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

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1 University Regulations and Resources

1.1 General Policies and Information

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

1.1.1 Authorization, Acknowledgement, and Consent

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

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

1.1.2 Student Rights and Responsibilities

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

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

1.1.3 Language Policy

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

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

Note for Continuing Studies: For English language programs, see Continuing Studies > Areas of Study > Languages > : English Language Programs.

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

plagiarism and cheating. The possession or use of unauthorized materials during 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

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

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

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

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

1.1.5 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 on the policy

In addition to the above,

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

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

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult section 1.1.9.5 Academic Accommodation of Pregnant Students and Students Caring for Dependants

1.1.8 Information Technology (IT) Resources

McGill University offers a variety of Information Technology resources open to students, faculty, staff, and other members of the McGill community. Please see section 1.1.6 Information Technology (IT) Services and visit IT Services > Getting Started > Students for further details.

1.1.8.1 Responsible Use of McGill Information Technology Resources

When using all McGill IT services, whether hosted on premises, by external suppliers, or in the cloud, you must comply with the Policy on the Responsible Use of McGill Information Technology Resources. You can find this policy in the listing of University Policies, Procedures and Guidelines under

Quebec, you should already possess a Permanent Code; it can be found on your school report card or your CEGEP transcripts. If you do not already have a Permanent Code, we will request one be created for you. Once it has been created, it will reflect on your unofficial transcript.

You can consult your tuition and legal status (including your Permanent Code) on Minerva (www.mcgill.ca/minerva). Select Student Menu > Student Accounts Menu > View your Tuition and Legal Status

Note for Medicine

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

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

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

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

Note 5: Y

1.2.2.3.2 Permanent Code

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

- Check your Permanent Code on Minerva in Personal Menu > Name Change or alternately via Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in section 1.2.2.2 What Documents Does McGill Need from You? or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

1.2.2.4 What Are the Consequences of Not Providing Your Documents?

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

If documents are still missing from your file subsequent to the start of the semester, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

International students who have not provided their valid immigration documents to McGill may be de-registered from their courses.

1.2.2.5 Where and How Do I Send My Documents?

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

The Student Identification Card is the property of the University, for use by the cardholder only, and is not transferable. If you withdraw from all of your

Note for the Faculty of Law: The registration period for new Law students for the 2018–2019 academic year starts Tuesday, July 17, 2018 and ends at the end of the course change period (September 18, 2018).

Returning Students – During the month of May, students in upper years are required to register on Minerva indicating their course selections for the next academic year.

Students in the Faculty of Law should consult registration materials available at www.mcgill.ca/law-studies/courses-registration-exams.

Note for Medicine and Dentistry: All M.D., C.M. and D.M.D. students must complete registration online, as per section 1.3.1 Registration Periods, by adding the prescribed courses on Minerva in the Fall term. U3 medical students need to have registered prior to July 24.

1.3.1 Registration Periods

The dates given below were accurate when this publication was finalized. Although changes are not anticipated, you should confirm the dates at www.mcgill.ca/importantdates.

1.3.1.1 Returning Students

Registration for undergraduates will take place between Wednesday, April 4 and Tuesday, August 14, 2018.

Registration will open in the following order:

Opening Registration Dates	
Year 3 and Year 4 students:	Wednesday, April 4
Year 2 students:	Thursday, April 5
All other returning students:	Friday, April 6

On each of these days registration is phased in over the morning beginning at 9:00 a.m. Please see Important Dates for details.

Some faculties and departments set their own schedules for advising and registration as of these dates. Further information is available at faculty student affairs offices and websites. For more information, see www.mcgill.ca/students/advising/advisordirectory.

To successfully complete registration, you must have an acceptable Academic Standing from the previous session and have paid any outstanding fees and/or fines.

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

Note for Health Sciences: The information contained in this section applies to the University in general; students are advised to consult the appropriate faculty or school section for academic policies and regulations specific to their programs.

Note for Medicine: U3 medical students need to have registered prior to July 24, 2018 (as Fall term begins with clinical rotations). U4 medical students need to have registered prior to June 30, 2018 (as Fall term begins with clinical rotations).

Note for Medicine and Dentistry: U2 medical and dental students need to be registered prior to August 14, 2018 (as Fall term begins with clinical rotations).

1.3.1.2 Newly Admitted Students Entering in September 2018

Registration will take place between Monday, June 11 and Tuesday, August 14, 2018.

Registration will open in the following order:

Monday, June 11: registration opens for students admitted from Quebec CEGEPs.

Monday, June 18: registration opens for students whose highest level of education prior to registering at McGill is a French Baccalaureate, International Baccalaureate, or at least one year of university, or who were admitted on the basis of Advanced Levels, CAPE, or other academic qualifications, which provides for Advanced Standing credit, and who therefore have a classification of Year 1 (U1) or higher.

Tuesday, June 19: registration opens for students whose highest level of education prior to registering at McGill is high school, and who have been admitted to a classification of Year 0 (U0) to the following faculties/schools/degrees: Arts (including Schools of Religious Studies and Social Work), B.A.&Sc., Education, Management, and Music.

Wednesday, June 20: registration opens for students whose highest level of education prior to registering at McGill is high school, and who have been admitted to a classification of Year 0 (U0) to the following faculties/schools: Agricultural and Environmental Sciences, Engineering (including Architecture), Nursing, Occupational Therapy, Physical Therapy, and Science.

- Courses numbered at the 100, 200, 300, and 400 level are intended for undergraduate students. In most programs, courses at the 300 and 400 level are normally taken in the student's last two years.
- Courses at the 500 level are intended for qualified senior undergraduate

1.3.2.4 Course Load

It is your responsibility to follow the faculty regulations listed below. When registering on Minerva, you must not exceed the maximum credits permitted by your faculty. For information on course load requirements for entrance scholarships and in-course awards, see section 1.8.1 Entrance Awards for McGill Students

1.3.2.4.1 Normal Course Load

The normal course load in most undergraduate faculties is 15 credits per term. If you carry fewer than 12 credits per term, you are considered to be a part-time student in that term.

Note for the Faculty of Agricultural and Environmental Sciences and the Schulich School of Music

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

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

- Newly admitted students may take up to 17 credits per term.
- Continuing students in Satisfactory Standing may take up to 17 credits per term.
- Continuing students whose CGPA is above 3.50 may take more than 17 credits per term. Requests to exceed 17 credits per term are made to Enrolment Services via the Request to Exceed Credits webform; 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/advisor-directory.

Note for the Faculties of Education, Management, and Religious Studies

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

Note for the Faculty of Engineering:

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

- Science: up to 14 credits

- Single-term courses: Tuesday, October 30, 2018
- Multi-term courses that begin in Fall term: Tuesday, January 22, 2019

1.3.3.1.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, January 29, 2019

Deadline for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, March 12, 2019
- Multi-term courses that begin in Winter term: Wednesday, May 15, 2019*

* If you are in multi-term courses with course numbers ending in N1 and N2 (courses in the Winter term, skips the Summer term, and is completed in the subsequent F

3. You may still withdraw from a course after the Course Change deadline without academic penalty, provided that you do so within the appropriate withdrawal deadlines for the term (see deadlines above). Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with section 1.4.7 Fees and Withdrawal from the University.

Note for Nursing: To withdraw from any courses after the withdra

Note

If you are blocked from dropping or withdrawing from your last course on Minerva, you are required to contact your Student Affairs Office, which will supply any forms necessary to complete the University withdrawal as long as you have not missed the deadline for University withdrawal.

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for UFS 8.1 Tf 1 0 0 1 387.4

Note for Law: The Faculty of Law does not normally accept requests for deferred entry. You will be expected to start your course on the date and term you applied for and as indicated on your admission letter. If you still wish to seek an admission deferral, you must first accept the offer of admission and pay the $400 deposit. Once the offer of admission has been accepted, you must submit, in writing, a request for the deferral. The request should be addressed to the Assistant Dean (Admissions and Recruitment) and should set out the reason(s) for the request. You are encouraged to submit your request as early as possible in consideration of other candidates.

1.3.10 Readmission

To return to McGill after an absence from a Fall and/or Winter term of an academic year, you must submit an application for readmission using Minerva's Faculty Transfer/Readmission Menu. In your application, state the reasons for your absence from the University and give a summary of your activities during that period.

If you withdrew because of illness, you must provide your Faculty Student Affairs Office with a medical note to support your application for readmission, stating that you are ready to resume studies.

Y

Term(s) offered (Fall, W