



**Summer Studies**  
**Programs, Courses and University Regulations**  
**2013**



This PDF excerpt of Programs, Courses and University Regulations

## Publication Information

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Not all courses are offered every year and changes can be made after publication. Always check the Mine and Metallurgy Class Schedule link at [https://horizon.mcgill.ca/pban1/bwckschd.p\\_disp\\_dyn\\_screen](https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_screen) for the most up-to-date information on whether a course is offered.



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and links to instructional tutorials and strategies to prevent cheating. The Code of Student Conduct and Disciplinary Procedures includes sections on plagiarism and cheating. The possession or use of unauthorized materials in a test or examination constitutes cheating. You can find the Code in the Handbook on Student Rights and Responsibilities at [www.mcgill.ca/students/srr/publications](http://www.mcgill.ca/students/srr/publications).

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as administrative evidence in an investigation of cheating under Article 16 of the Code of Student Conduct and Disciplinary Procedures.

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

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## 1.5 University Student Assessment Policy

The University Student Assessment Policy includes all disparate policies with regard to all types of student assessment. 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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## 1.6 Policy Concerning Access to Records

Revision, January 2013. Start of revision.

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

In accordance with Quebec's Access to documents held by public bodies and the Protection of personal information (the "Access Act"), personal information, including transcripts of academic records, may be released only with the student's authorization. You apply to McGill, you authorize the University to release certain personal information (name, address, telephone, e-mail address, date of birth, program, and student status) to specific persons and bodies.

The following persons and bodies are included in your information release authorization:

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'Enseignement supérieur de la Recherche, de la Science et de Technologie
3. The appropriate authorities involved with the external or internal funding of your student fees (financial records may also be disclosed to those authorities)
4. The Association of Universities and Colleges of Canada
5. The Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs et des principaux des universités du Québec or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics
6. The school(s) or college(s) that you attended
7. Students and alumni who have volunteered to speak with admitted students
8. Student Associations recognized by McGill University for the student category(ies) to which you belong
9. The McGill Alumni Association
10. Professional bodies or corporations (e.g., engineers, dentists)
11. McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory

If you do not want to authorize the University to disclose personal information to the organizations mentioned above in 8, 9, 10, and 11, you must complete an Opposition Form, available at [www.mcgill.ca/students/records/forms](http://www.mcgill.ca/students/records/forms).

Revision, January 2013. End of revision.

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## 1.7 Email Communication

All students are assigned a McGill Email Address (usually in the form of `firstname.lastname@mcgill.ca`) and access to a McGill email mailbox. You can view your McGill Email Address and set your McGill Password.

**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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## **1.8 Responsible Use of McGill Information Technology Resources**

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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## **1.9 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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## **1.10 Health Insurance International Students**

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Special, Exchange, Exchange, 3editio58all ir

For details on fees, change of co

Exchange (email)  
FAMIS  
Gateway ([www.mcgill.ca](http://www.mcgill.ca))  
InfoEd  
Library  
Minerva  
myCourses  
myFuture  
myLab

To access myMcGill, click 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://mymcgill.mcgill.ca> Sign in with your McGill Username and McGill Password.

Revision, July 2012. End of revision.

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## 2 Personal Information

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

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### 2.1 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 each year. If your address information 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 general 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 Of

## 2.1.2 Legal Documents: What Documents Does McGill Need from You?

Revision, January 2013. Start of revision.

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

Quebec and Canadian Out-of-Province Students	
You have applied to McGill directly from CEGEP or you already have a student record at McGill	Usually no documents are required for your Canadian and/or Quebec status, based on McGill records or as confirmed by the Government of Quebec
You have applied to McGill from another Quebec university	Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or <del>Makik</del> <del>Society</del> card; or valid Canadian Record of Permanent Resident status (Note 2); or <del>valid</del> Canadian Permanent Resident card (both sides of the card) Additionally, for your Quebec residency status, usually no documents are required, unless McGill cannot confirm this from the Government of Quebec
You were born in Quebec	Quebec birth certificate (Note 4) Permanent Code Data Form (Notes 1 and 5)
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 <del>Makik</del> <del>Society</del> card; or valid Canadian Record of Permanent Resident status (Note 2); or <del>valid</del> Canadian Permanent Resident card (both sides of the card) Permanent Code Data Form (Notes 1 and 5)
You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec	Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or <del>Makik</del> <del>Society</del> card; or valid Canadian Confirmation of Permanent Residence (Note 2); or valid Canadian Permanent Resident card (both sides of the card) Permanent Code Data Form (Notes 1 and 5) Attestation of Residency in Quebec Form (Note 5) <a href="#">Other supporting documents</a> depending on which situation you checked on the above Attestation of Residency Form
International Students	
You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Specializing)	V Resident card 2geV5.673 2Residencbotesidenc





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



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



Note 5 You can find links to download and print the Permanent Code Data Attestation of Quebec Residency forms at [www.mcgill.ca/legaldocuments/forms](http://www.mcgill.ca/legaldocuments/forms)

### 2.1.2.1 Fee Exemptions

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

1. French Course Fee Exemptions Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (notable exceptions as listed at [www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemption](http://www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemption)).
2. Out-of-province Tuition Supplement Exemptions Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at [www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemption](http://www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemption)):

Students in a Ph.D. program

Students in a Post-Graduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows

Students registered full-time in the Masters in French (Maîtrise en français) (This exemption begins at the moment the student registers in the program, without retroactive effect).

3. International Students Eligible for Fee Exemptions Based on Legal Status in Canada Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at [www.mcgill.ca/legaldocuments/exemption](http://www.mcgill.ca/legaldocuments/exemption)):

Citizens of France

Citizens of certain countries with an agreement with the Government of Quebec

Diplomatic, consular or other representatives of international organizations

Convention refugees

Students waiting permanent residency in Canada and holding an eligible CSQ

Students whose spouse or unmarried students whose parent holds a Temporary Work Permit in Canada

Students funded by the FRSC (Fonds de la recherche en santé du Québec)

These exemptions lower your fees to the Quebec rate of tuition. More detailed information for the categories listed above are available at [www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemptions) as well as at [www.mcgill.ca/legaldocuments/exemption](http://www.mcgill.ca/legaldocuments/exemption)

Note that this information may be subject to change.

Revision, January 2013. Start of revision.

### 2.1.3 Legal Documents: Has McGill Received Your Documents?

#### 2.1.3.1 Quebec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes 4 to 6 weeks to process your application (2.1.3.1)Tjkfou5

### 2.1.4 Legal Documents: What Are the Consequences of Not Providing Your Documents?

**Revision, January 2013. Start of revision.**

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

McGill will not produce your ID card until all of your legal documents have been received. Your ID card is essential to the use of many services on campus, and to take your final exams.

If we are missing the required legal documents, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

International students who have not provided their valid immigration documents to McGill may be deregistered.

If your tuition status is changed and your fees are reduced as a result of the document review process, McGill will waive the difference on any accumulated late payment or interest charges.

**Revision, January 2013. End of revision.**

### 2.1.5 Legal Documents: Where Do I Send My Documents?

You must send in all your documents after you have been accepted to McGill before the start of classes. Do not send originals. Email or mail clear and legible copies of your documents. Write your McGill student ID on each document so that McGill can match them to your records. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in good standing. Refer to [www.mcgill.ca/legaldocuments](http://www.mcgill.ca/legaldocuments) for further details.

By Email:

Follow the steps to submit your legal documents electronically

1. Save the attached file in an accepted format.

Standard PDF (.pdf) encrypted PDFs will not be accepted.

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) or text 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.
4. Put your First Name, Last Name, and McGill ID number in the subject line of your email.

Note: Individual email size (including your attachments) should not exceed 5 MB (5120 KB).

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

By Mail or Courier:

McGill University

Enrolment Services

Student Records

Room MS-13

3415 Avenue St.

Montreal, QC H3A 0C8 CANADA

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

In Person:

[Service Point](#)

3415 Avenue Street

Montreal, Quebec H3A 0C8

If there is a problem with your documents, contact:

Telephone: 514-398-7878

Email: <http://webforms.mcgill.ca/servicepoint/request.asp>

### 2.1.5.1 For the School of Continuing Studies

#### Revision, January 2013. Start of revision.

By Mail or in Person:

McGill University  
The School of Continuing Studies, Client Services Office  
688 Sherbrooke Street West  
Suite 1199  
Montreal, QC H3A 3R1

#### Revision, January 2013. End of revision.

By Fax:

514-398-2650

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

Telephone: 514-398-6200

Email: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca) / [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

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## 2.2 Identification (ID) Cards

#### Revision, January 2013. Start of revision.

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

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;
- access meal plans;
- access the intercampus shuttles.

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 2.1.2 Legal Documents What Documents Does McGill Need from You?](#)).

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).



Note that you cannot change the name on your record via [Mint](#). Requests for such changes must be made by presenting of cial documents (see [section 2.3 Name: Legal Name](#) and [section 2.4 Name: Preferred First Name](#)) in person at [Service Point](#), 3415 McEwain Street, Montreal, Quebec, H3A 0C8.

Note for Continuing Studies: Requests for such changes must be made by presenting of cial documents (see





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

- course restrictions: for example, permission of the instructor required; enrolment limited, or limited to students in a particular program or year;
- course prerequisites, and/or corequisites: it is a McGill University regulation to register for a course for which you have not completed all the prerequisites with a C or better;
- time at which each course section meets: do not register for course sections that have a time overlap; or
- departmental approval required: specified in the course description; and
- placement examination required: specified in the course description.

If you are currently a McGill student, please consult the Undergraduate Programs, Courses and University Regulations publication at [www.mcgill.ca/study](http://www.mcgill.ca/study) to check your course and program requirements and consult your faculty/student affairs office for a list of Summer courses that are admissible for credit toward your degree. Other courses may be taken but may not count toward your degree requirements.

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### 3.5 Department Approval

Some courses require that you first obtain department approval from the department offering the course (for Education courses, from the Student Affairs Office, Faculty of Education) before registering. A course requiring department approval will be listed as such in the Class Schedule. Department approval gives you the permission to register, but does not reserve a place in the course.

Since enrolment in these courses is on a first-come, first-served basis, you should register on Minerva as soon as you have your Department Approval.

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### 3.6 Course Changes

All students must use Minerva to make any changes to their course selection. You can use Minerva to add or drop courses at any time up to and including



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### 3.9 Quebec Inter-University Transfer Agreement: McGill Students

#### Revision, January 2013. Start of revision.

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

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register with your faculty's permission, at a Quebec university for three, or in some cases six credits per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for up to the limit imposed by the residency requirements of the program. Normally you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your Student Affairs Office for details. Note that this agreement is subject to the following conditions:

The Quebec universities concerned may, at their discretion, limit the number of credits (up to 15 credits) at another Quebec institution that may be transferred to McGill.

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

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

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

If you decide to have an elective course graded as Satisfactory/Unsatisfactory (S/U), you must do so before the Course Change deadline on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) as part of the Student Menu > Registration Menu > Quick Add or Drop Course Sections Menu. You cannot make any changes after the Course Change deadline even if you selected the option by mistake. If the course is a multi-term course, you must select the S/U option by the Course Change deadline of the first part of the course.

The instructor will report grades in the normal fashion. Grades of A through C are converted to "Satisfactory" (S), and grades of D, F, and J are converted to "Unsatisfactory" (U). The courses taken under the S/U option will be excluded from the grade point average (GPA) calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.



Note: To be considered for in-course awards, including Dean's Honour List designations, and/or the various entrance scholarships, you must complete at least 27 graded credits in the regular academic session, not including courses completed under the S/U option.



Note: The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's Course Change deadline, they must then consult their McGill faculty Student Affairs Office for approval. Students in the faculties of Arts or Science: you will need to go to Service Point (3415 McTavish Street) to make this request. 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: Special Students are not eligible to select the S/U option.

For further information, contact your departmental adviser or student affairs office, as appropriate.



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

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



Note for Engineering:

You will only be permitted to take a course under the Satisfactory/Unsatisfactory (S/U) option if you are in Satisfactory Standing. B.Eng. and B.S.E. students may use the S/U option for Complementary Studies courses (i.e., Group of Technology on Society and Group B Humanities and Social Sciences, Management Studies and Law Basic Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elect Courses (for Mechanical Engineering students from CEGEP) cannot use the S/U option for courses in another category of the Engineering programs. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these Complementary Studies courses.

B.Sc.(Arch.) students may use the S/U option for elective courses taken outside the School of Architecture. You cannot use the S/U option for courses in another category of the Architecture program. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these elective courses.

You cannot use the S/U option for courses that do not satisfy a minor



Note for Law: The S/U option is only applicable to non-electives.

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



Note for Management: The S/U option is not available on Minerva for Management students. Requests for the S/U option can only be made during the official add/drop period. Please contact the BCom Office ([www.mcgill.ca/desautels/pgrams/bcom/contact](http://www.mcgill.ca/desautels/pgrams/bcom/contact)) for details on the conditions that apply.



Note for Music: Music students may use the S/U option for elective courses taken outside the Schulich School of Music (non-music courses). Please note that the S/U option is not permitted for courses that do not satisfy a minor

### 3.12 Auditing of Courses

McGill does not permit auditing of courses.



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

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## 4 Fees

### Revision, January 2013. Start of revision.

The information in this publication is updated in early January 2013. 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 > University Regulations and Resources > Undergraduate > Scholarships and Student Aid](#).

### Revision, January 2013. End of revision.

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### 4.1 Invoicing Information

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

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

### Revision, January 2013. Start of revision.

Failure to check email on a regular basis in no way warrants the cancellation of interest charges and/or late payment fees. Refer to the Important Dates for Students website at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates) for information on payment due dates.

us with a copy of their valid passport with the entry stamp issued by the Immigration official at the port of entry into Canada (we may also require a copy

#### 4.2.5 Other Policies Related to Fees: Acceptance of Fees vs. Academic Standing

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

For directions on requesting your refund online in Minerva see [www.mcgill.ca/student-accounts/your-account/requesting-a-refund](http://www.mcgill.ca/student-accounts/your-account/requesting-a-refund)

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#### 4.3 Other Information: Payment Procedures

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

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#### 4.4 Other Information: Tax Slips/Receipts

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

T4A, Relevé 1, T2202A, and Relevé 8 slips are issued on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) under the Student Accounts Menu by the end of February each year. Note that a social insurance number and a mailing address are required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the Relevé 1 and the Relevé 8 slips; therefore, it is highly recommended that if you are to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available at [www.mcgill.ca/student-accounts/your-account/tax-information](http://www.mcgill.ca/student-accounts/your-account/tax-information)

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

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#### 4.5 Other Information: Students With Sponsors

If your fees will be paid by an external organization or agency (e.g., Department of Veterans Affairs, Saudi Bureau, foreign government), you must have your sponsor confirm the conditions of their sponsorship (sometimes called a financial guarantee) in writing on their corporate letterhead and send this letter to the University. Once received by the University and if registration has occurred, your account will be adjusted. Sponsors must confirm annually the list of eligible students by August 1st of each year or one month prior to the start of the term. For more information, please refer to [www.mcgill.ca/student-accounts/parts-and-sponsorship/third-party-sponsorship](http://www.mcgill.ca/student-accounts/parts-and-sponsorship/third-party-sponsorship).

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

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#### 4.6 Refunds

Refunds of tuition and administrative charges are available in the following cases:

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

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

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## 5 Student Records

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

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### 5.1 Academic Standing

Revision, January 2013. Start of revision.

You enter the University in Satisf

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

If you are in Unsatisfactory Readmitted Standing:

- you were previously in Unsatisfactory Standing and were readmitted by your faculty or the Committee on Student Standing;
- you must meet the conditions specified in your letter of readmission to be able to continue in your program;
- you must carry a reduced load (maximum 14 credits per term) and a limit may be specified in your conditions of readmission;

you must provide proof of extenuating circumstances that affected your academic performance (e.g., medical or other documentation).

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

Arts: Associate Dean (Student Affairs)

Science and B.A. & Sc.: Director of Advising Services

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

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



Note: Requests are made at Service Point (3415 McEwen Street). However, it is important that you also see an 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)

Revision, Jan



Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA greater or a TGPA of 2.50 or greater

If you have a TGPA of 2.50 or greater but your CGPA is less than 2.00, you may continue with your studies but will remain in Probationary Standing until you obtain a CGPA of 2.00 or greater

If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.

You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

Students in Unsatisfactory Standing after the Winter term:

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

For more information about Academic Standing, see [www.mcgill.ca/engineering/student/sao/policies/academic](http://www.mcgill.ca/engineering/student/sao/policies/academic)

### 5.1.3 Academic Standing: Faculty of Law

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

### 5.1.4 Academic Standing: Continuing Studies

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

## Academic Standing f

Revision, January 2013. End of revision.

### 5.3 Grading and Grade Point Averages (GPA)

Courses can be graded either by letter grades or in percentages. The official grade in each course is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.

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

Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a fail. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate selected courses to be graded under the S/U option. [Section 3.11 Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#)

You must obtain a grade of C or better in courses that you fulfill program requirements. You may not register in a course unless you have passed all the prerequisite courses with a grade of C or better, except by written permission of the appropriate department chair.

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%
C+	2.3	60 64%
C	2.0	55 59%
D	1.0	50 54%
F (Fail)	0	0 49%



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

Revision, August 2012. Start of revision.



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

Revision, August 2012. End of revision.

The University assigns grade points to letter grades according to the table. Your Academic Standing is determined by a grade point average (GPA).

how term work will affect the final mark in the course;

how term work will be distributed through the term;

whether there will be a supplemental examination in the course, and if so, whether the supplemental exam will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with formal examinations must have supplementals);

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

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



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

Grades have the following designations:

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

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

## 5.4 Grading and Grade Point Averages (GPA): Other Grades

### Other Grades

J	excused absence (if); the student is registered for a course but does not write the final examination or do other required work; calculated as failure in the GPA and CGPA
K	incomplete; deadline extended for submission of work in a course
KE or K*	further extension granted
KF	failed to meet the extended deadline for submission of work in a course; calculated as failure in GPA and CGPA
KK	completion requirement waived; not calculated in GPA or CGPA
L	deferred examination
LE or L*	permitted to defer examination for more than the normal period
NR	no grade reported by the instructor (recorded by Registrar)
P	pass; not calculated in GPA or CGPA
Q	course continued in next term (applicable only to courses taken pre-fall 2002)
S	satisfactory; equivalent to C or better in an elective course; not calculated in GPA or CGPA (See <a href="#">section 3.11: Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option</a> )



Revision, July 2012. Start of revision.



Note for Graduate and Postdoctoral Studies You should direct any questions or problems with your record to your Graduate Program Director

Revision, July 2012. End of revision.

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## 5.7 Changes to Student Records after Normal Deadlines

### 5.7.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal

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## 5.8 Transcript of Academic Record: Unofficial Transcripts

If you require a copy of your student record, access Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. [Section 5.9 Transcript of Academic Record: Official Transcripts](#)

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## 5.9 Transcript of Academic Record: Official Transcripts

Use Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to order an official transcript at Student Menu > Student Records Menu > Request Printed/Official Transcript. For more information on transcripts, delivery method, and processing time, see [www.mcgill.ca/studentsrecords/transcripts](http://www.mcgill.ca/studentsrecords/transcripts)

Alumni who were registered or graduated prior to Fall 2002: Please visit the IT Knowledgebase ([www.mcgill.ca/it](http://www.mcgill.ca/it)) to view how your McGill ID & Minerva PIN has changed.

Alumni who were registered or graduated prior to 1972 (archived records): You are unable to submit a request in Minerva. Complete and sign the Request for Release of Official Document form located on [www.mcgill.ca/studentsrecords/forms](http://www.mcgill.ca/studentsrecords/forms) and submit the form to Service Point ([www.mcgill.ca/studentsrecords/contact](http://www.mcgill.ca/studentsrecords/contact)).



Note: Proxy requests will be accepted only with written authorization.

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## 5.10 Transcript of Academic Record: General Information

The University issues official transcripts free of charge and will mail them by regular mail to the address(es) indicated on the request made in Minerva. Alternatively, they may be picked up in person at [Service Point](#) in sealed envelopes.



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

A McGill transcript includes all attempted work and final grades obtained in a year and all programs. The University does not issue partial transcripts under any circumstances.

Requests are processed in about 3 working days (5 to 7 during peak periods). Requests for archival transcripts (pre-1972), however, will take longer.

The University may not be held responsible for the loss or delay of transcripts in the mail.

Official transcripts are printed on secure paper that cannot be copied.

For more information on requesting official transcripts refer to [Section 5.9 Transcript of Academic Record: Official Transcripts](#)

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## Transcript of Academic Record: Cour

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## 6 Examinations: General Information



Note: The University Exam Regulations governed by the University Student Assessment Policy are available at [www.mcgill.ca/students/exams/regulations](http://www.mcgill.ca/students/exams/regulations)

In addition to the University Student Assessment Policy and the general examination regulations listed at [www.mcgill.ca/students/exams/regulations](http://www.mcgill.ca/students/exams/regulations), you should also consult the faculty sections of this publication for particular regulations. You will be informed of the evaluation method used in each course by the end of the Course Change period.

Every student has a right to write term paper examinations and theses in English or in French, except in courses where knowledge of a language is one of the objectives of the course.

You are not permitted to write an examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. Once you have presented yourself for an examination or test, you must submit all written work to the invigilator before leaving.

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as administrative evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of Code of Student Conduct and Disciplinary Procedures.

All students are responsible for familiarizing themselves with the University Student Assessment Policy and the Code of Student Conduct and Disciplinary Procedures (available at [www.mcgill.ca/students/exams/regulations](http://www.mcgill.ca/students/exams/regulations)).

You can find information about issues related to academic integrity at [www.mcgill.ca/students/srr/honest](http://www.mcgill.ca/students/srr/honest)



Note for Engineering Students: You should also refer to the Engineering website for more information at [www.mcgill.ca/engineering/student/sao/policies/examinations/examination](http://www.mcgill.ca/engineering/student/sao/policies/examinations/examination)

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



Note for Law Students: You should also refer to the Law website for more information at [www.mcgill.ca/law-studies/information/exams](http://www.mcgill.ca/law-studies/information/exams)

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



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

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### 6.1 Class Tests

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

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### 6.2 Special Examination Facilities for the Disabled

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

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### 6.3 Credit by Examination

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

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#### 6.4 Faculty of Engineering Policy on use of Calculators in Faculty Tests and Examinations

The use of calculators during tests and examinations is at the discretion of the course instructor. If a calculator is permitted in the examination, you are





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)

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

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## 6.6 Deferred Examinations for Summer Term Courses

If, for serious reasons such as illness or injury, you have not written one or more examinations, you must contact in writing the Associate Dean, or Program Director of the faculty in which you are registered within four days of the date of the examination. The reason(s) for your having missed the examination must be fully documented, in writing.

If the Associate Dean, or Program Director approves the request, you may be granted the option of writing a deferred examination. In such cases, a grade of "L" will be entered on your record, to be replaced subsequently by the grade earned on the deferred examination.

Students with permission to write a deferred examination (for courses administered by faculties outside of Engineering) should e

## 6.7.2 Rereads: Faculty of Engineering

You can request a formal reread of a ~~re~~examination once you ~~ha~~ve discussed it with your instructor. You must complete ~~a~~ Request for a Read of a Final Exam form and submit it to the Student Affairs Office, Engineering Student Centre.

The following regulations apply:

You may request rereads for only one course per term, unless you obtain permission from the Student Affairs Office, Engineering Student Centre.

Grades may be either raised or lowered as the result of a reread.

A \$35 fee for each reread will be assessed directly to your McGill account if the result remains the same. ~~we~~ ~~er~~ ~~is~~ ~~if~~ ~~the~~ ~~grade~~ ~~is~~ ~~raised~~, there is no charge.

Reread application deadlines:

Fall courses: March 31

Winter courses: July 31

Summer courses: November 30

Non-Engineering courses Rereads in courses not in the Faculty of Engineering are subject to the deadlines, rules, and regulations of the relevant faculty.

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## 6.8 Supplemental Examinations

Email for current students:

**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: [carees.caps@mcgill.ca](mailto:carees.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 educational and academic concerns.

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

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

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

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

Brown Student Services Building, Suite 2100  
Telephone: 514-398-6913  
Email: [rstyear@mcgill.ca](mailto:rstyear@mcgill.ca)  
Website: [www.mcgill.ca/rstyear](http://www.mcgill.ca/rstyear)

**Health Services and Dental Clinic:** Provides access to experienced physicians, nurses, and health educators who offer health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing, and a dental clinic.

Brown Student Services Building, Suite 3300  
Telephone: 514-398-6017  
Website: [www.mcgill.ca/studenthealth](http://www.mcgill.ca/studenthealth)

**International Student Services:** Offers support to international students on non-academic matters (immigration, health insurance, etc.), runs a Buddy Program and an orientation program.

Brown Student Services Building, Suite 3215  
Telephone: 514-398-4349  
Email: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)  
Website: [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

**Mental Health Service:** A psychiatric clinic that offers easily accessible treatment for mental health problems.

Brown Student Services Building, Suite 5500  
Telephone: 514-398-6019  
Website: [www.mcgill.ca/mentalhealth](http://www.mcgill.ca/mentalhealth)

**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 McAvish, 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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### 9.3 Student Services Macdonald Campus

**Revision, January 2013. Start of revision.**

Students who study on the Macdonald campus may fully use of all Student Services on both campuses. All Macdonald campus Student Services are located in the Centennial Centre.

A list of services available is given below. 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 Service Centre  
Centennial Centre, Room CC1-124  
21,111 Lakeshore Road  
Sainte-Anne-de-Bellefleur, Quebec H9X 3V9  
Telephone: 514-398-7992  
Fax: 514-398-7610  
Email: [stuser@macdonald.mcgill.ca](mailto:stuser@macdonald.mcgill.ca)

Career Planning Service (CaPS): Assists you in your career development and search for permanent, part-time, and summer jobs. Provides 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 with a psychologist for personal, social, emotional, and academic issues, among others. Appointments are required.

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

Health Services: 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.

Website: (Macdonald campus) [www.mcgill.ca/macdonald-studentservices/feeling-good](http://www.mcgill.ca/macdonald-studentservices/feeling-good)  
Website: (Downtown campus) [www.mcgill.ca/studenthealth](http://www.mcgill.ca/studenthealth)  
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Macdonald Campus Student Services also provides international health insurance (Blue Cross cards), administers medical examinations for students registered with the Office for Students with Disabilities, and the Winter Coat Project, which provides students with slightly used winter coats and accessories.

Revision, January 2013. End of revision.

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### 9.4 Ombudsperson for Students

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

The mandate of the Ombudsperson at McGill University is to intervene at the beginning of the complaint process, and to attempt to resolve issues informally before they proceed to more formal processes. To learn more about the role and scope of the Ombudsperson for Students, visit the University Secretariat website at [www.mcgill.ca/secretariat/policies/student](http://www.mcgill.ca/secretariat/policies/student) to consult the mandate of the Office of the Ombudsperson for Students.

Office of the Ombudsperson  
3610 McTavish (above Dr. Penfeld)  
Main Floor, Suite 14  
Telephone: 514-398-7059 (for an appointment)  
Website: [www.mcgill.ca/ombudsperson](http://www.mcgill.ca/ombudsperson)

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### 9.5 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 others.

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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### 9.6 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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## 10 Summer Residence Accommodation

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### 10.1 Residences

McGill University offers residence accommodations in three different locations during the summer. Royal Victoria College (RVC) is situated next to main campus in the heart of downtown Montreal. Just down the street on Sherbrooke is Residence Carrefour Sherbrooke (RCS), and located at the corner of rue du Parc and Prince Arthur is New Residence Hall (NRH). In each case, McGill Residences is the perfect place to be in the summer in Montreal.

First-class shopping, restaurants, and museums are at your doorstep, with outdoor street festivals around every corner. The cobblestone streets and historic buildings of Old Montreal lie to the south, while to the north, Mount Royal invites you to go sunbathing, strolling, and picnicking. The sights and sounds of Montreal's multiculturalures are part of the vibrant of the city.

In the traditional McGill Residences at Victoria College (RVC), you will enjoy the privacy of your own bedroom, with amenities such as sheets, towels, and soap provided, yet companions nearby in the lounge and renovated lounge, spacious and sunlit study room, TV room, and meeting rooms. Card-operated laundry facilities and public telephones are accessible to everyone. In addition, summer students have access to a communal kitchen for cooking; a limited number of utensils/pots/pans available on loan at the front desk.

Residence Carrefour Sherbrooke (CS) offers hotel-style accommodations in McGill's newest residence located on Sherbrooke Street West; just steps from McGill's Downtown campus and the Golden Square Mile. CS, you have the choice of a single-occupancy room with one queen-size bed or a double-occupancy room with two queen-size beds. Every room is equipped with a private washroom, air conditioning, telephone, high-speed Internet, and cable TV. Card-operated laundry is located throughout the building. CS has no public cooking facilities for summer students to use.

The New Residence Hall (NRH) also offers hotel style accommodation in the heart of the McGill student ghetto. NRH is directly connected to the Galeries du Parc shopping center with a variety of shops, grocery stores, and a movie theatre just steps away. Rooms at NRH are equipped with a telephone, cable TV, high-speed Internet, air conditioning, and a private bathroom. You also have the choice of single-occupancy rooms with a queen-size bed or double-occupancy rooms with two double beds. Card-operated laundry facilities are available on site. There are kitchen facilities throughout the building for students to use for cooking; however, all cooking utensils/pots/pans must be provided by the student.

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## 10.2 Reservations for Summer Residences

Reservations for all summer residences (including RVC, CS, and NRH):

Rooms are available as of May 15, 2013 at all locations. Rooms for McGill Summer Studies are available from as early as Saturday, May 5, 2013; please contact the Residences Summer Reservations Office for any inquiries. Anyone arriving prior to May 15, 2013 must commit to a minimum of one month's stay and will be required to pay one month's accommodation in advance. There will be no refund of this amount should the student withdraw.

Cancellation Policy:

Please contact the Residences Summer Reservations Office no later than 12:00 p.m. EST (noon) 14 days prior to arrival date to avoid a one-night cancellation fee. Notice to any other University of Quebec is not sufficient.

Prior to sending your application, it is strongly recommended that you verify availabilities with the Residences Summer Reservations Office. Please note that you will be required to provide a valid Visa, MasterCard, or American Express card number to guarantee your reservation.

To make a reservation for RVC, CS, and NRH:

McGill University  
Residences Summer Reservations Office  
3625 Avenue du Parc  
Montreal, Quebec H2X 3P8

Telephone: 514-398-5200

Fax: 514-398-4521

Email: [reserveresidences@mcgill.ca](mailto:reserveresidences@mcgill.ca)

WCancellations408.510.0Tm (y inquir (mPTheo)Tj 1 0 0 1 86.1 1 aTm (Cancellations408.7T be 1 1 869Tj 1 0 000./ 0 1 67./no 87.6/ 116.446 Tm (esidenc52

Montreal, Quebec H3A 2A8

Telephone: 514-398-6010

Fax: 514-398-2305

Email: [ofcampus.housing@mcgill.ca](mailto:ofcampus.housing@mcgill.ca)

Website: [www.mcgill.ca/ofcampus](http://www.mcgill.ca/ofcampus)

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## 11 Athletics & Recreation

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### 11.1 Downtown Campus

#### 11.1.1 Department of Athletics & Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include a gymnasium, fully-equipped fitness centre, weight room, pool, arena, Fieldhouse, stadium, indoor and outdoor running tracks and tennis courts, squash & racquetball courts, spinning, dance and martial arts studios, and volleyball courts.

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses and membership to the Fitness Centre.

McGill Sports Complex

475 Pine Avenue West

Telephone: 514-398-7000

Email: [perry.karnofsky@mcgill.ca](mailto:perry.karnofsky@mcgill.ca) (recreational sports) [ben.moore@mcgill.ca](mailto:ben.moore@mcgill.ca) (intercollegiate sports)

Website: [www.mcgillathletics.ca](http://www.mcgillathletics.ca)

Mobile Website: [m.athletics.mcgill.ca](http://m.athletics.mcgill.ca)

Facebook: [www.facebook.com/mcgillathleticsandrecreation](http://www.facebook.com/mcgillathleticsandrecreation)

Twitter: [www.twitter.com/McGillAthletics](http://www.twitter.com/McGillAthletics)

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### 11.2 Macdonald Campus

#### 11.2.1 Athletics & Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include a gymnasium, weight room (with fitness trainers on hand four evenings per week), arena, tennis courts, playing fields, and expanses of green space. Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for instructional courses.

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

Stewart Athletic Complex

Telephone: 514-398-7789

Website: [www.macdonaldcampusathletics.mcgill.ca](http://www.macdonaldcampusathletics.mcgill.ca)

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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 [www.mcgill.ca/itto](http://www.mcgill.ca/itto):

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, software, and other timely tips.



Find out about ~~ne~~ IT projects on the horizon.

Check the status of IT systems at a glance and ~~and~~ ~~the~~ announcements and scheduled ~~work~~ times.

Take an interactive video tour of IT services at <http://kbmcgill.ca/it/welcome-students> here you'll learn about myMcGill, the Uni



McGill IT Knowledge Base Search the IT Knowledge Base <http://kbmcgill.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)

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## 13 The McGill Writing Centre

Revision, January 2013. Start of revision.

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 non-credit courses, workshops, and individualized tutoring. 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 fulfill 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) [MWC](#) Tf 9.48 486.80n.80n.dTm 4.863 534.796 Tm (v)3ak.MWC) s 0 1 4



**13.1 Contact Information for The McGill Writing Centre**

The McGill Writing Centre  
McLennan-Redpath Library  
Redpath Main, Room #02  
3459 McAvish Street  
Montreal, Quebec H3A 0C9

Telephone: 514-398-7109  
Fax: 514-398-7416  
Website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc)  
General Inquiries: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

Inquiries concerning CCOM 205 should be directed to:

Prof. Sue Laver  
Email: [suelaver@mcgill.ca](mailto:suelaver@mcgill.ca)  
McLennan-Redpath Library  
Redpath Main, Room #03  
Telephone: 514-398-2351

Inquiries concerning CESL 299, CESL 300, CESL 400, CESL 640, and CESL 650 should be directed to:

Prof. Carolyn Samuel  
Email: [carolyn.samuel@mcgill.ca](mailto:carolyn.samuel@mcgill.ca)  
McLennan-Redpath Library  
Redpath Main, Room #02F  
Telephone: 514-398-1712

Inquiries concerning CCOM 206, CEAP 250, CESL 500, and CESL 690 should be directed to:

Prof. Robert Myles  
Email: [robert.myles@mcgill.ca](mailto:robert.myles@mcgill.ca)  
McLennan-Redpath Library  
Redpath Main, Room #02D  
Telephone: 514-398-3320

Administrative inquiries should be directed to [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

**Revision, January 2013. End of revision.**

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**14 Resources for Study and Research: Libraries**

The McGill Library consists of 12 branch libraries and three special collections located across both campuses. Numbering over 25 million items, the Library's vast holdings include 2.5 million books, eBooks, and course-readers, thousands of journal titles, manuscript and pictorial collections, and thousands of sound and video recordings. The Library's e-resources archive, and include over 60,000 e-journals, multimedia, and 1 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 journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. Library's website also provides access to items such as past newspaper, 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 anytime, any place.

The staff in each branch library can help you locate information for course 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 an integral 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 all 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 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 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 to the University Research collection in each branch library. Includes copies of books 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 owned by McGill University Library our Interlibrary Loan & Document Delivery Service will source it for you and pickup is available at any branch.

## 15 Resources for Study and Research: University Archives

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

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

The MUA Reading Room is open Monday to Friday from 9:00 a.m. to 12:30 p.m. and from 1:45 p.m. to 4:45 p.m. where appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and a large bank of digitized images.

McGill University Archives  
 McLennan Library Building 8<sup>th</sup> Floor, Room 17B  
 Telephone: 514-398-3772  
 Fax: 514-398-8456  
 Email: [refdesk.archives@mcgill.ca](mailto:refdesk.archives@mcgill.ca)  
 Website: [www.archives.mcgill.ca](http://www.archives.mcgill.ca)

## 16 Resources for Study and Research: Redpath Museum

The Redpath Museum is an academic unit of McGill University. Its mission is to foster understanding and appreciation of the diversity of our biological, geological, and cultural heritage through scientific research, collections-based education, and public education. Its collections have been growing for over a century and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology, and other fields. Its largest collections include fossils from the ancient seaboard of eastern Quebec, the oldest land plants, a 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, 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)

## 17 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 world's largest Notman Photographs Archives, which contain over one million historical photographs and form 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 Krieger, James Attison 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 an easily 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.



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

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

The University now comprises 11 faculties and 10 schools. At present over 32,000 students are taking credit courses; one in four is registered in Graduate Studies.

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

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## 20.2 Incorporated and Affiliated Colleges

### 20.2.1 Incorporated College

#### Royal Victoria College

3425 University Street, Montreal, QC H3A 2A8

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

### 20.2.2 Affiliated Theological Colleges

Revision, January 2013. Start of revision.

#### Montreal Diocesan Theological College

3473 University Street, Montreal, QC H3A 2A8  
Principal: J. M. Simons; B.A.(Bishop's), S.T.B.(Trin. Coll. (Tor.)), Ph.D.(G'town)

#### Presbyterian College of Montreal

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

#### United Theological College of Montreal

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

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

from amongst those nominated by its membership committee; three are elected by the Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; one elected by the full-time academic staff and two



Members

Kenneth Hastings; B.A., Ph.D.(McG.)

Bryan Haynes; B.A., LL.B.(McG.)

Juliet Johnson; McG.)McG.)McG.)McG.)McG.)London Busetess SchoolB.(McG.)Montmohnson; McG.)McG.)McG.)McG.)Membe0 7.3 /F1 8.1 Tf 9.587 5

## Elected Members

Student Members (19)

## 20.7 Administration

Revision, January 2013. Start of revision.

### Administration

H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv), LL.D.(McG.)	Chancellor
Heather Munroe-Blum; O.C., O.Q., B.A., B.S.(McM.), M.S.W.(W. Laur), Ph.D.(N. Carolina)	Principal and Vice-Chancellor
Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)	Provost
Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv)	Deputy Provost (Student Life & Learning)
Kathleen Masse; B.A.(York), M.A.(R. Roads)	University Registrar and Executive Director of Enrolment Services
Jana Luler; B.A.(Guelph), B.Ed., M.Ed.(UfL)	Executive Director of Services for Students
Nathalie M. Cooke; B.A. (Qu.), B.Ed., M.A.(Tr.), M.A. (C'neil), Ph.D.(Tr.)	Associate Povost (Academic Staff & Priority Initiati ves)
Jan Jørgensen; B.A., M.A.(N. Carolina), Ph.D.(McG.)	Associate Povost (Faculty Affairs & Resource Allocation)
Lydia White; B.A., M.A.(Camb), Ph.D.(McG.)	Associate Povost (Policies, Procedures & Equity)
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(UfL)	Associate Povost (Graduate Education) and Dean (Graduate & Postdoctoral Studies)
Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr)	Chief Information Officer
Stephen Strople; B.A.(Dal.), M.A.(York)	Secretary-General
Michael Di Grappa; B.A.(C'odia), M.P.A.(Col.), M.A.(Harv Business School)	Vice-Principal (Administration & Finance)
Lynne B. Gerais; B.A.(Codia)	Associate Vice-Principal (Human Resources)
Robert Couvrette; B.Sc.(École Polytechnique, HEC), MPM(UQAM)	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 Benaryza; 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)
Sarah Stroud; B.A.(Harv) Ph.D.(Princ.)	Associate Vice-Principal (Research & International Relations)
Olivier Marcil; B.A.(She), M.A.(Montr)	Vice-Principal (External Relations)

Revision, January 2013. End of revision.

### 20.7.1 Deans, Directors of Schools and Libraries

#### 20.7.1.1 Deans

##### Deans

Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	Agricultural & Environmental Sciences
Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)	Arts

## Deans

Paul J.Allison; B.D.S., FD.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)

Dentistry

Hélène Perrault; B.Sc.(C'dia), M.Sc., Ph.D.(Montr

Education

Andrew Kirk; B.Sc.(Brist.), Ph.D.(Lond.) (Interim)

Engineering

Graduate & P

Vice President Clubs and Services: [clubs@ssmu.mcgill.ca](mailto:clubs@ssmu.mcgill.ca)  
Vice President Internal Affairs: [internal@ssmu.mcgill.ca](mailto:internal@ssmu.mcgill.ca)  
Vice President External

Management

Management courses restricted to McGill U3 students in B.Com.; Minors in Management Technological Entrepreneurship, Construction Engineering and Management; B.A. Joint Honours Economics and Finance; B.A. Joint Honours Economics and Accounting; B.A. Faculty Program or Major in Industrial Relations; B.A. Major Concentration in Contemporary German Studies; Major in Agricultural Economics.

Tuesday March 5

Tuesday March 5

Management courses restricted to McGill students in B.Com.; Minors in Management Technological Entrepreneurship, Construction Engineering and Management; B.A. Joint Honours Economics and Finance; B.A. Joint Honours Economics and Accounting; B.A. Faculty Program or Major in Industrial Relations; B.A. Major Concentration in Contemporary German Studies; Major in Agricultural Economics.

Thursday March 7

Thursday March 7

Tuesday

Tuesday March 12

## 24 How to Reach Us

### GENERAL INFORMATION

McGill Summer Studies  
688 Sherbrooke Street West, Suite 1029 (corner of University Street)  
Montreal, Quebec H3A 3R1  
CANADA  
Telephone: 514-398-5212  
Fax: 514-398-5224  
Email: [summestudies@mcgill.ca](mailto:summestudies@mcgill.ca)  
Web: [www.mcgill.ca/summer](http://www.mcgill.ca/summer)  
Office Hours: Monday-Friday: 09:00-17:00

### TO INQUIRE ABOUT THE STATUS OF YOUR REGISTRATION TO SUMMER STUDIES:

Faculties of Arts, Education, Music, Religious Studies, Science:

Enrolment Services  
Service Point  
3415 McAvish Street  
Montreal, Quebec H3A 0C8  
CANADA  
Telephone: 514-398-7878  
Fax: 514-398-8301  
Email: [registration@mcgill.ca](mailto:registration@mcgill.ca)  
Office hours for Enrolment Services can be found at [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

Faculty of Agricultural & Environmental Sciences:

Macdonald Campus Student Affairs Office  
Laird Hall, Room 106  
21,111 Lakeshore Road  
Sainte-Anne-de-Bellefleur, Quebec H9X 3V9  
CANADA  
Telephone: 514-398-7925  
Fax: 514-398-7968  
Email: [studentinfo.macdonald@mcgill.ca](mailto:studentinfo.macdonald@mcgill.ca)  
Web: [www.mcgill.ca/macdonald](http://www.mcgill.ca/macdonald)  
Office hours and directions to the Student Affairs Office can be found at [www.mcgill.ca/macdonald/studentinfo/sao](http://www.mcgill.ca/macdonald/studentinfo/sao)

### FOR ACADEMIC INQUIRIES ABOUT A SPECIFIC SUMMER COURSE:

For academic information (prerequisites, placement test, departmental approval) regarding a specific course, please contact the department or unit offering the course. The name of the department or unit can be found under the course title and a list of contact information is available in section 26 [Departmental Contact Information](#). The following website also lists all faculties, Schools, and Departments at the University: [www.mcgill.ca/index/academic](http://www.mcgill.ca/index/academic)



N.B.: Offices will be closed and there will be no classes on May 20, June 24, and July 1, 2013.

MINERVA HELPLINE: 514-398-7878

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## 25 How to Register for Summer Studies

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

### 1. McGill Students:

Register online using your MINERVA student account in March. Please refer to the [www.mcgill.ca/summer/dates](http://www.mcgill.ca/summer/dates) website for specific registration dates:

2. Non-McGill Students:

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

To submit your Summer Registration Package please visit [www.mcgill.ca/summer/applying](http://www.mcgill.ca/summer/applying) and select the category that best applies to you.

Should you require assistance, please contact the Summer Studies Office at 514-398-5212 or by [email at summerstudies@mcgill.ca](mailto:summerstudies@mcgill.ca)

For information regarding the status of your Summer Registration, please contact Enrolment Services at 514-398-7878.

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## 26 Departmental Contact Information

### Departmental Contact Information

#### Faculty of Agricultural and Environmental Sciences

[Dietetics & Human Nutrition](#)  
514-398-7840

[Food Science & Agricultural Chemistry](#)  
514-398-7898

[Plant Science](#)  
514-398-7851

#### Faculty of Arts

[Anthropology](#)  
514-398-2953

[Art History & Communication Studies](#)  
514-398-1828

[EastAsian Studies](#)  
514-398-6742

#### Faculty of Education

[Integrated Studies in Education](#)  
514-398-4527

[Kinesiology & Physical Education](#)  
514-398-4184 x0302

[Educational & Counselling Psychology](#)  
514-398-4241

#### Faculty of Engineering

[Architecture](#)  
514-398-6700

[Biomedical Engineering](#)  
514-398-2866

[Chemical Engineering](#)  
514-398-4494

[Civil Engineering & Applied MA0 0 1 335.673 510.07554.70 106 science](#)

## Departmental Contact Information

[Music](#)

514-398-4535

[Philosophy](#)

514-398-6060

[Political Science](#)

514-398-4800

[Quebec Studies](#)

514-398-3960

[SocialWork](#)

514-398-7070

[Sociology](#)

514-398-6848

School of Continuing Studies

514-398-4121

Faculty of Science

[Biology](#)

514-398-7045

[Chemistry](#)

514-398-6999

[Computer Science](#)

514-398-7071

[Earth & Planetary Sciences](#)

514-398-6767

[Geography](#)

514-398-4111



It is a time of development, e



Programs and courses offered by the School of Continuing Studies are developed in collaboration with McGill faculties. Representatives of the business and cultural communities as well as faculty members and students, serve on advisory committees that oversee each program area. Programs offered include:

**Career development:** The School offers a wide range of certificate and diploma programs in the fields of management, education, and languages and translation, as well as courses and seminars designed for practising professionals abreast of current developments.

**General interest courses:** These courses are designed for those who wish to pursue an interest or develop a new understanding.

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## 29.1 Undergraduate Programs

Whether you want to acquire new job-related skills, boost your credentials, or begin down a brand new career path, Career and Professional Development can help you achieve your goals. We have highly qualified instructors, real-life professional focus, and various undergraduate-level certificate programs and courses that can expand your current skill set or get you to the next stage in your career.

### 29.1.1 Business and Professional Programs (Undergraduate)

The following business and professional programs are found in the School of Continuing Studies, Courses and University Regulations publication under Areas of Study - Career and Professional Development (available at [www.mcgill.ca/study/2012-2013](http://www.mcgill.ca/study/2012-2013))

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- : Certificate of Proficiency French for Professional Communication (30 credits)
- : Intensive English Program: Certificate of Proficiency in English Language and Culture
- : Intensive French Program: Certificate of Proficiency in French Language and Culture
- : Graduate Certificate in Professional Communication Spanish (18 credits)

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

- Intensive Professional Development for English Language Teachers (IPDEL)
- English Immersion Summer Program Asian Students (EISS)
- English Immersion Summer Program for Latin American Students (ISPLAS-English)
- French Immersion Summer Program for Latin American Students (ISPLAS-French)
- English Immersion Summer Program for Middle Eastern Students (ISPMES)

#### 29.1.4 Translation

The following translation programs are found in the School of Continuing Studies Programs, Courses and University Regulations publication under Areas of Study > Translation (available at [www.mcgill.ca/study/2012-2013](http://www.mcgill.ca/study/2012-2013))

- : Certificate in Translation English to French Option (30 credits)
- : Certificate in Translation French to English Option (30 credits)
- : Certificate in Translation Spanish to English Option (30 credits)
- : Certificate in Translation Spanish to French Option (30 credits)
- : Certificate in Translation French/English into Spanish Option (30 credits)

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## 29.2 Graduate Programs

Whether you want to acquire new job-related skills, boost your credentials, or begin down a brand new career path, Career and Professional Development can help you achieve your goals. We have highly qualified instructors, real-life professional focus, and various graduate-level diploma and graduate certificate programs and courses that can expand your current skill set or get you to the next stage in your career.

### 29.2.1 Business and Professional Programs (Graduate)

Diploma in Management in six concentrations

The following business and professional programs are found in the School of Continuing Studies Programs, Courses and University Regulations publication under Areas of Study > Career and Professional Development (available at [www.mcgill.ca/study/2012-2013](http://www.mcgill.ca/study/2012-2013))

- : Diploma in Management Entrepreneurship Concentration
- : Diploma in Management International Business Concentration
- : Diploma in Management Internet Business Concentration
- : Diploma in Management Leadership Concentration
- : Diploma in Management Marketing Concentration
- : Diploma in Management Public Relations and Communications Management Concentration

Graduate Certificates

The following business and professional programs are found in the School of Continuing Studies Programs, Courses and University Regulations publication under Areas of Study > Career and Professional Development (available at [www.mcgill.ca/study/2012-2013](http://www.mcgill.ca/study/2012-2013))

- : Graduate Certificate in Accounting Practice
- : Graduate Certificate in Entrepreneurship
- : Graduate Certificate in Financial Planning
- : Graduate Certificate in Human Resources Management
- : Graduate Certificate in International Business
- : Graduate Certificate in Internet Business
- : Graduate Certificate in Leadership
- : Graduate Certificate in Marketing
- : Graduate Certificate in Public Relations Management

### Diploma Programs

The following business and professional programs are found in the School of Continuing Studies, Courses and University Regulations publication under Areas of Study - Career and Professional Development (available at [www.mcgill.ca/study/2012-2013](http://www.mcgill.ca/study/2012-2013))

- : Diploma in Accounting
- : Diploma in Applied Finance
- : Diploma in Human Resources Management
- : Diploma in Internet Business Technology
- : Diploma in Management - General
- : Diploma in Public Relations and Communications Management
- : Diploma in Supply Chain and Operations Management

### Education

The following business and professional program is found in the School of Continuing Studies, Courses and University Regulations publication under Areas of Study - Education (available at [www.mcgill.ca/study/2012-2013](http://www.mcgill.ca/study/2012-2013))

- : Graduate Certificate in Counselling Applied to Teaching

### Translation

The following business and professional programs are found in the School of Continuing Studies, Courses and University Regulations publication under Areas of Study - Translation (available at [www.mcgill.ca/study/2012-2013](http://www.mcgill.ca/study/2012-2013))

- : Graduate Diploma in Translation - English to French Option (30 credits)
- : Graduate Diploma in Translation - French to English Option (30 credits)
- : Graduate Diploma in Translation - Spanish to English Option (30 credits)
- : Graduate Diploma in Translation - Spanish to French Option (30 credits)

### Languages

The following business and professional program is found in the School of Continuing Studies, Courses and University Regulations publication under Areas of Study - Translation (available at [www.mcgill.ca/study/2012-2013](http://www.mcgill.ca/study/2012-2013))

- : Graduate Certificate in Professional Communication - Spanish (18 credits)

## 29.2.2 Professional Development Courses

For a complete list of professional development courses, workshops, and webinars offered by the School of Continuing Studies please visit [www.mcgill.ca/conted/prodep](http://www.mcgill.ca/conted/prodep) or call 514-398-5454.

## 29.3 Special Programs

### 29.3.1 Aboriginal Pathways

Aboriginal Pathways offers a supportive environment and an engaging curriculum that embraces both Indigenous and Western knowledge traditions. Over a three-week period, students receive intensive instruction in the writing process from experienced and dedicated staff, enjoy lunches at the First Peoples' House, and explore the McGill campus and some of Montreal's cultural highlights through social activities all included in the program.

#### Benefits

- Summer course intended specifically for members of the Aboriginal community who wish to improve their writing skills
- Course is worth 3 university credits

#### Prerequisites and Registration

Interested candidates must be 18 years or older and supply both a Letter of Intent and a Letter of Support. The program is limited to 25 participants. Find out more about this program, please contact Kakwiranóron Cook, B.A., at 514-398-3217 or [ronron.cook@mcgill.ca](mailto:ronron.cook@mcgill.ca)

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## 30 Desautels Faculty of Management

For the most up-to-date information concerning Summer courses, please consult the [Class Schedule at www.mcgill.ca/study](http://www.mcgill.ca/study)

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### 30.1 Summer Abroad Brazil Program

MRKT 434 TOPICS IN MARKETING 1 (3 credits)

ORGB 380 CROSS CULTURAL MANAGEMENT (3 credits)

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### 30.2 International Summer Program for Non-McGill Students

BUSA 481 MANAGING IN NORTH AMERICA (3 credits)

MRKT 434 TOPICS IN MARKETING 1 (3 credits)

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## 31 Faculty of Medicine

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### 31.1 Department of Epidemiology, Biostatistics and Occupational Health

28th ANNUAL SUMMER SESSION IN EPIDEMIOLOGY & BIostatISTICS

May 6 - June 28, 2013

The Annual Summer Session in Epidemiology and Biostatistics offers health professionals the opportunity to gain familiarity with the principles of epidemiology and biostatistics. It also offers graduate students from McGill and other universities the opportunity to acquire academic credits and thereby accelerate course work during a Summer term.

The 2013 Summer Session in Epidemiology and Biostatistics offers courses within the themes listed on the website. Courses range from one, two, and four weeks (refer to the website for schedules and course descriptions at [www.mcgill.ca/epi-biostat-odt/summer](http://www.mcgill.ca/epi-biostat-odt/summer)).

The language of instruction is English (unless otherwise stated), and students are advised that English is essential to benefit from the courses offered. However, students may submit their assignments and examinations in French.

The courses are intended for health professionals (e.g., physicians, nurses, respiratory therapists, psychologists, and occupational therapists, etc.) or professionals in related fields (e.g., industrial hygienists, environmental specialists, urban planners, engineers), as well as social and basic scientists.

Academic credits are available to graduate students, and to residents and fellows from residency training programs at McGill and other universities.

Health professionals and others not seeking academic credits can obtain a Professional Interest Certificate. Fees vary. Please contact the Student Affairs Office at:

McGill University, Faculty of Medicine  
Department of Epidemiology, Biostatistics and Occupational Health  
Purvis Hall, Room 27  
1020 Pine Avenue West  
Montreal, Quebec H3A 1A2  
Telephone: 514-398-6258  
Email: [graduateeboh@mcgill.ca](mailto:graduateeboh@mcgill.ca)

Website: [www.mcgill.ca/epi-biostat-odt/summer](http://www.mcgill.ca/epi-biostat-odt/summer)

STUDENTS SEEKING ACADEMIC CREDITS

Registration is via Minerva, McGill's web-based registration system, at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva). Minerva course selection forms can be downloaded from the web.

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## **32 Faculty of Science**

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### **32.1 Off-Campus Field Courses**

The Department of Biology offers students the opportunity to put theory into practice through off-campus field courses during the Summer term.

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### **32.2 Biology**

BIOL 240 MONTEREGIAN FLORA (3 credits)

BIOL 335 MARINE MAMMALS (3 credits)

BIOL 573 VERTEBRATE PALAEOLOGY

