *Programs, Courses and University Regulations* >

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## 5.1 Access to Fee Information

You can view your *Account Summary by Term* on Minerva. The Fall 2012 term fees will be accessible as of August 1.

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## 5.2 Tuition Fees

### Revision, July 2012. Start of revision.

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

### Revision, July 2012. End of revision.

### 5.2.1 Quebec Students and Non-Quebec Students (Canadian or Permanent Resident)

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](http://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](http://www.mcgill.ca/student-accounts/tuition-fees).



**Note:** Students who are required to submit appropriate documentation and do not do so by the stipulated deadlines (December 1st – Fall; April 1st – Winter) 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.

### 5.2.2 International Exemption Fees

Exemption from international tuition fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec tuition rate (certain categories may be assessed at the Canadian tuition rate). These categories, and the required supporting documentation for each of them, may be viewed at [www.mcgill.ca/legaldocuments](http://www.mcgill.ca/legaldocuments). Further information regarding these reductions of international tuition fees by the Quebec government is available on the Student Accounts website at [www.mcgill.ca/student-accounts/tuition-fees](http://www.mcgill.ca/student-accounts/tuition-fees) under *Tuition & fees > General Information*.

For more information concerning fee exemptions, contact Service Point at [www.mcgill.ca/students/records/contact](http://www.mcgill.ca/students/records/contact).

### 5.2.3 Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details, refer to the policies and procedures found at [www.mcgill.ca/benefits/forms](http://www.mcgill.ca/benefits/forms). Here you can complete an online request form as you register. Should you not successfully complete the courses as detailed in the policy, the exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

### 5.2.4 Staff Dependent Waivers

#### Revision, July 2012. Start of revision.

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may download the application form from [www.mcgill.ca/benefits/forms](http://www.mcgill.ca/benefits/forms) and forward the completed form either by email to [student.accounts@mcgill.ca](mailto:student.accounts@mcgill.ca) with “Staff Dependent” as the subject line, or fax to Student Accounts at 514-398-2656.

The fee reduction will be credited to your McGill fee account once eligibility has been confirmed and all appropriate signatures have been obtained. This fee reduction will be reflected in a T4A slip issued to the student in February by the University.

For more information, refer to the MUNACA Collective Agreement, or the Staff Dependent Policy at [www.mcgill.ca/adminhandbook/personnel/stafftuition](http://www.mcgill.ca/adminhandbook/personnel/stafftuition).

#### Revision, July 2012. End of revision.

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## 5.3 Documentation

For more information on documentation, see *Programs, Courses and University Regulations > University Regulations and Resourvi031 0 1 307.85 124.248 Tm(sity Re)Tj1 0*

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## 5.4 Compulsory Fees

Rates are updated and available on the Student Accounts website, [www.mcgill.ca/student-accounts/tuition-fees](http://www.mcgill.ca/student-accounts/tuition-fees), as soon as they become available.

### 5.4.1 Student Services Fees

#### Revision, July 2012. Start of revision.

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

These fees are complemented by revenue from the Quebec government, the University, and the generosity of donors. They support: Student Health (including Dental), Mental Health, Counselling and Tutorial, Chaplaincy, Career Planning (CaPS), Student Aid and International Student Services, the Office for Students with Disabilities, First-Year Office (including the Francophone Assistant), Off-Campus Housing, and the First Peoples' House.

#### Revision, July 2012. End of revision.

### 5.4.2 Athletics and Recreation Fee

#### Revision, July 2012. Start of revision.

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

#### Revision, July 2012. End of revision.

### 5.4.3 Student Society Fees

Student Society fees are collected on behalf of student organizations and are compulsory. These fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society. Students vote on changes to Student Society fees during the Spring and Fall referendum periods.

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, rates and opt-out procedures, and deadlines, please refer to the information contained at [www.ihaveaplan.ca/pgss](http://www.ihaveaplan.ca/pgss) toward mid-August.

Students without valid Canadian Medicare, please see *International Health Insurance* at [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health) and/or [www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance](http://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance).

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## 5.5 Administrative Charges

#### Revision, July 2012. Start of revision.

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

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

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

**Transcripts and Diploma Charge** – The University assesses a transcripts and diploma charge to all students. This entitles students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with the Convocation ceremony. Students who attend the Convocation may be responsible for some additional costs. **This 0 1 120.132 198.428 Tm(v)Tj1 0 0 1 124.061 198.428 Tm(ers the costs of produciPr1.428 Tm(ocaiPr1.428 Tt02**

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**Revision, July 2012. End of revision.**


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**5.6 Other Fees**
**Revision, July 2012. Start of revision.**
**Other Fees**

International Student Health and Accident Plan (compulsory, rates as of 2012–2013)

Single	\$813
Dependent (one student with one dependent)	\$2,334
Family (one student with two or more dependents)	\$4,437

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 Application for Admission

Undergraduate application fees\*

All undergraduate programs, excluding Medicine (fee charged to applicants applying to terms after Fall 2011)	\$100
Medicine (fee charged to applicants to terms after Fall 2011)	\$140

Other application fees

School of Continuing Studies	\$65
Special Intensive Language Programs (SCS)	\$80
Graduate Studies**	\$100

\* Note that for registered students, the Undergraduate Application Fee is partially refunded at the end of the first term as follows:

- students applying prior to and including Fall 2011: \$25 (CEGEP applicants) or \$5 (all non-CEGEP applicants)
- students applying as of Winter 2012: \$40 (CEGEP applicants) or \$20 (all non-CEGEP applicants)
- students applying to Medicine as of Fall 2012: \$80 (CEGEP applicants) or \$60 (all non-CEGEP applicants)

\*\* All students making application to Graduate and Postdoctoral Studies are required to pay this fee, including those already registered at McGill. If a department or an applicant defers an admission within the following year, the application fee need not be paid again.

Undergraduate Admission appeals charge	\$100
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 Late Registration

After the regular registration deadline (August 14th):

All eligible returning and new students, except Special Students, graduate part-time students, Additional Session students, and Thesis Evaluation term students.	\$125
Special Students, graduate part-time students, Additional Session students, and Thesis Evaluation term students.	\$62.50

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**Other Fees**

Late Course Change Fee	\$50
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Registration Cancellation Fee upon withdrawal (or if newly admitted students, the deposit)	\$200
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Rereading Examination Paper (refundable if the letter grade is increased)	\$35
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Supplemental Examinations, each written paper	\$35
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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 \$1,000 | \$50 |
| • Balances greater than \$1,000         | \$75 |

Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)

Returned cheque or Pre-Authorized Debit payment***	\$35
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\*\*\* Please note that the \$35 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.

Cheque Refund Charge:

on balances less than \$100	\$5
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on balances \$100 and over	\$10
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Schulich School of Music fees:

Audition Fee	\$60
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Late Music Placement Examination Fee	\$50
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Late application fee for Music Performance examination (requires the permission of the Chair of the Department of Performance)	\$50
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Supplemental Practical Examination in Music	\$150
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Music Private Lessons Fee (MUI, MUPG subject code courses)	\$500
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Music Practical Instruction: part-time or Special Student status, <u>or</u> 2 <sup>nd</sup> instrument or voice, <u>or</u> in excess of quota; 1 hr/wk lessons	\$785
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If you do not want to give a guest access privileges to Minerva, you can enter an “Alternate Student Billing” email address on Minerva to which Student Accounts will send a copy of the monthly e-bill notification.

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

**Revision, July 2012. End of revision.**

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## 5.8 Fees and Withdrawal from the University

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University in accordance with [section 1.8: Regulations Concerning University Withdrawal](#). **Otherwise, you are liable for all applicable tuition and other fees.**

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

**If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees.** See [section 1.8: Regulations Concerning University Withdrawal](#).

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

### 5.8.1 Fee Refund Deadlines

**Revision, July 2012. Start of revision.**

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



**Note for Graduate and Postdoctoral Studies:** See *Programs, Courses and University Regulations > University Regulations and Resources > Graduate > Regulations > Registration > section 1.2.3: Summer Registration* for information about fee refund after withdrawal from a Summer Term of Residence for newly admitted graduate students only. Otherwise, there are generally no refunds for tuition and fees charged for a Summer term course from which you have withdrawn.

#### 5.8.1.1 Fall Term – up to and including September 25:

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

New students – 100%\* refund (less registration deposit or \$200, whichever is higher).

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## 5.9 Other Policies Related to Fees: Overdue Accounts

### Revision, July 2012. Start of revision.

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

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

**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.

**Note:** You should re

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## 5.12 Other Policies Related to Fees: Students Taking Courses Extra to Their Program

Students who have been given permission by their department and Graduate and Postdoctoral Studies to take courses that are considered to be extra to their primary program, must request, in writing to their department, to have those courses flagged as extra to their program, and are required to pay additional tuition charges. Such assessment of fees will be processed after normal course add/drop deadlines have passed.

Please refer to the "Extra Courses Policy" found at [www.mcgill.ca/gps/policies](http://www.mcgill.ca/gps/policies).

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## 5.13 Other Policies Related to Fees: Senior Citizens

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

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## 5.14 Other Policies Related to Fees: 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 1.1.14: Quebec Inter-University Transfer Agreement: McGill Students](#). The agreement covers only the transfer of academic credits.

International students in undergraduate programs are not usually permitted to take IUT courses.

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.

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## 5.15 Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, or a foreign government, you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see [www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship](http://www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship).

When a third party agrees to pay fees on behalf of a student, payment is recorded on the fee account, which reduces the balance the student must pay. The University reserves the right to insist upon payment. **If the third party does not pay the promised fees within 90 days of invoicing, the student is responsible for paying the fees plus the late payment fee and accrued interest.**

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## 5.16 Students Receiving McGill Funding

A fee deferral generally covers the amount of the Fall (W

Postdoctoral candidates are charged fees for membership to the Post-Graduate Students' Society (PGSS) in both the Fall and Winter terms, as well as the PGSS Health and Dental Insurance plan in the Fall term only.



**Note:** Please consult the Student Accounts website at [www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees](http://www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees) for the current fees payable by graduate-level students.

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## 6 Resources for Study and Research: Libraries

The McGill Library consists of 12 branch libraries and three special collections located across both campuses. Numbering over six million items, the Library's vast holdings include 2.5 million books, textbooks, and course-readers, thousands of journal titles, vast manuscript and pictorial collections, and thousands of sound and video recordings. The Library's e-resources are extensive, and include over 60,000 e-journals, multimedia, and two million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website ([www.mcgill.ca/library](http://www.mcgill.ca/library)), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research, and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. 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 from home using the VPN (Virtual Private Network) or laboratories anywhere on the campus—access any time, any place.

The staff in each branch library can help you locate information for coursework, assignments, or research topics. Training is provided at all student levels to ensure you know how to find and use information. Information skills programs are undertaken as part of course curricula. Liaison Librarians specialize in specific disciplines, and are available to assist students and staff in person, on the phone, online, by email, and via online chat.

Although opening hours vary, most libraries are open up to 90 hours per week, and several branch libraries extend opening hours during examination periods, including 24-hour-access to the Humanities and Social Sciences Library. Hundreds of computers are available for email, word-processing, accessing online courses, reading library materials, preparing assignments, and searching the Internet. Designed to enhance the learning experiences of diverse users, the Library's facilities offer a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked for use. Wireless access is available throughout the library, and all libraries have card-operated printing and copying facilities. Special facilities are available for vision- and hearing-impaired users. Laptops and e-readers are also available for loan.

You can use special library services such as the Electronic Data Resources Service, which supports empirical and statistical research. Unique scholarly materials from the Rare Books and Special Collections are being digitized and these are being submitted electronically. The Course Reserve collection in each branch library includes copies of textbooks and high-demand items on course reading lists. You can borrow materials from any library and return them anywhere across the system. If you need material not owned by McGill University Library, our Interlibrary Loan & Document Delivery Service will source it for you and pickup is available at any branch.

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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 an ethnology 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](mailto:redpath.museum@mcgill.ca)  
Website: [www.mcgill.ca/redpath](http://www.mcgill.ca/redpath)

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## 9 Resources for Study and Research: 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 16,000 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 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one million 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 Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn, and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's website ([www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)) 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](mailto:info@mccord.mcgill.ca)  
Website: [www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)

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## 10 Resources for Study and Research: 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>

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## 11 Resources for Study and Research: Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature, ordinarily open only to students. For access, contact the appropriate department. These include the Medical Museum.

The Medical Museum is a repository of material dating from the late 19th century that documents the study and practice of Medicine at McGill University and its associated teaching hospitals. The major part of the collection consists of pathologic specimens, including those in the Abbott and Osler collections. The material is housed in the Lyman Duff Medical Building. A showcase in the Pine Street entrance hallway displays temporary exhibits. For more information, see the Museum website [www.mcgill.ca/medicalmuseum](http://www.mcgill.ca/medicalmuseum).

The McGill Physics Department has two specialized collections that may be viewed by appointment:

The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prize-winning research at McGill University on radioactivity (1898–1907). For more information, see [www.physics.mcgill.ca/museum/rutherford\\_museum.htm](http://www.physics.mcgill.ca/museum/rutherford_museum.htm).

The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics. For more information, see [www.physics.mcgill.ca/museum/macpherson\\_collection.htm](http://www.physics.mcgill.ca/museum/macpherson_collection.htm).

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## 12 For your Information Technology (IT) needs

McGill's IT Services website is your one-stop shop for all central IT services at McGill. Visit [www.mcgill.ca/it](http://www.mcgill.ca/it) to:

- Find details on all IT services, including available training and support. Services are organized by categories such as “Telephone, Network, and Wireless.”
- Search the McGill IT Knowledge Base for FAQs and supporting articles on all IT services. Search by keywords such as “myMcGill,” or by specific article number.
- Send us your feedback or get help on an IT issue.
- Read featured articles on computer security, new software, and other timely tips.
- Find out about new IT projects on the horizon.
- Check the status of IT systems at a glance and view IT announcements and scheduled downtimes.

Take an interactive video tour of IT services at <http://kb.mcgill.ca/it/welcome-students>. Here you'll learn about myMcGill, the University portal, and myCourses (for online course content). You'll also find information on accessing your McGill email, connecting to the McGill wireless network, taking computer clinics, and downloading free software available to students.

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### 12.1 Logging In

#### Revision, July 2012. Start of revision.

You need to use your McGill Username (usually in the form of `firstname.lastname@mail.mcgill.ca`) and McGill Password to access most central IT services including: myMcGill, myCourses, email, wireless, and Virtual Private Network (VPN).

For some systems, such as uPrint, you may sign in using your McGill Short Username, i.e., the first letter of your first name + first five letters of your last name, usually followed by a number (e.g., `jsmith5`).

To find out your McGill Username and Short Username, and to create or reset your McGill Password:

1. Log in to Minerva [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) (using your 9-digit McGill ID number and your 6-character PIN).
2. Go to *Personal Menu* > *Password for McGill Username*.
3. Follow the onscreen instructions.

#### Revision, July 2012. End of revision.

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### 12.2 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 at the top of the McGill home page ([www.mcgill.ca](http://www.mcgill.ca)) or through the *McGill Quick Links*, and sign in using your McGill Username and McGill Password.

#### 12.2.1 Browser Compatibility

myMcGill currently supports the latest versions of the following browsers:

- Internet Explorer (IE) (Windows)
- Firefox (Mozilla) (Windows/Macintosh)



## 12.3 myCourses

### Revision, July 2012. Start of revision.

Many of your courses will have online materials or activities such as assignments and readings, syllabuses, project guidelines, discussion forums, calendars, etc.

Access your online course content via the myCourses link within the myMcGill portal.

- Verify your browser settings using the **System Check** utility at the top-right corner of the page.
- Watch [myCourses videos for students](#) and access help documentation from the IT Knowledge Base.

Find more information on myCourses for students at: [www.mcgill.ca/it](http://www.mcgill.ca/it).

### Revision, July 2012. End of revision.

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## 12.4 Email

Your McGill Email Address (usually in the form of [firstname.lastname@mail.mcgill.ca](mailto:firstname.lastname@mail.mcgill.ca)) is the University's official means of email communication with you. For information on the policy, see *E-mail Communications with Students* at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology). Access your email at <http://exchange.mcgill.ca> or through the myMcGill portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the Minerva *Personal Menu*.

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## 12.5 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](http://www.mcgill.ca/directory/students).

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## 12.6 Getting Connected

### Revision, July 2012. Start of revision.

You will need to use your McGill Username and McGill Password to access the services listed below. You can find more details on these services at [www.mcgill.ca/it](http://www.mcgill.ca/it):

**Wireless:** Access the Internet using your laptop or other mobile device from virtually anywhere on campus and also on the inter-campus shuttle buses, through the McGill Wireless network. Log in to the Wireless network using your McGill Username and McGill Password.

**Virtual Private Network (VPN):** If you connect to the Internet with an Internet Service Provider (ISP), you need to establish a VPN connection to access McGill restricted sites and resources (e.g., Library databases). Connect by VPN using your McGill Username and McGill Password. For instructions on setting up a VPN connection, search the IT Knowledge Base at [www.mcgill.ca/it](http://www.mcgill.ca/it).

**McGill Residences Telecommunications:** For students living in McGill Residences and McGill Off-Campus Residences, there is REZ Voice and Data service (wired and wireless). For more information search the IT Knowledge Base at [www.mcgill.ca/it](http://www.mcgill.ca/it).

**Computer Labs:** Many faculties and departments offer their students computer labs. For lab locations, computer availability, and software/peripheral availability, see <http://webforms.mcgill.ca/labs>.

### Revision, July 2012. End of revision.

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## 12.7 Safe Computing

### Revision, July 2012. Start of revision.

**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](http://www.mcgill.ca/it/information-security).

### Revision, July 2012. End of revision.

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## 12.8 Set Up Your Security Questions in myMcGill

Setting up your security questions and answers for your McGill Password allows you to use the **Forgot Password?** link found on several McGill applications, in case you forget it.

Once you have set up your McGill Password in Minerva, log in to myMcGill (<https://mymcgill.mcgill.ca>) and click the link in the McGill Password Security portlet. Follow the onscreen instructions to set up your own security questions and responses.

## 12.9 Need Help?

**Welcome New Students:** Take an interactive guided tour of IT services: at <http://kb.mcgill.ca/it/welcome-students>.

**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.

### 12.9.1 Getting Help?

Contact the ICS Service Desk by submitting your request via a web form at [www.mcgill.ca/it/get-started-it/need-help](http://www.mcgill.ca/it/get-started-it/need-help), or check phone and walk-in support hours at [www.mcgill.ca/it](http://www.mcgill.ca/it).

## 13 The McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing for both native and non-native speakers of English. In addition to its credit course offerings, the MWC offers workshops, seminars, and tutorials. For further information, please visit the MWC website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc).

Courses coded as CEAP (for native speakers of English) and CESL (for non-native speakers of English) may be taken to fulfil language requirements or as electives in some degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your faculty, especially if the courses are part of your program requirements.

**List of Undergraduate Courses: (please take note of course number changes)**

Previous Course Number	New Course Number	Course Title	Credits
EAPR 250	CEAP 250	Research Essay and Rhetoric	3
ESLN 150	CESL 150	ESL: English as a Second Language	6
ESLN 200	CESL 200	ESL: Academic English 1	3
ESLN 299	CESL 299	ESL: Academic English Seminar	3
ESLN 300	CESL 300	ESL: Academic English 2	3
ESLN 400	CESL 400	ESL: Essay & Critical Thinking	3
ESLN 500	CESL 500	ESL: Research Essay and Rhetoric	3
EDEC 206	CCOM 206*	Communication in Engineering	3

\* CCOM 206 is a required course for and restricted to students in Engineering.



**Note: Placement tests are required for admission to most CESL Undergraduate courses.** Please consult the MWC website at [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc) for details of the date and location of placement tests. **In the case of CEAP 250, students write a brief composition IN CLASS on the first day of classes.**

CEAP, CESL, and CCOM courses are not open to students who have taken them previously under the corresponding EAPR, ESLN, and EDEC codes.

**List of Graduate Courses: (please take note of course number changes)**

Previous Course Number	New Course Number	Course Title	Credits
ESLN 640	CESL 640	Fundamentals of Academic Writing for Graduate Students	3
ESLN 650	CESL 650	Pronunciation & Communication	3
ESLN 660	CESL 660	Pronunciation: Independent Study	N/A



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## 14 The University

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

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**HCanada.**

### **Presbyterian College of Montreal**

3495 University Street, Montreal, QC H3A 2A8

Principal: J. Vissers; B.A.(Tor.), M.Div.(Knox, Tor.), Th.M.(Princ.), Th.D.(Knox, Tor.)

### **United Theological College of Montreal**

3521 University Street, Montreal, QC H3A 2A9

Principal: P. 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.

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## **14.3 University Government**

McGill University is a corporation created by a Royal Charter granted by the Crown of the United Kingdom, a general supervisory po

## 14.5.2 Board of Governors

Board of Go

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## 14.6 Governance: Members of Senate

### 14.6.1 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

### 14.6.2 Elected Members

#### **Elected Members**

63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff  
Medical Residents or Postdoctoral Scholars Group (1)  
Student Members (19)

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## 14.7 Administration

#### **Administration**

H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)	<b>Chancellor</b>
Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	<b>Principal and Vice-Chancellor</b>
Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)	<b>Provost</b>
Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)	<b>Deputy Provost (Student Life &amp; Learning)</b>
	<b>Uni</b>

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**Administration**

Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.

**Associate Vice-Principal (University Services)**

Marc Weinstein; B.A., B.C.L., LL.B.(McG.)

**Vice-Principal (Development & Alumni Relations)**

David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP

**Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)**

Sam Benaroya; B.Sc., M.D.,C.M.(McG.)

**Associate Vice-Principal (Health Affairs) and Associate Dean (Inter-Hospital Affairs)**

Rose Goldstein; B.Sc., M.D.,C.M.(McG.)

**Vice-Principal (Research & International Relations)**

Rima Rozen; B.Sc., Ph.D.(McG.)

**Associate Vice-Principal (Research & International Relations)**

Olivier Marcil; B.A.(Sher.), M.A.(Montr.)

**Vice-Principal (External Relations)**