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

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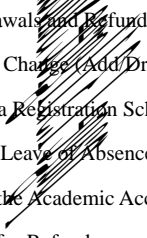
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- 1 University Regulations and Resources (School of Continuing Studies), page 15
 - 1.1 General Policies and Information, page 15
 - 1.1.1 Authorization, Acknowledgement, and Consent, page 15
 - 1.1.2 Student Rights and Responsibilities, page 15
 - 1.1.3 Language Policy, page 15
 - 1.1.4 AcadeQ

- 
- 1.3.4 Course Withdrawals and Refunds, page 27
 - 1.3.4.1 How to Change (Add/Drop/Withdraw) a Course, page 27
 - 1.3.4.2 Minerva Registration Schedule 2014–2015, page 27
 - 1.3.5 Undergraduate Leave of Absence Policy, page 28
 - 1.3.6 Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependents, page 28
 - 1.3.7 Effective Date for Refunds, page 28
 - 1.3.8 Classes with Limited Enrolment, page 29
 - 1.3.9 Registration in Courses Administered by Other Faculties, page 29
 - 1.3.10 Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses, page 29
 - 1.3.11 Late Registration, page 29
 - 1.3.12 Course Information and Regulations: Class Schedule, page 29
 - 1.3.13Re

- 1.13.8 Set Up Your Security Questions in myMcGill, page 58
- 1.13.9 Need Help?, page 58
 - 1.13.9.1 Getting Help, page 58
- 1.14 McGill Writing Centre, page 58
 - 1.14.1 McGill Writing Centre Contact Information, page 59
- 1.15 Resources for Study and Research, page 60
 - 1.15.1 Libraries, page 60
 - 1.15.2 University Archives, page 60
 - 1.15.3 Redpath Museum, page 60
 - 1.15.4 McCord Museum of Canadian History, page 61
 - 1.15.5 Lyman Entomological Museum and Research Laboratory, page 61
 - 1.15.6 Other Historical Collections, page 61
- 1.16 The University, page 61
 - 1.16.1 History, page 62
 - 1.16.2 Incorporated and Affiliated Colleges, page 62
 - 1.16.2.1 Incorporated College, page 62
 - 1.16.2.2 Affiliated Theological Colleges, page 62
 - 1.16.3 University Government, page 63
 - 1.16.4

-
- 3.2 Programs of Study, page 80
 - 3.2.1 Undergraduate Programs, page 80
 - 3.2.1.1 Bachelor of Commerce (Part-Time), page 81
 - 3.2.1.2 Business and Professional Programs, page 81
 - 3.2.1.3 Education, page 81
 - 3.2.1.4 Language and Intercultural Communication, page 81
 - 3.2.1.5 Translation, page 82
 - 3.2.1.6 Spanish, page 82
 - 3.2.2 Graduate Programs, page 82
 - 3.2.2.1 Business and Professional Programs and Courses, page 82
 - 3.2.2.2 Education, page 83
 - 3.2.2.3 Translation, page 83
 - 3.2.2.4 Spanish, page 83
 - 3.2.3 Non-Credit Programs, page 84
 - 3.2.3.1 Language and Intercultural Communication, page 84
 - 3.2.3.2 Professional Development, page 84
 - 3.3 Admission Procedures: Bachelor of Commerce (Part-Time), page 84
 - 3.4 Admission Procedures: Faculty of Education, Continuing Education Programs, page 84
 - 3.5 Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs, page 84
 - 3.5.1 Application Fee, page 85
 - 3.5.2 Tracking the Status of Your Application, page 85
 - 3.5.3 Supporting Documents for Undergraduate Programs, page 85
 - 3.5.4 Supporting Documents for Graduate Programs, page 85
 - 3.5.5 Due Date for Documentation Requirements for McGill Applications, page 86
 - 3.5.6 What are Official Documents at McGill?, page 86
 - 3.6 Deferring or Declining Our Offer of Admission?, page 86
 - 3.7 Program Transfers, page 86
 - 3.8 Advanced Standing, page 86
 - 3.8.1 Post-Admission Requests for Advanced Standing, page 86
 - 3.8.2 Exemption by Examination (for Career and Professional Development Students), page 87
 - 3.9 International Students, page 87
 - 3.9.1 Application Procedures – International Students, page 87
 - 3.9.2 Immigration Procedures, page 87
 - 3.9.2.1 Temporary Resident Visa (Only for Intensive English or Intensive French Language Programs), page 88
 - 3.9.2.2 Study Permit, page 88
 - 3.9.2.3 Immigration Contacts, page 88
 - 3.10 Special Student Status: Undergraduate Courses, page 89
 - 3.10.1 Documents Required to Register for Undergraduate Courses, page 89
 - 3.11 Special Student Status: Graduate-Level Courses, page 89
 - 3.11.1 Documents Required to Register for Graduate-Level Courses, page 89

- 3.12 Professional Associations, page 89
- 3.13 Glossary, page 94
- 4 Areas of Study, page 95
 - 4.1 Career and Professional Development, page 95
 - 4.1.1 Career and Professional Development at the School of Continuing Studies, page 95
 - 4.1.1.1 Location, page 95
 - 4.1.1.2 Administrative Officers, page 95
 - 4.1.1.3 Professional Development and Job Opportunities, page 95
 - 4.1.2 Undergraduate Certificate Programs, Part-Time B.Com., page 96
 - 4.1.2.1 Certificate Programs, page 96
 - 4.1.2.2 Bachelor of Commerce for Part-Time Students, page 106
 - 4.1.2.3 Bachelor of Commerce Part-Time Program Credit Structure, page 108
 - 4.1.2.4 Concentrations, page 110
 - 4.1.2.5 Majors, page 113
 - 4.1.2.6 About Admission Regulations for Certificate Programs, page 115
 - 4.1.2.7 Language Requirements for Professions, page 119
 - 4.1.3 Graduate Programs, Diplomas, and Graduate Certificates, page 119
 - 4.1.3.1 Graduate Programs, page 119
 - 4.1.3.2 Academic Regulations, page 146
 - 4.1.3.3 Engineering – Graduate Level, page 149
 - 4.1.3.4 Language Requirements for Professions, page 150
 - 4.1.3.5 Career and Professional Development Programs with a Minimum CGPA Requirement, page 150
 - 4.1.4 Professional Development Courses and Certificates (CE Units and Other), page 150
 - 4.1.4.1 Professional Development Opportunities, page 150
 - 4.1.4.2 General Information, page 151
 - 4.1.4.3 Course Offerings: Non-Credit Courses, page 151
 - 4.1.4.4 Professional Development Courses, page 152
 - 4.1.4.5 Professional Development Certificate in Condominium Management (Non-Credit) Overview, page 152
 - 4.2 DELF/DALF, page 153
 - 4.2.1 DELF (Diplôme)

-
- 4.3.3.3 Professional Development Opportunities, page 156
 - 4.3.3.4 Bachelor of Education (Vocational) (90 credits), page 156
 - 4.3.3.5 Diploma in Human Relations and Family Life Education, page 156
 - 4.3.3.6 Graduate Certificate in Counselling Applied to Teaching, page 157
 - 4.3.3.7 Certificate in Inclusive Education, page 158
 - 4.3.3.8 Programs for First Nations and Inuit, page 159
 - 4.3.3.9 Academic Regulations, page 167
 - 4.4 General Interest Courses, page 167
 - 4.4.1 General Interest Courses, page 167
 - 4.4.2 About Faculty Partnerships and Summer Studies, page 167
 - 4.4.3 Location, page 167
 - 4.4.4 Administrative Officers, page 168
 - 4.4.5 Professional Development Opportunities, page 168
 - 4.4.6 General Information, page 168
 - 4.4.6.1 Registration, page 168
 - 4.4.6.2 Fees, page 168
 - 4.4.6.3 Course Cancellations and Withdrawals, page 168
 - 4.4.7 Credit Offerings: Credit Courses, page 169
 - 4.4.8 Course Offerings: Non-Credit Courses, page 169
 - 4.5 Languages, page 169
 - 4.5.1 Languages at the School of Continuing Studies, page 169
 - 4.5.2 Location, page 169
 - 4.5.3 Administrative Officers, Language and Intercultural Communication, page 169
 - 4.5.4 The Language and Intercultural Communication Unit – English Language Programs, page 170
 - 4.5.4.1 Academic, Cultural, and Professional Development Opportunities, page 170
 - 4.5.4.2 Certificate of Proficiency – English for Professional Communication Overview, page 170
 - 4.5.4.3 Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview , page 173
 - 4.5.4.4 Online English Program, page 174
 - 4.5.4.5 Certificate in Teaching English to Speakers of Other Languages (TESOL) (12 CEUs) , page 175
 - 4.5.5 The Language and Intercultural Communication – French Language Programs, page 175
 - 4.5.5.1 Academic, Cultural, and Professional Development Opportunities, page 175
 - 4.5.5.2 Certificate of Proficiency – French for Professional Communication Overview, page 175
 - 4.5.5.3 Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview, page 178
 - 4.5.5.4 Online French Program, page 180
 - 4.5.6 TEFaQ (Test d'évaluation du français adapté au Québec), page 180
 - 4.5.7 Spanish Language Programs and Courses (Offered by Translation and Written Communication), page 180
 - 4.6 McGill Community for Lifelong Learning (MCLL), page 181
 - 4.6.1 The McGill Community for Lifelong Learning (MCLL), page 181
 - 4.6.2 Location, page 181
 - 4.6.3 Administrative Officers, page 181



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.

1.1.5 University Student Assessment Policy

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

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

You can consult the policy on the [Secretariat website](#).

1.1.6 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You 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 and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

Personal information is protected in the Province of Quebec by the *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* (the “Access Act”). The Access Act provides that McGill University can only release personal information contained in your file with your authorization or if specifically authorized by law.

For the purpose of consent and acknowledgement at the time of application, Personal Information includes, but is not limited to: name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information.

Registered students may oppose the release of certain Personal Information by completing an [Opposition Form](#) at the Enrolment Services Office or at the Student Affairs Office (Macdonald Campus).

After having reviewed the information relating to access to Personal Information at the time of application, you would be asked to agree that the University may collect, use, disclose or otherwise manage your Personal Information as described below, as necessary and as the case may be.

At the time of application, you would also be asked to **consent to the release of Personal Information** contained in your admissions or student records file to the following persons or bodies, as necessary to each body, in the exercise of their mission:

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the *Minist*

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

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

International Health Insurance

Telephone: 514-398-4349

Email: international.health@mcgill.ca

Website: www.mcgill.ca/internationalstudents/health



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

1.1.11 Health Insurance ± Canadian Citizens and Permanent Residents of Canada

Canadians residing in Canada

Some of the documents McGill requests of you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is issued by the Government of Quebec, and is obligatory for all students registered in a Quebec institution.

If you have previously attended school in Quebec, you already possess a Permanent Code, which can be found on your school report card or your CEGEP and/or university transcripts. After you have accepted the University's offer of admission, you can check on Minerva (under the *Personal Menu*) to see if McGill has received your Permanent Code.

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*.

1.2.3 Legal Documents: What Documents Does McGill Need from You?

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

Quebec and Canadian Out-of-Province Students

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

- **Usually** no documents are required for your Canadian and/or Quebec status, based on McGill's records or as confirmed by the Government of Quebec



Note 1: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, or if you have 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 (copy of both sides required). 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 qualify for Quebec residency.



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

1.2.3.1 Fee Exemptions

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

1.2.4.2 Permanent Code

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

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 1.2.3: Legal Documents: 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.

Legal Documents:

1.2.6.1 For the School of Continuing Studies

By Mail or in Person:

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

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; legaldocuments.conted@mcgill.ca

1.2.7 Identification (ID) Cards

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

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

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 1.2.3: 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).

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties, there is no charge as long as you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a \$25 replacement fee.
- If you need security access to labs or other facilities please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the *Area Access Manager Contact List* on the [Security Services website](#).

1.2.7.1 ID Card Schedule for the Downtown Campus:

The locations and opening hours of ID card centres can be found on the Student Information website at www.mcgill.ca/students/records/id.

- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).
- Returning students must be registered for at least one course, and may present themselves at an ID card centre at any time in order to obtain a replacement card.

1.2.7.2 ID Card Schedule for the Macdonald Campus:

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

Student Affairs Office, Room 106, Laird Hall

Office hours:

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

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

Closed June 23, 24, 30, and July 1



Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see [section 1.2.8: Name: Legal Name](#)) in person at the [Client Services Office](#), School of Continuing Studies.

1.3 Registration for Continuing Studies Students

Most students in Continuing Studies must register using [Minerva](#), during the registration periods published in the [eCalendar](#) under *Faculties & Schools > School of Continuing Studies > Getting Started > section 2.2: Key Dates, 2014-2015 and at www.mcgill.ca/importantdates.*

Note:

If you are registering for short courses or seminars, see your individual academic area for specific registration information.

You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee of \$25. You may add courses until the end of the add/drop period without penalty. If you are in doubt about what course(s) to register for, you can meet with an adviser.

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

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

Who Can Use Minerva?

Note: A registration appointment is not the same as an appointment to see an adviser. If you wish to meet with one of our advisers, please call for a separate appointment (see [section 1.9.2: Contact Information for Continuing Studies Advising](#)).

Registration for Short Courses, Seminars, and Workshops

section 1.1: General Policies and Information

section 4.1.4: Professional Development Courses and Certificates (CE Units and Other)

section 4.6.1: The McGill Community for Lifelong Learning (MCLL)

1.3.3.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is available at the School of Continuing Education by proxy

Late Registration and Add/Drop Period

All students except for those in *Professional Development* and non-credit *Faculty Partnerships* and *Summer Studies* courses

September 3–16

January 6–20

1.3.5 Undergraduate Leave of Absence Policy


A leave of absence may be granted to undergraduate students for reasons related to:


- maternity or parenting
- personal or family health
- professional development
- required military service

Such a leave must be requested on a term-by-term basis and may be granted for a period of up to 52 weeks. A leave of absence request should be submitted to your faculty Advising or Student Affairs Office along with appropriate documentation. Refer to specific instructions on your faculty website.

Students who are granted such a leave will have "leave of absence" recorded on their transcript.

No tuition fees will be charged for the duration of the authorized leave. During a leave of absence, you maintain an active student ID card and have access to McGill mail and use of the libraries. You are not permitted to register for courses or to participate in student internships or undergraduate research. You may not normally attend another academic institution; exceptions may be requested for professional development. Faculties may request documentation of a student's readiness to resume studies; the


 **Note for Engineering:** Courses administered by the Faculty of Engineering that are offered in the Summer term are open only to McGill students.

 **Note for Continuing Studies:** If you are a Visiting IUT Student and your application has been approved, you must register in-person, by appointment only (see the [eCalendar](#) under *University Regulations and Resources > Continuing Studies > Registration for Continuing Studies Students > Other Ways to Register > section 1.3.3.1: In-Person Registration*).

McGill will automatically submit your grades for any completed courses to your home university.

1.3.16 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 have it "non-evaluated."

1.4 Fees for Continuing Studies Students

The University reserves the right to make changes without notice in the published scale of fees. Please consult the Student Accounts website at www.mcgill.ca/student-accounts/tuition-fees. The University will publish this schedule as soon as the fees for the 2014–2015 academic year are announced. The School of Continuing Studies is not responsible for any fees payable to an external association or institute.

1.4.1 Access to Fee Information


You can view your *Account Summary by Term* on Minerva. The Fall 2014 term fees will be accessible as of August 1.

1.4.2 Tuition Fees

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

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

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

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

1.4.2.2 International Students

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

For more information concerning Fee Exemptions, contact Service Point at www.mcgill.ca/students/records/contact.

1.4.2.3 Tuition Fees for Continuing Studies Students: Fees for Non-Credit Courses

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in [section 1.3.13: Course Information and Regulations](#) or on the Continuing Studies website at www.mcgill.ca/continuingstudies/current-students/fees. The MACES fee is included where applicable (see [section 1.16.7.2: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#)).

1.4.2.4 Tuition Fees for Continuing Studies Students: Senior Citizens

Senior citizens aged 65 years and over, registered in credit or non-credit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. This policy applies to students who have turned 65 as of September 30 for the Fall term and January 31 for the Winter term. Fee reductions do not apply to fees for: Intensive English and Intensive French, special programs in *Faculty Partnerships and Summer Studies*, and *Career and Professional Development*

or membership in the *McGill Community for Lifelong Learning*. Senior students who pay the International or non-Quebec rate will be credited 50% of the Quebec tuition fee for their program.

1.4.2.5 Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details, refer to the policies and procedures found at www.mcgill.ca/hr/bp/benefits/forms. Should you not successfully complete the courses as detailed in the policy, the fee exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

1.4.2.6 Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may complete and submit the application form at www.mcgill.ca/adminhandbook/personnel/stafftuition.

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

For more information, refer to the MUNACA Collective Agreement, or the Staff Dependent Policy at www.mcgill.ca/adminhandbook/personnel/stafftuition.

1.4.3 Compulsory Fees for Continuing Studies Students

McGill Association of Continuing Education Students (MACES)

A fee of \$12.99 per course is collected from each student by the University on behalf of the McGill Association of Continuing Education Students (MACES).

Exceptions

1. Students in short courses, seminars, and workshops that are not recorded on the official McGill transcript are not members of MACES and are not assessed the MACES fee.
2. The MACES fee does not apply to students who are already members of the McGill Student's Society, except in certain cases where the student is in more than one program. For further information about MACES, see [section 1.16.7.2: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#).

1.4.3.1 Administrative Charges

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

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

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

Transcripts and Diploma Charge – The University assesses a transcripts and diploma charge to all students. This entitles students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with the Convocation ceremony. Students who attend the Convocation may be responsible for some additional costs.

Copyright Fee – All students in courses and programs are assessed the copyright fee, which covers the cost of the annual fee that all Quebec universities are required to pay to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy materials protected by copyright.

General Administrative Charge – This fee originated from increases in ancillary fees that were allowed by the Quebec Government. The University complies with the Quebec government's regulation on administrative fee increases by applying the same indexation factor that the government applies to tuition to this charge. A portion of the amount continues to be directed to Athletics (except in the School of Continuing Studies).

For further information about administrative charges, see

www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees.

1.4.4 Other Fees for Continuing Studies Students

Other Fees (rates as of 2013–2014)

International Student Health and Accident Plan (compulsory):

Single	\$951
Dependant	\$2,916
Family (one student with two or more dependants)	\$5,547
Application for Admission (credit programs)	\$65
Late Registration (non-refundable)	\$25
Language Placement Test	\$25

Other Fees (rates as of 2013–2014)

Course Transfer	\$20
Course dropped prior to refund deadline	\$20
Re-reading an Examination Paper (refundable if the letter grade is increased)	\$35
Supplemental Examinations	\$35
Duplicate ID card	\$25
Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the Winter term):	
Balances between \$100.01 and \$300	\$25
Balances between \$300.01 and \$1,000	\$50
Balances greater than \$1,000	\$75
Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)	
Returned cheque or Pre-Authorized Debit payment**	\$40
Cheque Refund charge:	
on balances less than \$100	\$10
on balances \$100 and over	\$20
Reinstatement Penalty (see section 1.4.6: Other Policies Related to Fees for Continuing Studies Students: Overdue Accounts)	\$150
Rescheduled Examinations	\$30
Exemption by Examination	\$100
Comprehensive Challenge Examination (English and French Language Programs)	\$100
McGill School of Continuing Studies Test of English Language Proficiency (TELP)	\$100
Intensive Language Programs:	
Application Fee	\$80
Course cancellation prior to refund deadline	\$200



**** Note:** Please note that the \$40 fee for returned cheques and pre-authorized debit payments is in addition to the value of the amount debited for the returned item in question. For transactions in Canadian dollars, the amount debited is the same as the amount paid. For transactions in other currencies, including pre-authorized debit payments in US dollars, accounts will be debited at the exchange rate charged by the bank to the University. This sometimes represents a significant difference from the amount originally paid, depending on the rate of exchange on the date of the return.

1.4.5 Billings and Due Dates for Continuing Studies Students

Invoicing of Fees

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

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

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

Late Payment Fees

If you have an outstanding balance greater than \$100 on your account at the end of October (end of February for the Winter term), you are charged a late payment fee according to the fee schedule found in [section 1.4.4: Other Fees for Continuing Studies Students](#).

1.4.6 Other Policies Related to Fees for Continuing Studies Students: Overdue Accounts

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

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

Interest: Interest is charged on overdue balances at the monthly rate of 1.24%, multiplied by the balance outstanding at the end of the month (14.88% annually). The rate is evaluated each Spring, and then is set for the following academic year.

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

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

Information for Registered Students

If you register for a term, but still owe amounts from previous terms, you must either pay your account or mak

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

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges, course material costs, or campus printing charges. Therefore, IUT students should familiarize themselves with e-billing in [section 1.4.5: Billings and Due Dates for Continuing Studies Students](#) to ensure that they do not miss critical payment deadlines.

The University reserves the right to refuse course registrations in non-government-funded activities.

1.4.11 Deferred Fee Payment for Continuing Studies Students

Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or your University department (i.e., teaching assistants or demonstrators), you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account.

Y

1.5.1.1 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.)

Your Academic Standing is based primarily on your cumulative grade point average (CGPA), but may also be affected by your term grade point average (TGPA). The Standing in each term determines if you are allowed to continue your studies in the next term, and if any conditions will be attached to your registration.

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

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

If you are in Interim Satisfactory or Satisfactory Standing:

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

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

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

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

If you are in Probationary Standing:

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

You will be placed in Probationary Standing:

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

1.5.1.1.3 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 allowed to continue in your program;
- you must carry a reduced load (maximum 14 credits per term) — a lower limit may be specified in your conditions of readmission;
- you should see your departmental adviser to discuss your course selection;
- you should see your Faculty adviser to discuss degree planning.

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

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

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

If you are in Unsatisfactory Standing:

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

1.5.1.2.1 Satisfactory Standing: Faculty of Engineering

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

You may continue with your studies under the following conditions:

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

1.5.1.2.2 Probationary Standing: Faculty of Engineering

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

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

OR

1.5.1.5 Academic Standing: Schulich School of Music

Music students, see the [eCalendar](#) under *Faculties & Schools > Schulich School of Music > : Academic Standing*.

1.5.2 Credit System

The faculties listed in this publication use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In

Undergraduate Grading

P Pass

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

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

Graduate Grading

Graduate Level

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

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

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

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

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

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

If you repeat courses, all results are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.

You must obtain a minimum CGPA of 2.00 to be considered for graduation with a McGill degree.



Note: During the first week of lectures, each instructor will provide you with a written course outline. This information should include, where appropriate:

- whether there will be a final examination in the course;
- how term work will affect the final grade 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 final examinations must have supplementals);
- whether students with grades of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).

1.5.5 Other Grades for Continuing Studies

Other Grades	
J	– unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.
K	– incomplete; deadline extended for submission of work in a course (see “Incomplete Courses”).

Other Grades

- KE or K*** – further extension granted (see “Incomplete Courses”).
- KF** – failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
- KK** – completion requirement waived. Not calculated in TGPA or CGPA.
- L** – deferred examination.
- LE or L*** – permitted to defer examination for more than the normal period.
- NE** – no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit toward any program.
- NR** – no grade reported by the instructor (recorded by the Registrar).
- P** – pass; not calculated in TGPA or CGPA.
course continued in next term (applicable only to courses taken pre-Fall 2002).

1.5.9 Verification of Student Records: Unofficial Transcripts

Subject to [section 1.5.10: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on Minerva (www.mcgill.ca/minerva) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

If you are graduating, verify your record on Minerva before the end of your final term to ensure that the correct expected graduation term appears on your unofficial transcript; if not, you may be overlooked for graduation. You should direct any questions or problems with your record to your Student Affairs Office.

Note for the Faculties of

1.5.11 Transcript of Academic Record: Unofficial Transcripts

If you require a copy of your student record, access Minerva (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. See [section 1.5.12: Transcript of Academic Record: Official Transcripts](#).

1.5.12 Transcript of Academic Record: Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see www.mcgill.ca/students/records/transcripts.

Currently Registered Students: Use Minerva (www.mcgill.ca/minerva) to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*.

Alumni or former students who were registered or graduated as of 1972 or later: You **must** submit your request in Minerva (www.mcgill.ca/minerva) at *Student Menu > Student Records Menu > Request Printed/Official Transcript* and will require login credentials. Please visit 1 675eou p(T)j1 0 Gs Tm(a.roemic Rec

1.5.15 Letters of Attestation for Continuing Studies Students

You may obtain Letters of Attestation on [Minerva](#) under the Student Records Menu. You can also make a request at the Client Services Office. This letter will confirm that you are registered for the current term with the School of Continuing Studies, and will also include the following information:

- Registration load (full/part-time)
- Courses (course numbers and titles)
- Credit or CE units for each course
- Beginning and end dates for each course
- Certificate or diploma program in which the student is registered

If you require information from previous terms, you may order a transcript (www.mcgill.ca/students/records/transcripts).

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on Minerva, see www.mcgill.ca/students/records/proof-reg.

1.6 Examinations: General Information



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

In addition to the University Student Assessment Policy (available on the [Secretariat website](#)) and the general examination regulations listed at 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 papers, 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 admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the *Code of Student Conduct and Disciplinary Procedures*.

All students are responsible for familiarizing themselves with the University Student Assessment Policy (available on the [Secretariat website](#)) and the *Code of Student Conduct and Disciplinary Procedures* (aned oocedurocethersity Student er7c9j/552 3use 0 1 196.08s).

1.6.3 Credit by Examination

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

1.6.4 Final Examinations

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



Important Note: You are advised not to make travel plans prior to the release of the Final Exam Schedule. Vacation plans *do not* constitute grounds for the deferral or re-scheduling of final exams.

In some courses there is no final examination; your standing in these courses is determined by term work and class tests.

University Regulations Concerning Final Examinations f

the University will only defer examinations for compelling reasons, verified and accepted by the Client Services Office. You must provide supporting evidence such as an appropriate medical report, and you must inform the Client Services Office as soon as possible to explain why you missed the examination.



Note for Continuing Studies: There is no supplemental examination schedule.

You must apply for deferred examinations on *Minerva* if you are in one of the following faculties: Agricultural and Environmental Sciences, Arts, Education, Engineering, Religious Studies, Science, School of Physical and Occupational Therapy, School of Social Work, and the School of Continuing Studies. If you do not belong to one of the above faculties, consult your faculty for application procedures.

The final application deadline in Agricultural and En

also see a faculty adviser 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.

You must verify the date and time of the supplemental examination, and make yourself available to write the exam. Dates can be found at www.mcgill.ca/students/exams/dates.



Note for Continuing Studies: Availability of supplemental exams and the conditions under which you will be permitted to take them are different in each academic area.



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



Note for the Faculty of Engineering: Supplemental examinations are available for courses in the Faculty of Science (including Year 0 (freshman) math and science courses) and the Faculty of Arts. Supplemental examinations are not available for the following Engineering courses: CHEM 233, COMP 208, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 270, MATH 271, MATH 363, MATH 381, and PHYS 271.



Note for the Faculty of Law: Regular supplemental examinations are available to a student who has failed a course, but who is not required to withdraw from the Faculty. Regular supplemental examinations may be written in up to two courses that do not exceed a total of seven credits together, or in any one course even if it exceeds seven credits. Supplemental examinations are written at the Law Faculty in the month of August. For more information, see *Supplemental Examinations* at www.mcgill.ca/law-studies/information/exams.

1.6.4.5 Reassessments and Rereads for Continuing Studies Students

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

Deadlines

Fall Term:	February 15
Winter Term:	June 15
Summer Term:	October 15

A reread is a formal review by a third party of the final examination paper, for which there is a \$35 fee payable to McGill University by certified cheque or money order.

Note: This fee is e

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

Meeting point for students on the day of the exam:

McGill University
Service Point
3415 McTavish Street
Montreal QC H3A 0C8

Telephone: 514-398-2207
Email: proctor.es@mcgill.ca
Website: www.mcgill.ca/students/exams/proctor

1.7 Graduation

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

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

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

Minimum Residency Requirement

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

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

Graduate students should refer to the [eCalendar](#) under *Faculties & Schools > Graduate > Program Requirements* for information on minimum residency requirements for graduate programs.



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

- You must successfully complete a minimum of 21 McGill credits (excluding pre-requisites and co-requisites) in order to obtain a McGill undergraduate certificate. For specific information refer to your department section of this publication.
- Students completing a second undergraduate certificate at McGill must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) in order to obtain their certificate. You should check with your adviser for any conditions applicable to the McGill credits required toward your certificate.

1.7.1 Graduation Honours: Dean's Honour List for Continuing Studies Students

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 10% of the faculty's graduating class of students; this calculation is based on the CGPA.



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



Note for Continuing Studies Students: If you are graduating from a certificate or a diploma program, you may be awarded the designation of Dean's Honour List if you have completed a minimum of 21 McGill credits toward your certificate (residency requirement) and are in the top 10% of your graduating class (calculation based on the CGPA).

1.7.2 Graduation Honours: Distinction for Continuing Studies Students

If you are graduating with an undergraduate degree, you may be awarded the designation Distinction under the following conditions:

You must provide a written request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted.

Requesting a diploma or modifying your name

You must provide a written request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. For name changes, enclose a photocopy of your birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Make sure to indicate any changes you want made in your written request.

1.7.5.1.1 Making Your Request

There are two ways to submit a request:

1. Mail a written request to *Service Point*, along with the required supporting documents, and a certified cheque or money order in the amount of CAD\$120 per diploma copy (includes trackable mail delivery) payable to McGill University.
2. Come to *Service Point* in person with the required documents. You can pay the replacement fee of CAD\$120 per diploma copy (includes trackable mail delivery) via debit card. If you choose this option, please allow for appropriate delays in diploma printing and mailing time.



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

1.7.5.2 Certified Copies

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original in English or Latin).

1.7.5.2.1 Making Your Request

There are two ways to submit a request:

1. By mail:
 - Send a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible to *Service Point*;
 - Include a cover letter bearing your signature, full name, student number (if available), address, phone number, and number of copies required;
 - Indicate if you require certified translations, and if yes, what language (i.e., English or French);
 - Include a certified cheque or money order for the total amount payable to McGill University to cover the CAD\$15 per copy fee;
 - Please allow at least 5–7 working days of processing time plus appropriate mailing time.
2. In person:
 - Come to *Service Point* with a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible and indicate how many copies you need;
 - Indicate if you require certified translations, and if yes, what language (i.e., English or French);
 - Pay the CAD\$15 per copy fee via debit card.



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

1.7.6 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations* must be able to communicate verbally and in writing in French. To demonstrate a working knowledge of French, the professional corporation requires one of the following:

- Evidence that you have completed three years of full-time instruction in a French post-primary school
- A certificate that shows you completed your secondary education in Quebec in 1986 or later
- Successful completion of a written examination set by Quebec's *Office québécois de la langue française* (OQLF). See below for more information.

If you are a registered student and are within two years of graduating with a degree that will give you access to a professional corporation, you can write the OQLF examination. You should contact Enrolment Services for an application form. Examinations take place every three months and may be attempted an unlimited number of times. Priority is given to students closest to graduation.

More information may be obtained from the *Office québécois de la langue française*, 125 Sherbrooke Street West, Montreal, Quebec, H2X 1X4. Telephone: 514-873-6565. Website: www.oqlf.gouv.qc.ca.

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

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1.12.1 Office of the Executive Director, Services for Students

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

For information, contact:

Telephone: 514-398-3825
Website: www.mcgill.ca/studentsservices

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

1.12.2 Office for Students with Disabilities

This office coordinates services to meet the needs of students with disabilities.

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

1.12.3 Ombudsperson for Students

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

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

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

1.12.4 Bookstore

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

3420 McTavish Street
Telephone: 514-398-7444
Website: www.mcgill.ca/bookstore

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

1.12.5 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

Website: www.mcgill.ca/mcs

1.12.6 Library Workshops

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

1.12.7 Minerva Workstations for Continuing Studies Students

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

1.12.8 Optional Student Services

As a Continuing Studies student, you are not obligated to pay Student Services fees; however, if you want to use the student services offered at McGill, you must opt in to one of the following packages.

1.12.8.1 Optional Student Services Package for Continuing Studies Students

This optional package is only available to students registered for a minimum of 9 credits in a given term. The fee gives access to Career Planning Service (CaPS), Chaplaincy Service, Counseling Service, Health Services (appointments with physicians, nurses/health educators, urgent care and a lab service), International Student Services, Mental Health Service, Student Aid Office, Tutorial Service, First People's House, Office for Students with Disabilities, and Off-Campus Housing.

For more information about the optional Student Services fees, see:
www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees/continuing-studies-fees-20142015.

A McGill ID card is mandatory for access to services.

You may obtain further information or apply for this package at:

Office of the Executive Director
Services for Students
William and Mary Brown Student Services Building
3600 McTavish Street, Room 4100
Telephone: 514-398-3825
Website: www.mcgill.ca/student-services

1.12.8.2 Career Planning Service (CaPS) Package for Continuing Studies Students

CaPS provides career education, individual advising and guidance to students, as well as job/career fairs, research libraries, mentor programs, CV drop-in-clinic, and workshops. Students have access to over 5,000 job and internship opportunities each year. The fee for CaPS per term is \$60, not including GST and QST (September, January, or May).

If you are admitted to a credit or non-credit Certificate, Diploma, or Special Intensive Language program, you can register for CaPS at www.mcgill.ca/caps.

You may contact CaPS at:

Career Planning Service (CaPS)
William and Mary Brown Student Services Building
3600 McTavish Street, Suite 2200
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: www.mcgill.ca/caps

1.12.8.3 McGill Athletics Package for Continuing Studies Students

McGill athletics facilities include: Fitness Centre, aerobics room, two gymnasiums; basketball, volleyball, indoor and outdoor tennis, squash and racquetball

McGill Athletics Prices

All athletics facilities, excluding Fitness centre	\$45 + taxes / month
All athletics facilities, including Fitness centre	\$62 + taxes / month

Continuing Studies students taking non-credit courses, or taking less than 9 credits**McGill Athletics Prices****Community Membership**

All McGill athletics facilities, excluding Fitness Centre	\$54 + taxes / month
All McGill athletics facilities, including Fitness Centre	\$71 + taxes / month

You may obtain further information or sign up for a membership at:

Sir Arthur Currie Memorial Gymnasium
475 Pine Ave. W.
Telephone: 514-398-7000
Website: www.mcgillathletics.ca

1.12.8.4 Parking for Continuing Studies Students

Parking facilities are limited. For information on parking rates, please visit www.mcgill.ca/transport/parking, or call 514-398-4559.

1.12.8.5 University Centre for Continuing Studies Students

Food and beverage services are available to Continuing Studies students in the evenings at the University Centre. The Centre is located at 3480 McTavish Street.

1.12.8.6 Tutorial Service for Continuing Studies Students

McGill's Tutorial Service offers an extensive tutorial program for students.

Brown Student Services Building, Suite 4200
Telephone: 514-398-6011
Email: tutoring.service@mcgill.ca
Website: www.mcgill.ca/tutoring

McGill Writing Centre Tutorial Service

The McGill Writing Centre Tutorial Service provides writing support for all students at both the Downtown and Macdonald campuses. Our tutors work with students at every stage of the writing process, from outlining to final revision. For more information, visit <http://www.mcgill.ca/mwc/tutorial-service>.

1.13 For your Information Technology (IT) needs

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

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

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

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

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

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

1.13.7 Safe Computing

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



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

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

1.13.8 Set Up Your Security Questions in myMcGill

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

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

1.13.9 Need Help?

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

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

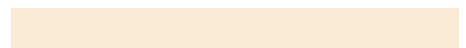
1.13.9.1 Getting Help

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

1.14 McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing that may be taken to fulfil language requirements or as electives in some degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your faculty, especially if the courses do not form part of your program requirements. 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.

List of Undergraduate Courses:



List of Graduate Courses:

Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1
CEAP 643	Literature Reviews and Scholarly Niches	1
CEAP 652	Fundamentals of Academic Presentations	1
CESL 641	Fundamentals of Academic Writing in English	1
CESL 651	Pronunciation for Effective Communication	1



Note: MWC graduate courses are not open to postdoctoral fellows.

Course for School of Continuing Studies Students

CCOM 205

Communications in Management 1



Note: CCOM 205 is required for and restricted to students in Career and Professional Development programs offered by the School of Continuing Studies.

1.14.1 McGill Writing Centre Contact Information

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

Telephone: 514-398-7109

Fax: 514-398-7416

Website: www.mcgill.ca/mwc

General Inquiries: mwc@mcgill.ca

Inquiries concerning CEAP 250 and CCOM 205 should be directed to:

Prof. Sue Laver
 Email: sue.laver@mcgill.ca
 McLennan-Redpath Library
 Main Floor, Room #02
 Telephone: 514-398-2351

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

Prof. Carolyn Samuel
 Email: carolyn.samuel@mcgill.ca
 McLennan-Redpath Library
 Main Floor, Room #02
 Telephone: 514-398-1712

Inquiries concerning CCOM 206 and CESL 500 should be directed to:

Prof. Robert Myles
 Email: robert.myles@mcgill.ca
 McLennan-Redpath Library
 Main Floor, Room #02
 Telephone: 514-398-3320

Inquiries concerning graduate writing and scholarly communication courses should be directed to:

Dr. Scott Kushner
 Email: scott.kushner@mcgill.ca
 McLennan-Redpath Library

Main Floor, Room #02
Telephone: 514-398-8430

Administrative inquiries should be directed to:

mwc@mcgill.ca for undergraduate courses

graphos@mcgill.ca for graduate courses

1.15 Resources for Study and Research

Resources for study and research at McGill University include libraries, archives, museums, laboratories, and other historical collections.

1.15.1 Libraries

Located across both campuses, the McGill Library system consists of eight library branches, two special reserve collections in education and life sciences, one reading room, and the McGill University Archives. Numbering over six million items, the Library's vast holdings include: 2.5 million books; thousands of journal titles; vast manuscript and pictorial collections; and hundreds of thousands of sound and video recordings. The Library's e-resources are extensive, and include over 100,000 e-journals and four million e-books on sub

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

859 Sherbrooke Street West

Telephone: 514-398-4086

Email: redpath.museum@mcgill.ca

Website: www.mcgill.ca/redpath

1.15.4 McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 16,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations artifacts—the most important of its kind in Quebec with a corpus of over 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one million historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn, and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's website (www.mccord-museum.qc.ca) features a page Her [ge.Herinfo@Tj1001107.7944667.67Tm7\(ge.Herd..ca\)Tj0G0g/F18.1Tf100181.693656.744448.41](mailto:ge.Herinfo@Tj1001107.7944667.67Tm7(ge.Herd..ca)Tj0G0g/F18.1Tf100181.693656.744448.41)

1.16.1 History

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

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

Progress, however, was slow until the 1821 Charter was amended in 1852 to constitute the members of the Royal Institution as the Governors of McGill College. Since that time the two bodies have been one. It was first called “The University of McGill College” but in 1885 the Governors adopted the name “McGill Uni

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

1.16.3 University Government

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

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its membership committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; two elected by the full-time academic staff; and two elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor. The Chancellor and the Principal are ex officio members.

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The Principal and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a Statutory Committee to Nominate a Principal. The Principal is, ex officio, Chair of Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the educational work of the University.

1.16.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the laws of the Province of Quebec.

McGill University was a founding member of the organization that evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government, and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Government of Quebec.

1.16.5 Governance: Board of Governors

1.16.5.1 The Visitor

The Visitor	
His Excellency	The Governor General of Canada

Members

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

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

David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)

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

Tina Hobday; B.C.L., LL.B.(McG.)

Juliet Johnson; A.B.(Stan.), M.A., Ph.D.(Princ.)

David Kalant; B.Sc.(McG.), Ph.D.(C'dia)

Samuel Minzberg; LL.B.(McG.)

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

Cynthia Price; B.Com.(McG.)

1.16.7 Administration

Administration

Chancellor

Deans

David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	Medicine
Sean Ferguson; B.Mus.(Alta.), M.Mus., D.Mus.(McG.)	Music
Ellen Aitken; A.B.(Harv.), M.Div.(U. of the South), Th.D.(Harv.)	Religious Studies
Martin Grant; B.Sc.(PEI), M.Sc., Ph.D.(Tor.)	Science
Andre Coustopoulos; B.A.(McG.), M.A.(Montr.), Ph.D.(Oulu)	Dean of Students

1.16.7.1.2 Directors of Schools

Directors of Schools

Annamarie Adams; B.A.(McG.), M.Arch., Ph.D.(Calif., Berk.)	Architecture
Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)	Communication Sciences & Disorders
Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.)	Computer Science
Kristine G. Koski; B.Sc., M.Sc.(Wash.), Ph.D.(Calif.)	Dietetics & Human Nutrition
Nancy Ross; B.A., M.A.(Qu.), Ph.D.(McM.)	Environment
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.) (<i>Interim until Jan. 1, 2015</i>)	Environment
France Bouthillier; B.Ed.(UQAM), M.B.S.I.(Montr.), Ph.D.(Tor.)	Information Studies
Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)	Nursing
Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)	Physical & Occupational Therapy
Wendy Thomson; B.S.W., M.S.W.(McG.), Ph.D.(Brist.)	Social Work
Raphael Fischler; B.Eng.(Technische Univ Eindhoven), M.C.P.(MIT), Ph.D.(Calif.)	Urban Planning

1.16.7.2 Student Governance: McGill Association of Continuing Education Students (MACES)

All students registered in courses that appear on the official McGill transcript, and whose records are administered by the Centre (including Faculty of Education Continuing Education), are members of the McGill Association of Continuing Education Students (MACES). Students taking Continuing Education courses, but registered in programs administered by other McGill faculties, are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations. (Note: B.Com. students registered through the Centre are members of MACES.)

MACES was founded in 1985, incorporated in 1989, and a certificate of accreditation was issued in 1990. All McGill Continuing Education students who pay the MACES fee become MACES members. The MACES building, located at 3437 Peel Street, has a computer lab, which is free for all MACES members, as well as study, meeting, and social spaces. MACES is an ideal warm, relaxed ambiance for socializing, studying, or having a group meeting after a working day, before classes, after classes, and on weekends; a place where you are always welcome. MACES is governed by its bylaws through the elected MACES Board of Directors. MACES representatives are also there to address your needs with an open door policy.

Full details of the bylaws, officers, and committees of MACES are available from the Association (telephone: 514-398-4974).

2 About the School

2.1 Dean's Message

February 2014

McGill's School of Continuing Studies is committed to supporting you, our learners, on your journey to transforming your lives. At the School, we offer compelling career- and life-enhancing opportunities that help you learn and thrive. Whether you are a business person, a new Montrealer, or someone looking for professional and/or personal growth, we invite you to review this eCalendar for educational offerings that will make a real difference in your life.

Conveniently located in downtown Montreal, we are a 14,000-plus community of motivated learners, dedicated teachers, and committed staff—all supported by McGill resources and deep connections to a wide variety of professional and cultural communities.

LECTURES	Fall Term	Winter Term
Last day of lectures for courses.	December 4, 2014 Nov	April 14, 2015 March 23–April 15, 2015

2.3.2 Student Governance

McGill Association of Continuing Education Students (MACES)

All students registered in courses that appear on the official McGill transcript, and whose records are administered by the School (including Faculty of

Teaching Faculty

FENOGLIO, Prisca	French
FENSTER, Ariel	Chemistry
FILION, Marianne	Written Communication
FORD-ROSENTHAL, Angela	Translation
FOUFA, Mohammed	Condominium Building and Maintenance Management
FRASER, James	Applied Social and Organizational Psychology
FRASER, Lynda	Applied Social and Organizational Psychology
FRAULEY, Mary	English
GADBOIS, Manon	French
GAGNON, Gilles	Translation
GARNEAU, Charles	Entrepreneurship
GAUTHIER, Sylvain	Project Management
GAVRILA-ALEXANDRESCU, Dana	French
GAVRIN, Victor	Mathematics
GHAZI, Kamren	English
GIACCARI, Domenic	Accounting
GIBBS, Howard	Public Relations
GILPIN, Andrea	Public Relations
GIORDANO, Maria Graciela	Spanish/Translation
GIRERD, Noemie	French
GIROUX, Chantal	French
GLIDDEN, Gregory	English
GNIWISCH, Pinny	Information Technology
GODAWA, Christopher	English
GOLDSMAN, Larry	Accounting
GOLLNER, Andrea	Public Relations
GOLOVINA, Galina	Mathematics
GRADEK, John	Supply Chain Management
GRAHAM, Jim	Mathematics
GRAVEL, Claude	Mathematics
GRAY, David	Leadership
GREEN, Joy	English
GREENAWAY, Françoise	French
GREENFIELD, Kathleen	Written Communication
GREGORIAN, Greg	Finance
GRIFFIN, Martin	Aviation Management
GROULX, Devaki	English
GROULX, Jean-François	French
GUAY, Hélène	Health & Social Services
GUERIN, Richard	Industrial Relations
GUIDEZ, Emmanuelle	French
GUILHAUMON, Huguette	Public Relations

Teaching Faculty

GUZEYEVA, Kateryna	Translation
HAMBLETON, Sonia	English
HANNA, Peter	Project Management
HANNON, Una	English
HARPP, David	Chemistry
HAUTECOEUR, Nathaniel	English
HAVAS, Michael	Information Technology
HENDERSON, Kate	Public Relations
HERBELLES, Nathalie	Aviation Management
HEWLIN, Jay	Applied Social and Organizational Psychology
HIRST, Elizabeth	Public Relations
HOJJAT, Katayoun	French
HOLLINGWORTH, Mark	Management Policy
HORNER, Kathy	English
HOROWITZ, David	International Business
HUNTER, James	Leadership
HUTCHISON, Ann	English
IANNOTTI, Nicolino	Accounting
INGLIS, Lorraine	English
JASSIM, Raad	Finance
JETTÉ, Karine	Spanish
JOLI-COEUR, Yves	Condominium Law
JUSKOW, Rick	English
KAHYAOGLU, Yasmin	Logistics Management
KAMEL, Michael	Project Management
KARTCHAVA, Eva	English
KASSABIAN, Hagop	English/Written Communication
KELLER, Wendy	Marketing
KENNEY, Patrick	Supply Chain (Logistics)
KERKLAAN, Leo	Information Technology
KERY, Marion	English
KHO, David	English
KICZKA, Tomasz	French
KOKORIAN, Christian	Accounting
KONIDARIS, Ephie	English
KUMOR-WYSOCKA, Marguerite	French
KUTTER, Elisabeth	Applied Social and Organizational Psychology
KYRTATAS, Louise	English
LABBÉ, Marie-Claude	French
LABELLE, Robert	English
LAING, Stephen	Marketing
LANGER, Corinna	English

Teaching Faculty

LANGEVIN, Michael	English
LANGSTON, Catherine	English
LAPERRIERE, Maureen	Translation
LAPOINTE, Deirdre	Accounting
LA ROCCA, Gerry	Accounting
LAU, Hang	Information Technology
LAVER, Sue	Written Communication
LEBRUN, Susan	English
LEE, (Yong He) Michelle	English
LEFEBVRE, Michel	Public Relations
LENK, Helle-Mai	English
LETOVSKY, Steven	Marketing
LEVEY, Margaret	English
LIMA, Adriana Monteiro	English
LISSOUBA, Daniele	French
LORIA-MÉLO, Alicia	Translation
LUKCA, John	Management Policy
LUSSIER, Isabelle	Clinical Research
LYNCH, Shaun	Public Relations
LYTHGOE, Diego	Supply Chain Management
MACDONALD, Stephen	English
MACKENZIE, Ken	Mathematics
MAGAGNIN, Ben	English
MAINVILLE, Luc	Finance
MALAGUTI, Carlo	Supply Chain
MALHAMÉ, Raymond	Translation
MANNO, Anna	English
MANSON, Bruce	English
MARKOWITZ, Larry	Law
MARTEL, Guy	Supply Chain
MATZIORINIS, Kenneth	Economics
MAYBURY, Wayne	General Management
MCCULLY, Philip	Entrepreneurship
MCGRAW, Janice	Risk Management
MCKNIGHT, Don	Logistics Management
MENDONCA, Manuel	Applied Social and Organizational Psychology
MENEZES, Julian	Written Communication
MENON, Nirmala	Written Communication
MERCURI-ALBISI, Julia	English
MILLAR, James	English
MILLER-SANCHEZ, Sandra	Translation/French
MITCHELL, Jonathan	English

Teaching Faculty

MODONESE, Sandra	Accounting
MOGHADDAM, Mahmood	English/Written Communication
MONCALIERI, Lisa	Accounting
MONK, Beverley	English
MONTY, Pascale-Isabelle	Accounting
MOORE, Karl	Aviation Management
MOSCHELLA, Walter	Accounting
MOSCOVITZ, David	Marketing
MUSCOTT, Adam	Information Technology
MYLES, Robert	Written Communication
NAVARRO, Aura	Translation
NAYER, David	Accounting
NEPVEU, Denise	English
NG WAN, Melissa	Risk Management
NIZAMI, Tariq	Information Technology
NOBEL, Ralph	Marketing
NOROOZI, Nasim	English
NOWAK, Anita	Public Relations
NOZETZ, Lewis	Supply Chain Management
NUNES, Maria	Mathematics
OLIVEIRA, Dulce	Project Management
OLIVERIO, Joseph	Accounting
PADILLA, Luis	Human Resources
PANUNTO, Anna-Maria	English
PAPASTEFANOU, Nicolette	Public Relations
PARENT, Kevin	Accounting
PEDERSEN, Susie	English
PENGELLEY, Heather	Written Communication
PHILIE, Jocelyne	French
PHILLIPS, Christine	English
PICARD, Geneviève	French
PICKERING, Victoria	Public Relations
PITTS, Charles	Public Relations
POISSON, Sonia	English
POPOVA, Emilia	Written Communication
PORRELLO, Robert	Accounting
PRAHOVA, Alma	Information Technology
PRESCESKY, Jill	English
PROKOPSKI, Gregory	Information Technology
PROULX, Jean-Louis	Management
QUE, Christine	English
QUESNEL, Charles	Information Technology

Teaching Faculty

RACO, Caterina	Accounting
RADFORD, Kathy	Translation
RAMOS, Miguel	Aviation Management
REICH, Edwina	Mathematics
REID, Erin	English
RÉMILLIEUX, Jean-Paul	Information Technology
RICHARDSON-ASKEW, Pamela	Translation
RIPOLL, Alexânia	French
ROAN, Thu Huong	Accounting
ROBINSON, Beverley	Health & Social Services
ROMANADO, Sherry	Public Relations
ROONEY, Sarah	English
ROSE, Brenda	English
ROSENSTEIN, Irv	Applied Social and Organizational Psychology
ROSSNER, Peter	English
ROTH, Charles	Mathematics
ROY, Natasha	English
ROYCE, Charles	Marketing
RUDD, Christina	English
RYAN, Kimberley	Accounting
SABA, John	Economics
SABIH, Amar	Mathematics
SACKS, Steven	Translation/Written Communication
SACKSNER, Jeffrey	Entrepreneurship
SAGGERS, Robert	Leadership
SALMASI, Kamal	Management
SALUSBURY, David	English
SAMUEL, Carolyn	Written Communication
SASSO, Anna	Accounting
SAUNDERSON, Andrea	English
SAUMA, Carmen Sofia	Spanish
SCHUBERT, Francis	Aviation Management
SCHWARCZ, Joseph	Chemistry
SEPINWALL, Bernard	Law
SESTAK, Jerome	English
SEYMOUR, Michelle	English
SHAHIDI, Majid	Information Technology
SHAMJI, Ashifa	English
SHARP, Michelle	Human Resources
SHATENSTEIN, Elaine	English
SICILIA, Carmen	Aviation Management
SIKORSKY, Christopher	English

Teaching Faculty

SIMPSON, Gerry	Aviation Management
SINGAL, Dina	English
SLATER, Julie	Finance
SOLIMAN, Msataz	Management
STANLEY, Kevin	English
STARK, Robin	Auditing
STEPHAN, Yvette	French
STUY, Melanie	English
SUISSA, Zina	Applied Social and Organizational Psychology
SUSEL, Roman	Accounting
TAJUELO, Telesforo	Translation
TALLA, Malleswara	Information Technology
TENENBAUM, Lawrence	Accounting
THEOPOULOS, Spiro	Management
THORPE, Graham	Information Technology
TINSLEY, Maureen	English
TOKAI, Patricia	English
TONDINO, Melina	Human Resources
TRIASSI, Jack	Taxation
TRIHEY, Kelly	Finance
TROY, Philip	Supply Chain Management
TURCOTTE, Michel	Finance
TURNER, Leanna	English
TURPIE, David	English
VALENTINE, Egan	Translation
VALINO, Morag	French
VAN DER MEER, Carolyn	Public Relations
VIENS, Danielle	English
VYBIHAL, Joseph	Information Technology
WALKTY, Melanie	English
WALL, Sharron	Communication
WALSH, Brendan	Public Relations
WARNER, Michelle	English
WEBER, Monica	English
WELSCHEID, Samantha	Accounting
WESTGATE, Chantal	Human Resources
WHITTAKER, Gary	Entrepreneurship
WIELGOPOLSKI, Nadine	French
WILSON, Jim	Accounting
WISE, Sydney	English
WOLFSON, Sarah	English/Written Communication
WONG, Gordon	English

Teaching Faculty

WONG, Stephen	Finance
ZAJDMAN-BORDEN, Karen	Accounting
ZAMORANO, Daniel	Translation
ZANE, Charles	Accounting
ZBILY, Albert	International Business
ZOWALL, Hanna Sofia	Health & Social Services

2.5 Contact Us

Contact Us

Web	www.mcgill.ca/continuingstudies/about-scs/contact-us
By mail	688 Sherbrooke Street West, Montreal QC H3A 3R1, Canada
By telephone	514-398-6200
By fax	514-398-2650
By email	info.conted@mcgill.ca
In person	688 Sherbrooke Street West (corner of University Street), 11th floor

2.5.1 Academic Areas

Contact Information**Career and Professional Development**

Telephone: 514-398-1030

Fax: 514-398-3108

Email: cms.conted@mcgill.caWebsite: www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development**Career and Professional Development****Professional Development (Non-credit) and Corporate Training Office**

Telephone: 514-398-5454

Fax: 514-398-5224

Email: pd.conted@mcgill.caWebsite: www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops**Language and Intercultural Communication**

Telephone: 514-398-1212

Fax: 514-398-1769

Email: language.conted@mcgill.caWebsite: www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication**Faculty Partnerships and Summer Studies**

Telephone: 514-398-5212

Fax: 514-398-5224

Email: summer.studies@mcgill.caWebsites: www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies; www.mcgill.ca/summer**Translation and Written Communication**

Telephone: 514-398-1484

Fax: 514-398-1769

Email: translation.conted@mcgill.caWebsite: www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication**McGill Writing Centre**

Telephone: 514-398-7109
Fax: 514-398-7416
Email: mwc@mcgill.ca
Website: www.mcgill.ca/mwc

Personal and Cultural Enrichment

Telephone: 514-398-5212
Fax: 514-398-5224
Email: pace.scs@mcgill.ca
Website: www.mcgill.ca/continuingstudies/about-scs/academic-areas/pace

McGill Community for Lifelong Learning

Telephone: 514-398-8234
Fax: 514-398-2757
Email: mcll.scs@mcgill.ca
Website: www.mcgill.ca/continuingstudies/about-scs/academic-areas/mcgill-community-lifelong-learning-0

Faculty of Education

Certificate in Inclusive Education
Diploma in Human Relations and Family Life Education
Graduate Certificate in Counselling Applied to Teaching
Department of Educational and Counselling Psychology
Dean Thomson
Telephone: 514-398-4248

Programs for First Nations & Inuit
Department of Integrated Studies in Education
Tina Schiavone
Telephone: 514-398-1340

2.5.2 Office Hours

Academic Areas: Regular hours

Monday to Friday, 09:00–17:00

Client Services: Regular hours

Monday to Thursday, 09:00–18:15
Fridays, 09:00–17:00

Exceptions: Kindly consult our website at www.mcgill.ca/continuingstudies/about-scs/client-services for the most up-to-date business hours.

3 Getting Started

3.1 Admission Requirements

The admission requirements for programs offered through the School of Continuing Studies vary. Please consult the appropriate academic area for the admission requirements for the program to which you would like to apply.

3.2 Programs of Study

3.2.1 Undergraduate Programs

Programs requiring formal admission include:

3.2.1.1 Bachelor of Commerce (Part-Time)

For more information, see the eCalendar's [School of Continuing Studies](#) section under [Areas of Study > Career and Professional Development > Career and Professional Development \(Undergraduate Certificate Programs, Part-Time B.Com.\) > section 4.1.2.2: Bachelor of Commerce for Part-Time Students](#).

3.2.1.2 Business and Professional Programs

For more information, see the eCalendar's [School of Continuing Studies](#) section under [Areas of Study > Career and Professional Development > section 4.1.2: Undergraduate Certificate Programs, Part-Time B.Com.](#)

Business and Professional Programs

[section 4.1.2.1.1: Certificate in Accounting](#)

[section 4.1.2.1.2: Certificate in Applied Finance](#)

[section 4.1.2.1.3: Certificate in Applied Marketing](#)

[section 4.1.2.1.4: Certificate in Entrepreneurship](#)

[section 4.1.2.1.5: Certificate in Health and Social Services Management](#)

[section 4.1.2.1.6: Certificate in Human Resources Management](#)

Language and Intercultural Communication

section 4.5.5.3: Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview (Non-credit)

3.2.1.5 Translation

For more information, see the eCalendar's *School of Continuing Studies* section under *Areas of Study > Translation and Written Communication > section 4.8.4: About Translation and Written Communication Programs and Courses*.

Translation

section 4.8.4.4.1.1: Certificate in Translation — English to French Option (30 credits)

section 4.8.4.4.1.15 0 0 1 70.52 601.78 Tm(section 4.8.471.903 660.66 Tm(or more 70.002 617.5 1 354.837 66.183.103 617.5 Tm(r)Tj54.837 66.186.133 617.5 Tm(an

Graduate Certificates

section 4.1.3.1.15.6: Graduate Certificate in Human Resources Management

section 4.1.3.1.15.7: Graduate Certificate in International Business

section 4.1.3.1.15.8: Graduate Certificate in Internet Business

section 4.1.3.1.15.9: Graduate Certificate in Leadership

section 4.1.3.1.15.10: Graduate Certificate in Marketing

section 4.1.3.1.15.11: Graduate Certificate in Operations Management

section 4.1.3.1.15.12: Graduate Certificate in Professional Accounting

section 4.1.3.1.15.13: Graduate Certificate in Public Relations Management

section 4.1.3.1.15.14: Graduate Certificate in Taxation

section 4.1.3.1.15.15: Graduate Certificate in Treasury – Finance

Diploma Programs

section 4.1.3.1.3: Diploma in Accounting

section 4.1.3.1.4: Diploma in Applied Finance

section 4.1.3.1.5: Diploma in Applied Marketing

section 4.1.3.1.6: Diploma in Health and Social Services Management

section 4.1.3.1.7: Diploma in Human Resources Management

section 4.1.3.1.8: Diploma in Integrated Aviation Management

section 4.1.3.1.9: Diploma in Internet Business Technology

section 4.1.3.1.11: Diploma in Management – General

section 4.1.3.1.12: Diploma in Public Relations and Communications Management

section 4.1.3.1.13: Diploma in Supply Chain and Operations Management

section 4.1.3.1.14: Graduate Diploma in Taxation

3.2.2.2 Education

For more information, see the eCalendar's *School of Continuing Studies* section under *Areas of Study > Education > section 4.3.3: About Education Programs*.

Education

School of Continuing Studies eCalendar > Areas of Study > Education > About Education Programs > section 4.3.3.6: Graduate Certificate in Counselling Applied to Teaching

3.2.2.3 Translation

For more information, see the eCalendar's *School of Continuing Studies* section under *Areas of Study*

3.2.3 Non-Credit Programs

Programs not requiring formal admission include:

3.2.3.1 Language and Intercultural Communication

For more information, see the eCalendar's [School of Continuing Studies](#) section under *Areas of Study > Languages > The Language and Intercultural Communication Unit - English Language Programs > section 4.5.4.4: Online English Program and *The Language and Intercultural Communication Unit - French Language Programs > section 4.5.4.5: Online French Program**

Application Deadlines for all programs

Winter term

Canadian/Permanent Residents: September 1
International Students: July 1

Spring term

Canadian/Permanent Residents: January 1
International Students: November 1

3.5.1 Application Fee

A non-refundable application fee of \$65 in Canadian or U.S. funds, payable by Visa or MasterCard, is required. This fee includes application for evaluation of transcripts for students requesting Advanced Standing in a program at the time of admission.

McGill's highly secured e-payment service minimizes cardholder risk. Your credit card information is passed instantly to the Moneris payment gateway and is not stored at McGill. Moneris handles 80% of all credit card transactions processed in Canada. McGill University cannot process online applications without a valid credit card. If you cannot pay by credit card, please call 514-398-6200 for assistance.

3.5.2 Tracking the Status of Your Application

A notice acknowledging receipt of your application to McGill University will be sent to the email address indicated on your application.

This acknowledgment notice will contain a McGill identification number and a PIN that you can subsequently use to log on to Minerva, McGill's self-service web-based administrative system, at www.mcgill.ca/applying/knowningstatus.

You will be able to check the status of your application, including the receipt of supporting documents, on [Minerva](#).

Supporting Documents for Under

(See the [eCalendar](#) under *Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > Career and Professional Development (Graduate Programs, Diplomas and Graduate Certificates) > Academic Regulations > [section 4.1.3.2.2: Proof of Proficiency in English.](#)*)

Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec must provide the respective transcripts, and are not required to submit proof of proficiency in English.



Note: You cannot apply as a Mature student for graduate-level programs.

3.5.5 Due Date for Documentation Requirements for McGill Applications

Please refer to the School's

4. Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the Client Services Office of the School of Continuing Studies.
5. If required, students are responsible for submitting any additional supporting documentation to the Client Services Office of the School of Continuing Studies.

The Application for Advanced Standing can be found online at:

www.mcgill.ca/continuingstudies/current-students/guide-newly-admitted-students/getting-started/advanced-standing. It is also available at the Client Services Office.

3.8.2 Exemption by Examination (for Career and Professional Development Students)

The Exemption by Examination test is intended for students who do not have the requisite academic background or formal training required, but who believe that they have the requisite level

Once you receive your Admission letter from McGill University, you should start the application process for a *Certificat d'acceptation du Québec* (CAQ). Once you receive your CAQ, obtaining a study permit can take **three to six months**. You should tak

3.10 Special Student Status: Undergraduate Courses

This applies to all programs.

The majority of undergraduate courses at the School of Continuing Studies are open to the general public. Anyone over 18 years of age can register. If you are under 18 years of age, you may register on the condition that you have

Their members are distinguished in management, ethics and governance. They are company officers and directors, CEOs, managers, and expert advisors in finance, management, financial planning, human resources, real estate, franchising, health, information technology, public administration, and more. In short,

Students holding a bachelor's degree and both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation.

Those wishing to apply for admission as students should contact the admission secretary at 514-845-4411, ext. 231; or at 1-800-265-4815, ext. 231.

For enquiries about the certification process, please contact the certification coordinator at 514-845-4411, ext. 223; or at 1-800-265-4815, ext. 223.

OTTIAQ

2021 Union Avenue, Suite 1108
Montreal QC H3A 2S9

Fax: 514-845-9903

Email: info@ottiaq.org

Website: <http://ottiaq.org>

Project Management Institute (PMI®)

The Project Management Institute (PMI®) is an autonomous, non-profit, tax-exempt membership association dedicated to advancing the state-of-the-art in effective and appropriate application of the practice and science of project management.

McGill University's School of Continuing Studies has been approved as a provider of project management training by the PMI®. As such, certain courses and seminars in project management offered by the School may lead to PDU credit for PMI® members.

For more information about the PMI®, please visit www.pmi.org or contact:

Telephone: 610-356-4600 (menu option 8)

Fax: 610-356-4647

Email: customercare@pmi.org

Purchasing Management Association (PMAC)

The Purchasing Management Association of Canada and its Quebec Institute, the CAQ, provides a well-known and accredited program in purchasing and supply-chain management. A non-profit organization, the Corporation des Approvisionnementneurs du Québec (CAQ) is the Quebec Institute of the Purchasing Management Association of Canada (PMAC). The PMAC has over 8,000 members in 10 institutes across Canada.

Strategic supply management is an integral function of any business, with more power to impact the bottom line than just about any function within an organization. Purchasing decisions are strategically important. They reflect directly on a corporation's bottom line, where a purchasing dollar saved has the same effect as \$10.00 in sales.

The CAQ and the PMAC are the voice of an exciting and progressive business profession in purchasing and supply management. We offer a wide range of services to our members: professional development, training, seminars, workshops, accreditation, networking, and university research. PMAC consists of a national office and 10 provincial and territorial institutes.

The association offers both a Supply Chain Management and the internationally recognized Certified Professional Purchaser (C.P.P.) designation. The programs are comprised of purchasing courses, modules, seminars, workshops, and general management courses (such as those offered here at McGill University), coupled with work experience.

Individuals wishing to register in either program or for more information can obtain complete details by visiting websites of the PMAC at www.pmac.ca or the Quebec Institute at www.caq.qc.ca/formation_pgca.php.

Quebec Risk and Insurance Management Association (QRIMA)

This association is a chapter of the Risk and Insurance Management Society, a professional association of practising risk management professionals. It cooperates with McGill in the of

Société Québécoise des Professionnels en Relations Publiques

This association recognizes McGill's public relations programs. Students interested in membership or further information about the organization should contact:

Société québécoise des professionnels en relations publiques
7255 Alexandra, Suite 106
Montreal QC H2R 2Y9

Telephone: 514-845-4441

Fax: 514-842-4886

Email: info@sqprp.ca

Website: www.sqprp.ca

3.13 Glossar y

Undergraduate: A student who has not yet completed a bachelor's degree or a program that leads to a bachelor's degree. A graduate student has completed a bachelor's degree and is working toward a master's degree or doctorate.

Bachelor's Degree: A degree that normally takes three or four full-time years to complete, depending on the educational system you come from. An honours program demands a high degree of specialization and requires a student to satisfy specific requirements while maintaining a good Academic Standing. Students generally complete a first academic year and can then select an honours program. An honours program can be a requirement for certain graduate (master's) programs.

Certificate Program: A certificate is a 30-credit first-cycle program, governed by the teaching Faculty.

Diploma Program: A diploma is a 30-credit second-cycle program which has as a prerequisite for admission, an undergraduate degree, or its equivalent, in any discipline, and for which faculty approval rests with the teaching faculty.

Graduate Diploma: A graduate diploma is a 30-credit second-cycle program which has, as a prerequisite for admission, an undergraduate or graduate degree, or its equivalent, in the same or a related discipline, and for which faculty approval rests with Graduate and Postdoctoral Studies.

Graduate Certificate: A Graduate Certificate is a program of fewer than 30 credits but no less than 15 credits, which has, as a prerequisite, an undergraduate degree, and for which faculty approval rests with Graduate and Postdoctoral Studies.

Credit System: The School of Continuing Studies uses the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term, but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of students and generally assume two hours of personal study for each contact hour. The credit weight of each course is indicated in parentheses beside the course title.

Continuing Education Units (CE Units): Some courses at the School may carry a Continuing Education Unit rating. These courses do not normally count toward the fulfilment of a credit program. A Continuing Education Unit is a measure of the number of hours of participation—contact and/or study—in an organized Continuing Education activity. One unit represents ten hours of participation.

Non-Transcript Activity: A non-transcript activity is a course, seminar, or workshop in any discipline that does not carry university credit or Continuing Education Units and will not appear on a university transcript.

Term: The academic year is broken into two terms: Fall (September to December) and Winter (January to April), with certain courses available during the Summer term (May to August).

Advanced Standing: If you are applying from a school system outside North America, or from another university, you may be eligible to receive Advanced Standing for university-level work you've already completed. Some students applying from outside Quebec may be able to earn exemption from taking basic courses by writing placement exams before classes start.

Minerva: By logging into Minerva, McGill's online administrative system, you can apply for admission, register for courses, check your exam schedule, update the status of your tuition, and look at your grades, 7 days a week, 24 hours a day, from the comfort of your own computer.

Programs, Courses and University Regulations: This publication (www.mcgill.ca/study) is the official listing of requirements for degree, certificate, and diploma programs and courses offered by the Univ

4 Areas of Study

4.1 Career and Professional Development

Career and Professional Development at the Sc

- Business entrepreneurs
- Customer service and help desk representatives
- Health care and social services managers
- Human resources managers
- Investment and treasury analysts
- IT business and support analysts
- Logistics and supply-chain managers
- Marketing and sales professionals
- Money-market and merger and acquisition analysts
- Physical distribution specialists and online retailers
- Public relations professionals
- QA analysts and test engineers
- Retirement and estate planners
- Risk managers
- Software engineers and developers
- Systems, database, and network administrators
- Web masters, designers, and developers

4.1.2 Undergraduate Certificate Programs, Part-Time B.Com.

In a world of rapid change, innovation, and globalization, Career and Professional Development (C&PD) has the programs and courses to boost your career. Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Entrepreneurship, Finance, Health Care, Human Resources, Management, Marketing, Public Relations, Information Technology, and Supply Chain Management. C&PD offers innovative programs and courses that focus on real-life issues, applications, and skills. Whether you take just one course or complete a certificate, studies at C&PD will enrich you both personally and professionally.

4.1.2.1 Certificate Programs

Undergraduate programs, university degree not required:

Certificate Programs

section 4.1.2.1.1: Certificate in Accounting

section 4.1.2.1.2: Certificate in Applied Finance

section 4.1.2.1.3: Certificate in Applied Marketing

section 4.1.2.1.4: Certificate in Entrepreneurship

section 4.1.2.1.5: Certificate in Health and Social Services Management

section 4.1.2.1.6: Certificate in Human Resources Management

section 4.1.2.1.7: Certificate in Management

section 4.1.2.1.8: Certificate in Marketing

section 4.1.2.1.9: Certificate in Public Relations and Communications Management

section 4.1.2.1.10: Certificate in Risk Management

section 4.1.2.1.11: Certificate in Software Development

section 4.1.2.1.12: Certificate in Supply Chain Management and Logistics

section 4.1.2.1.13: Certificate in Systems Analysis and Design

4.1.2.1.1 Certificate in Accounting

This certificate provides the academic training necessary for performing the accounting function.

4.1.2.1.1.125-0116752120-0000025 (30-4-008) the academic.693grs amunition.

There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test. Prerequisites and corequisites are not included in the total credit requirements for the program

Prerequisites

CMSC 101*	(3)	College Algebra and Functions
MGCR 211*	(3)	Introduction to Financial Accounting

* or the Exemption by Examination Test

Corequisites

MGCR 273*	(3)	Introductory Management Statistics
MGCR 293*	(3)	Managerial Economics

* or the Exemption by Examination Test

Required Courses (24 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 475	(3)	Principles of Auditing
MGCR 341	(3)	Finance 1

Complementary Courses (6 credits)

ACCT 354	(3)	Financial Statement Analysis
ACCT 455	(3)	Development of Accounting Thought
ACCT 463	(3)	Management Control
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2
BUSA 364	(3)	Business Law 1
FINE 342	(3)	Finance 2
MGCR 331	(3)	Information Systems
MGCR 423	(3)	Strategic Management

4.1.2.1.2 CPA Contact Information

Ordre des CPA du Québec

4.1.2.1.5.1 Certificate in Health and Social Services Management (30 credits)

The Certificate in Health and Social Services Management will provide learners with an integrated base of management knowledge in the field of health and social services. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria.

Required Courses (30 credits)

CACC 520	(3)	Accounting for Management
CGMG 210	(3)	Fundamentals of Project Management
CHLC 351	(3)	Foundations of Health and Social Services Systems
CHLC 401	(3)	Evaluation of Health and Social Services
CHLC 410	(3)	Fundamentals of Health and Social Services Info Systems
CHLC 415	(3)	Foundations of Legal & Ethical Aspects
CPRL 221	(3)	Professional Communication and Networking
MGCR 222	(3)	Introduction to Organizational Behaviour
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

4.1.2.1.6 Certificate in Human Resources Management

This certificate provides an introduction to the disciplines and basic practices of human resources management (HRM).

4.1.2.1.6.1 Certificate in Human Resources Management (30 credits)

The Certificate in Human Resources Management provides an introduction to the disciplines and basic practices of human resources management. In addition, the Certificate program presents an overview of the specialized functions and some of the current and future issues in the area of personnel. It prepares students for the job market and to write the CHRP exam.

Required Courses (27 credits)

CORG 450	(3)	Workplace Health and Safety
INDR 294	(3)	Introduction to Labour-Management Relations
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 423	(3)	Strategic Management
ORGB 421	(3)	Managing Organizational Change
ORGB 423	(3)	Human Resources Management
ORGB 424	(3)	Employment
ORGB 426	(3)	Human Resource Training and Development
ORGB 525	(3)	Compensation Management

Complementary Course (3 credits)

3 credits from:

CGMG 282	(3)	Introduction to Business
INDR 494	(3)	Labour Law
MGPO 450	(3)	Ethics in Management
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams

4.1.2.1.7 Certificate in Management

This certificate prepares students for positions in general management and sets the stage for further management education.

4.1.2.1.7.1 Certificate in Management (30 credits)

The Certificate in Management presents a broad survey of underlying disciplines, and an introduction to the functional areas in management. The completion of this certificate with the appropriate electives satisfies most of the requirements for the Canadian Institute of Management (CIM).

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CCOM 205	(3)	Communication in Management 1
CMSC 101*	(3)	College Algebra and Functions

* or the exemption by examination test

Required Courses (18 credits)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 341	(3)	Finance 1
MGCR 352	(3)	Marketing Management 1

Complementary Courses (12 credits)

3 or 6 credits from the following:

BUSA 464	(3)	Management of Small Enterprises
MGCR 423	(3)	Strategic Management

6 or 9 credits from the following:

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
CGMG 210	(3)	Fundamentals of Project Management
CGMG 282	(3)	Introduction to Business
ECON 295	(3)	Macroeconomic Policy
FINE 342*	(3)	Finance 2
FINE 343*	(3)	Managerial Finance
FINE 443	(3)	Applied Corporate Finance
MGCR 331	(3)	Information Systems
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 472	(3)	Operations Management
MGPO 450	(3)	Ethics in Management
MGSC 373	(3)	Operations Research 1
ORGB 420	(3)	Managing Organizational Teams
ORGB 423	(3)	Human Resources Management

*Only one of these courses may be taken for credit in the certificate program.

CGA Requirement

Students who wish to follow the CGA stream must take the following courses. Other courses may be required. Please contact the Ordre des Certified General Accountant (CGA) du Québec office for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
ECON 295	(3)	Macroeconomic Policy
FINE 342	(3)	Finance 2
FINE 343	(3)	Managerial Finance
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 423	(3)	Strategic Management

CMA Requirement

Students who wish to follow the CMA stream must take the following courses. Other courses may be required. Please contact the Ordre des Comptables en Management Accrédités du Québec for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 382	(3)	International Business
MGCR 423	(3)	Strategic Management
MGSC 373	(3)	Operations Research 1

Canadian Institute of Management

Students who wish to follow the CIM stream must take the following courses. Other courses may be required. Please contact the Canadian Institute of Management office for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

BUSA 364	(3)	Business Law 1
CCOM 205	(3)	Communication in Management 1
CGMG 282	(3)	Introduction to Business
FINE 343	(3)	Managerial Finance
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1
MGCR 423	(3)	Strategic Management

MGCR 472 (3) Operations Management

4.1.2.1.8 Certificate in Marketing

Currently under review. Admissions will not be accepted for the 2014–2015 academic year.

This certificate introduces students to theories and concepts of marketing, and provides an opportunity to apply these in practical situations.

4.1.2.1.8.1 Certificate in Marketing (30 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

It is intended that the student who completes the Certificate in Marketing will be prepared for a career in a major area in marketing and will be able to understand and use modern marketing literature.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite

CMSC 101* (3) College Algebra and Functions

* or the exemption by examination test

Required Courses (21 credits)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 352	(3)	Marketing Management 1
MRKT 354	(3)	Marketing Management 2
MRKT 357*	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

* Must be taken as the final course in the certificate.

Complementary Courses (9 credits)

9 credits from:

BUSA 464	(3)	Management of Small Enterprises
MGCR 382	(3)	International Business
MRKT 355	(3)	Services Marketing
MRKT 434	(3)	Topics in Marketing 1
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 483	(3)	International Marketing Management

4.1.2.1.9 Certificate in Public Relations and Communications Management

This certificate is designed to meet the growing demand for professional expertise in this field. It is both professionally based and student oriented.

4.1.2.1.9.1 Certificate in Public Relations and Communications Management (30 credits)

The field of Public Relations and Communications Management has been changing dramatically in recent years. Digital (including social media) is changing the way publics and organizations communicate. Increased consciousness by companies of their social responsibility, and a need for greater accountability to stakeholders, have led to an awareness in both the corporate and the not-for-profit sector that organizations need to rely on the advice and services of well trained professional communicators. The program content is continually updated with best practices in industry. Students have opportunities to discuss real and evolving public relations cases directly with industry professionals.

Required Courses (24 credits)

CPRL 214 (3) Applied Public Relations Methods 1

CPRL 223	(3)	Basics of Public Relations
CPRL 224	(3)	Applied Public Relations Methods 2
CPRL 225	(3)	Social and Traditional Media Relations
CPRL 226	(3)	Corporate Communications
CPRL 227	(3)	Internal Communication
CPRL 321	(3)	PR Issues Management
CPRL 322	(3)	Cases in Public Relations

Complementary Courses (6 credits)

6 credits from:

CGMG 210	(3)	Fundamentals of Project Management
CPRL 220	(3)	Fundamentals of Fund-Raising
CPRL 228	(3)	Event Management
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1
MGCR 360	(3)	Social Context of Business

4.1.2.1.10 Certificate in Risk Management

Currently under review. Admissions will not be accepted for the 2014–2015 academic year.

This certificate will increase the basic knowledge and educational excellence of risk managers and others seeking an education in risk management.

4.12.1.10.1 Certificate in Risk Management (30 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

The key areas addressed in the Certificate in Risk Management are: business organization, statistics, economics, law, risk management and insurance. The

4.1.2.1.11 Certificate in Software Development

This certificate provides a solid foundation in software application development.

4.12.1.11.1 Certificate in Software Development (30 credits)

The certificate acts as a bridge to higher-level computing qualifications and provides a solid foundation in the concepts and techniques required for effective planning, design, and development of software applications and systems; and applied computer knowledge in networking and internet technologies. The program provides individuals with the knowledge and skills necessary to assume entry-level positions in the field of information technology, data entry operator, data center operations support, software development and maintenance specialist, network administrator, media technician, computer support consultant, help desk analyst, technical support specialist, or web and Internet specialists.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite

CMSC 101*	(3)	College Algebra and Functions
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* or the Exemption by Examination test

Required Courses (30 credits)

CCCS 300	(3)	Programming Techniques 1
CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 330	(3)	Database Design and Business Applications Development
CCCS 431	(3)	Networking Fundamentals
CMIS 422	(3)	Information System Security
MGCR 331	(3)	Information Systems

4.1.2.1.12 Certificate in Supply Chain Management and Logistics

This certificate provides a solid foundation in the concepts and techniques required for a career in the manufacturing supply chain industry.

4.12.1.12.1 Certificate in Supply Chain Management and Logistics (30 credits)

The Supply Chain Management and Logistics Certificate program is comprised of 2 core courses and 2 sets of courses. The Production and Inventory Control set will provide students with a strong background in manufacturing supply chain environments and will lead them toward a CPIM designation offered by APICS, provided that the students pass the APICS examinations. The Logistics set will provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them toward a CITT designation provided that CITT's other requirements are satisfied.

Corequisite

Note: Corequisite courses are not included in the total credit requirement for the program.

Note: Please note that the value of 12 represents CEU credit weight and not regular credit weights.

CMSC 000*	(12)	Foundations of Mathematics
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* or the Exemption by Examination Test

Required Courses (30 credits)

CTPT 200	(3)	Introduction to Supply Chain Management
CTPT 201	(3)	Sourcing
CTPT 202	(3)	Production and Inventory Planning and Control 1
CTPT 206	(3)	Transportation Management and Economics
CTPT 207	(3)	Transportation Law and Policy
CTPT 208	(3)	Fundamentals of Logistics

CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics
CTPT 430	(3)	Fundamentals of Integrated Business Systems

4.1.2.1.13 Certificate in Systems Analysis and Design

Currently under review. Admissions will not be accepted for the 2014–2015 academic year.

This certificate provides a solid foundation in the concepts and techniques required for effective planning and design of software applications and systems.

4.12.1.13.1 Certificate in Systems Analysis and Design (30 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

Emphasis of the Certificate in Systems Analysis and Design is placed on practical application of techniques toward the development of business applications. Completing this program will enable the pursuit of a career as an analyst within software development or IT organizations.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite

CMSC 101*	(3)	College Algebra and Functions
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* or the Exemption by Examination test

Required Courses (24 credits)

Applications for admission, as well as information on admission requirements and deadlines, can be obtained in person from the Service Point, 3415 McTavish Street, Montreal QC H3A 0C8; telephone: 514-398-7878, or from the website at www.mcgill.ca/admissions.

Students in the following two categories ([section 4.1.2.2.2: CEGEP Diploma \(DCS\) Applicants](#) and [section 4.1.2.2.3: Transfer Applicants](#)) apply through Enrolment Services using the online application found at www.mcgill.ca/admissions.

4.1.2.2.2 CEGEP Diploma (DCS) Applicants

CEGEP Diploma (DCS) Applicants must have completed, within the past five years, Calculus 1, Calculus 2, and Linear Algebra (Mathematics – OOUN, OOUQ, OOUQ or 201- NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105) at CEGEP with a competitive “COTE R.”

Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the School by applicants who have not taken mathematics at college but otherwise meet the admission requirements. These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter.

The courses will not be credited toward the minimum credit requirement. Students accepted to the program on the basis of CEGEP will take a minimum of 90 credits.

4.1.2.2.3 Transfer Applicants

Transfer Applicants (who have studied at another Quebec university) with above-average results must have completed, within the past five years, Calculus 1, Calculus 2, and Linear Algebra at CEGEP with a competitive "COTE R," or with B+ grades if taken at another university. Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the School by applicants who have not taken mathematics at college but otherwise meet the admissions requirements. These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter. These courses will not normally be credited toward the minimum credit requirement.

Should a student take more management courses at the School of Continuing Studies than those listed above, all results will be used to calculate the admission average. A minimum 3.30 CGPA is required on the above prerequisites and on the overall average. Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

4.1.2.2.5 Inter-faculty Transfers

Inter-faculty Transfers: McGill students applying to transfer to the B.Com. program must have completed Calculus 1, Calculus 2, and Linear Algebra prior to application. A minimum 3.30 CGPA is required on the math and overall (all courses taken at McGill) averages for consideration. Further information may be found at: www.mcgill.ca/desautels/programs/bcom/currentstudents/returning/transfers. The online application can be found on Minerva at www.mcgill.ca/minerva. Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

4.1.2.2.6 Regulations and Advising

Information concerning the Faculty regulations and procedures may be obtained from the Undergraduate *Desautels Faculty of Management* section of the eCalendar publication at www.mcgill.ca/study.

All students will be advised and have their programs approved by the Desautels Faculty of Management. The courses will only be part of a degree program if you have been officially accepted. Correspondence and enquiries should be addressed to:

Student Affairs Office, B.Com. Program
Desautels Faculty of Management
1001 Sherbrooke Street West
Samuel Bronfman Building, BRONF 110
Montreal QC H3A 1G5

Telephone: 514-398-4068

4.1.2.3 Bachelor of Commerce Part-Time Program Credit Structure

The Bachelor of Commerce (B.Com.) degree program is a 90- or 120-credit program that may be pursued on a part-time evening basis, or full-time day basis.

The availability of program choices is limited in the part-time program. Consult the *Desautels Faculty of Management* section of the eCalendar publication at www.mcgill.ca/study for full details on all programs available and the freshman requirements for the 120-credit program, if applicable.

General Management Program (Concentrations)

2 Concentrations	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
2 Concentrations	30	30
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120
1 Concentration & 1 Minor (18 credits)	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (18 credits)	33	33
Non-Mgmt Electives	0	12
Electives	21	21
Total	90	120
1 Concentration & 1 Minor (24 credits)	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (24 credits)	39	39
Non-Mgmt Electives	0	12
Electives	15	15
Total	90	120

Concentrations

In order to complete a concentration, the student must achieve a grade of C or better in all the courses that comprise the concentration. The student who has failed to earn 15 satisfactory credits will be required to embark on a new concentration, repeat the course(s) in question or, where possible, replace the course(s) with a satisfactory option from the concentration courses.

Second Concentration

Students who choose to take a second concentration will be required to complete 15 non-overlapping credits at a satisfactory level with a minimum grade of C in each course.

Concentrations (Part-Time Program)

Accounting

Entrepreneurship

Information Systems

Marketing

Organizational Behaviour

Concentrations in Finance, International Business, Labour Management Relations and Human Resources, Operations Management, and Strategic Management are also available with some daytime studies required.

Major Programs

Majors in Management	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
Major	30	30
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120

Majors (Part-Time Program)

Accounting

Information Systems

Marketing

Majors in Economics, Finance, Labour Management Relations and Human Resources, Managing for Sustainability, Mathematics (Major Concentration), Organizational Behaviour, Psychology, and Statistics (Major Concentration), and Strategic Management are also available. Significant daytime studies are required. Please refer to the eCalendar publication at www.mcgill.ca/study for additional information with regard to these majors.

4.1.2.3.1 Core Program

Core Courses

Core Courses

MGCR 472 (3) Operations Management



Note: MGCR 273 is equivalent to MGCR 271 for prerequisite purposes.

4.1.2.4 Concentrations

Concentrations

section 4.1.2.4.1: Bachelor of Commerce (B.Com.) — Concentration in Accounting (15 credits)

section 4.1.2.4.2: Bachelor of Commerce (B.Com.) — Concentration in Entrepreneurship (15 credits)

section 4.1.2.4.3: Bachelor of Commerce (B.Com.) — Concentration in Information Systems (15 credits)

section 4.1.2.4.4: Bachelor of Commerce (B.Com.) — Concentration in Marketing (15 credits)

section 4.1.2.4.5: Bachelor of Commerce (B.Com.) — Concentration in Organizational Behaviour (15 credits)

4.1.2.4.1 Bachelor of Commerce (B.Com.) ☉ Concentration in Accounting (15 credits)

Mentors: Please consult the Bachelor of Commerce website at: <http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo>

The Accounting concentration is designed to meet the needs of Management students who want to have a good basic understanding of accounting, but do not intend to become professional accountants or accounting specialists. It is primarily oriented toward users of financial information and emphasizes breadth of knowledge in a coherent selection of courses.

This concentration complements or forms part of the B.Com., General Management program. The individual courses in the concentration also act as service courses for other areas in the Faculty for their majors or concentrations.

Required Courses (6 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 361	(3)	Management Accounting

Complementary Courses (9 credits)

Selected from the following:

ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 354	(3)	Financial Statement Analysis
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 401	(3)	Sustainability and Environmental Accounting
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Management Control
ACCT 475	(3)	Principles of Auditing
ACCT 486	(3)	Business Taxation 2

4.1.2.4.2 Bachelor of Commerce (B.Com.) ☉ Concentration in Entrepreneurship (15 credits)

Mentors: Please consult the Bachelor of Commerce website at: <http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo>

This concentration is designed to provide students with an understanding of the key concepts and processes inv

Required Courses (6 credits)

MGPO 362	(3)	Fundamentals of Entrepreneurship
MGPO 364	(3)	Entrepreneurship in Practice

Complementary Courses (9 credits)

To be chosen from:

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
BUSA 465	(3)	Technological Entrepreneurship
FINE 342	(3)	Finance 2
INSY 331	(3)	Managing Information Technology
INSY 432	(3)	IT in Business
MGPO 365	(3)	Business-Government Relations
MGPO 432	(3)	Topics in Entrepreneurship
MGPO 438	(3)	Social Entrepreneurship and Innovation
MGPO 440	(3)	Strategies for Sustainability
MGPO 445	(3)	Industry Analysis & Competitive Strategy
MGPO 460	(3)	Managing Innovation
MRKT 365	(3)	New Products
MRKT 451	(3)	Marketing Research
MRKT 455	(3)	Sales Management
ORGB 321	(3)	Leadership

4.1.2.4.3 Bachelor of Commerce (B.Com.) ☉ Concentration in Information Systems (15 credits)

Mentors: M582 Tm((3)Ssom:0 Iult the 0 lmmmerTj1 0 0 1) website at: <http://www.301.775.556.722.43>(Mentors: M5.mcgill.ca/desautels/programs/bcom/ac1 mepr/1 rs

INSY 434	(3)	Topics in Information Systems 1
INSY 437	(3)	Managing Data & Databases
INSY 440	(3)	E-Business
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 444	(3)	Managing Knowledge with Information Technology
INSY 450	(3)	Information Systems Project Management
INSY 454	(3)	Technological Foundation for E-Commerce
INSY 455	(3)	Technology and Innovation for Sustainability

4.1.2.4.4 Bachelor of Commerce (B.Com.) ☉ Concentration in Marketing (15 credits)

Mentors: Please consult the Bachelor of Commerce website at: <http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo>

The Marketing concentration prepares the student for a wide variety of career opportunities. Marketing graduates historically have found employment in the fields of product management, advertising, sales management, marketing management, pricing, marketing research, distribution, and retailing. The Marketing concentration provides a balance between courses focusing on fundamental, theoretical, and "need to know" material, and courses with a strong practical and applied orientation.

Required Courses (12 credits)

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
		Consumer 01

Graduates of this program may expect to find employment as business or systems analysts, consultants, IS quality assurance specialists, and project managers in diverse industries, including banking, insurance, manufacturing, retailing, and consulting.

Required Courses (18 credits)

INSY 331	(3)	Managing Information Technology
INSY 332	(3)	Accounting Information Systems
INSY 339	(3)	IT Consulting
INSY 430	(3)	IT in Financial Markets
INSY 431	(3)	IT Implementation Management
INSY 434	(3)	Topics in Information Systems 1
INSY 440	(3)	E-Business
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 444	(3)	Managing Knowledge with Information Technology
INSY 454	(3)	Technological Foundation for E-Commerce
INSY 455	(3)	Technology and Innovation for Sustainability

Complementary Courses (2 credits)

Selected Electives

BUSA 499*	(3)	Case Analysis and Presentation
INSY 332	(3)	Accounting Information Systems
INSY 339	(3)	IT Consulting
INSY 430	(3)	IT in Financial Markets
INSY 431	(3)	IT Implementation Management
INSY 434	(3)	Topics in Information Systems 1
INSY 440	(3)	E-Business
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 444	(3)	Managing Knowledge with Information Technology
INSY 454	(3)	Technological Foundation for E-Commerce
INSY 455	(3)	Technology and Innovation for Sustainability

* Students wishing to take BUSA 499 or a course substitution as a complementary course must seek prior approval from the IS Area Coordinator.

4.1.2.5.3 Bachelor of Commerce (B.Com.) Major Marketing (30 credits)

Mentors: Please consult the Bachelor of Commerce website at: <http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo>

This 30-credit Major is designed to provide students with a strong background in marketing to prepare them for the wide variety of marketing careers available. The programs/b24.262 Tm(Busi5Td44r 67Sdd44r 67Sdd44re 1 464.g (30 credits))Tj1 0 01 0 0 1 348(v)T-0.29vh with a stronRu)Managingece webse22 Tm:(a

MRKT 438	(3)	Brand Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 483	(3)	International Marketing Management

4.1.2.6 About Admission Regulations for Certificate Programs

To be admitted to one of the 30-credit certificate programs offered by the *Career and Professional Development* unit, applicants must hold a CEGEP diploma (Diploma of College)



Note: An institutional version of the TOEFL is not acceptable.

2. IELTS (International English Language Testing System): a band score of 6.5 or better.

Exemption by Examination

Thursday	August 14, 2014
Wednesday	November 26, 2014
Thursday	November 27, 2014
Wednesday	April 1, 2015
Thursday	April 2, 2015



Note: The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.

4.1.2.6.7 Academic Regulations

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The Academic Regulations section contains important detailed information required by students during their studies at the School of Continuing Studies and should be periodically consulted for modifications.

4.1.2.6.8 Academic Advisers

Students who would like to take the opportunity to meet with an academic adviser may call 514-398-6200 to schedule an appointment during regular business hours. Please note this service is by appointment only.

4.1.2.6.9 Academic Standing for Certificate Programs

A minimum grade of C is required in all courses in a program, with the exception that a grade of D will be allowed in one elective course that is not a prerequisite to other courses to be taken in the program.

A maximum of three unsatisfactory grades, excluding supplementals, is permitted on the record. In this context, an unsatisfactory grade is a grade of F, J, or D in compulsory courses, and a grade of F, J, or more than one D in elective courses. Even if an unsatisfactory grade is improved by means of a supplemental examination, where available, the original grade remains on the record and counts toward the total number of unsatisfactory grades.

Students who hav

1. Students may apply for admission to and register in more than one certificate program at a time. Where program course requirements overlap, credit may be granted up to a maximum of three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of *Career and Professional Development*. Courses cannot be counted more than twice.
2. Students may be concurrently registered in a certificate and degree program. Courses taken at the School of Continuing Studies and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five courses. Courses cannot be counted more than twice.

D) Students admitted to degree or diploma programs after completing a certificate program:

Students who apply for admission to a degree or diploma program after having completed a certificate program may be granted Advanced Standing at the discretion of the Associate Dean of the faculty in which the degree or diploma is offered.

E) Special Students:

Please consult the [eCalendar](#) under *Faculties & Schools > School of Continuing Studies > Getting Started > Admission requirements > section 3.10: Special Student Status: Undergraduate Courses for more information pertaining to Special Students.*

4.1.2.6.12 Corequisite

This refers to academic course requirements that may be completed before or concurrently.

4.1.2.6.13 Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program.

4.1.2.6.14 Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student with special reason wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has three failures, the course load would be reduced to one in the subsequent term and the student would not be permitted any further failures.
- If a student has accumulated four failures, the student will be asked to withdraw.



Note: The number of failures will be cumulative over the complete record. A failure is defined as being a grade less than C (55%) for any student pursuing an undergraduate certificate program.

4.1.2.6.15 Information Sessions

Information sessions are held throughout the year. This is an opportunity for you to learn more about specific programs and courses and to talk to academic advisers. Members of the *Career and Professional Development* staff will be available to explain and discuss the requirements of the various programs and courses offered. Academic advisers will be av

4.1.2.7 Language Requirements for Professions

For more information, see *Programs, Courses and University Regulations > University Regulations and Resources > Continuation of Studies*

Graduate Certificates

section 4.1.3.1.15.7: Graduate Certificate in International Business

section 4.1.3.1.15.8: Graduate Certificate in Internet Business

section 4.1.3.1.15.9: Graduate Certificate in Leadership

section 4.1.3.1.15.10: Graduate Certificate in Marketing

section 4.1.3.1.15.11: Graduate Certificate in Operations Management

section 4.1.3.1.15.12: Graduate Certificate in Professional Accounting

section 4.1.3.1.15.13: Graduate Certificate in Public Relations Management

section 4.1.3.1.15.14: Graduate Certificate in Taxation

section 4.1.3.1.15.15: Graduate Certificate in Treasury – Finance

4.1.3.1.1 Admission Requirements ± Diploma Programs

To be admitted to a 30-credit diploma program, applicants must have an undergraduate degree from an approved university and meet the language requirements (see *section 4.1.3.2.2: Proof of Proficiency in English*). Some programs have additional requirements that are noted within the description of the specific program. Applicants who have studied outside Canada are advised to request an ev: Gr

CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management
CMR2 570	(3)	Strategic Marketing Planning
CPL2 510	(3)	Communication and Networking Skills

4.1.3.1.6 Diploma in Health and Social Services Management

The new Diploma in Health and Social Services Management program focuses on the development of skills and knowledge required to prepare health care professionals for the day-to-day challenges of managing individuals, complex health care systems, and organizational changes in a variety of health care settings.

Admission Requirements – Diploma in Health and Social Services Management

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time

Upon successful completion of the program, graduates will have met the academic requirements of the Quebec Human Resources Professional Association (ORHRI) and will normally be eligible to write the certification exam toward the Certified Human Resources Professional (CHRP) designation (subject to experience requirements).

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CEN2 500	(3)	Principles of Entrepreneurship
CEN2 505	(3)	Product Commercialization
CEN2 510	(3)	Practical Entrepreneurship Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

CACC 523	(3)	Financial Aspects of Health Care
CFIN 512	(3)	Corporate Finance
CHLC 500	(3)	Health and Social Service Systems
CHLC 552	(3)	Legal & Ethical Aspects: Health and Social Services
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CORG 553	(3)	Employee and Labour Relations

Complementary Course (3 credits)

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 590	(3)	Topics in Health Care
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
		Communication and Netw

CORG 551	(3)	Behaviour in Organizations
CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

Complementary Course (3 credits)

3 credits from the following:

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management Information
CORG 590	(3)	Topics in Human Resources Management
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.10.4 Diploma in Management – International Business Concentration

Admission Requirements – Diploma in Management – International Business Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#)

CPL2 561 (3) North America and Global Economy

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 590	(3)	Topics in International Business

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.105 Diploma in Management – Internet Business Concentration

This program will provide students with the opportunity to develop Internet business knowledge and skills.

Admission Requirements – Diploma in Management – Internet Business Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.105.1 Diploma in Management — Internet Business Concentration (30 credits)

The Diploma in Management with an Internet Business Concentration will equip students with tools to deal with the re

CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.10.6 Diploma in Management – Leadership Concentration

Admission Requirements – Diploma in Management – Leadership Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.10.6.1 Diploma in Management — Leadership Concentration (30 credits)

You may have many skills, but to be an effective manager today you need to provide your team with strong leadership. If you need leadership skills that take you far beyond weekend seminars and on-the-job training, consider this specialization. The five unique courses show you how to develop and use po

The tried and true often doesn't work any more. Corporations must respond effectively to today's more sophisticated customer. With this specialization, you will acquire solid graduate-level expertise in areas such as marketing research and communications, consumer behaviour and service marketing.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Marketing of Services
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

Diploma in Management -- Operations Management Concentration

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
	(3)	Corporate Finance

CORG 551	(3)	Behaviour in Organizations
CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications

Complementary Course (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector
CPRL 535	(3)	Public Opinion and Public Policy

Or any other 500-level course offered and approved by Career and Professional Development.

41.31.10.10 Diploma in Management – Taxation Concentration

Currently under review. Admissions will not be accepted for the 2014–2015 academic year.

This concentration provides students with a more general business vie

Complementary Courses (6 credits)

6 credits from:

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations
CGM2 510	(3)	Project Management: Tools & Techniques

4131.1011 Diploma in Management – Treasury – Finance Concentration*Currently under review. Admissions will not be accepted for the 2014–2015 academic year.***Admission Requirements – Diploma in Management – Treasury-Finance Concentration**Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).**4131.1011.1 Diploma in Management — Treasury — Finance Concentration (30 credits)***Currently under review. Admissions will not be accepted for the 2014–2015 academic year.*

If you are now working in this challenging area or plan to move in this direction, this specialization will provide you with an in-depth understanding of corporate finance and treasury management as well as such areas as investment analysis and international finance.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Finance
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers

CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.11 Diploma in Management ± General

This program provides students with a broad-based fundamental knowledge of business and sets the stage for further management education.

Admission Requirements for the Diploma in Management – General

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.1.1 Diploma in Management — General (30 credits)

The Diploma in Management - General represents a survey of disciplines and an introduction to functional areas in management. It appeals to those starting their own business or to those moving or aspiring to move into general management positions.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (21 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 552	(3)	Strategic Management

Complementary Courses (9 credits)

9 credits from:

Project Management: Tools & Technology
Behaviour in Organizations

CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications
CPRL 535	(3)	Public Opinion and Public Policy
CPRL 540	(3)	Communication Planning
CPRL 541	(3)	Ethics in Public Relations

Complementary Courses (9 credits)

3-6 credits from:

CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector

3-6 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CMR2 542	(3)	Marketing Principles and Applications
CORG 551	(3)	Behaviour in Organizations
	(3)	Fund-raising and Philanthropy

CMS2 530	(3)	Simulation Analysis and Modeling
CMS2 531	(3)	Re-Engineering and Integration of Business Systems LeanRRMt(CMS2 531)TIAs

CCTX 642	(3)	Interpretation of Tax Policy
CCTX 643	(3)	Taxation of International Operations Tax Aspects: Creativ

4.1.3.1.15.3.1 Graduate Certificate in Financial Planning (15 credits)

The Graduate Certificate in Financial Planning seeks to develop the already acquired finance competencies to analyze, integrate and synthesize information in a variety of fields including professional ethics and integrity, financial planning, insurance, marketing and taxation. Emphasis is placed on utilizing practical techniques which represent the wide range of businesses, public organizations, banks and insurance companies in which professional financial planners pursue their professional careers. Students must have completed a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies, or a Bachelor's Degree in any discipline with a minimum CGP

CORG 565	(3)	Managing Human Resources Management Information
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.15.7 Graduate Certificate in International Business

This program provides specialized knowledge in areas such as international finance and business relations, which is a necessity in today's changing global marketplace.

Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.15.9 Graduate Certificate in Leadership**Admission Requirements for the Graduate Certificate in Leadership**

In addition to the admission requirements stipulated in [section 4.1.3.1.15.1: Admission Requirements for Graduate Certificates](#), students must have a bachelor's degree from any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies. Students must also meet the language requirements (see [section 4.1.2.6.2: Proof of Proficiency in English](#)).

4.1.3.1.15.9.1 Graduate Certificate in Leadership (15 credits)**Prerequisite**

CORG 551*	(3)	Behaviour in Organizations
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* or the Exemption by Examination Test

Required Courses (12 credits)

CPL2 531	(3)	Leadership Theory and Practice
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces

Complementary Course (3 credits)

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.15.10 Graduate Certificate in Marketing

The Graduate Certificate in Marketing has been developed for students who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

4.1.3.1.15.10.1 Graduate Certificate in Marketing (15 credits)

The Graduate Certificate in Marketing has been developed for students who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

Required Courses (12 credits)

CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Marketing of Services
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.131.15.11 Graduate Certificate in Operations Management

Currently under review. Admissions will not be accepted for the 2014–2015 academic year.

This Graduate Certificate offers students the opportunity to acquire knowledge of manufacturing systems and operations management.

4.131.15.11.1 Graduate Certificate in Operations Management (15 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

Required Courses (12 credits)

CMS2 514	(3)	Analysis: Manufacturing Systems
CMS2 515	(3)	Operations Management
CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMS2 590	(3)	Topics in Operations Management
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.131.15.12 Graduate Certificate in Professional Accounting

The Graduate Certificate in Professional Accounting is a 24-credit graduate-level program intended for those who wish to pursue a career as a professional accountant. This program complies with the guidelines established by l'Ordre des Comptables Professionnels Agréés du Québec (OCPAQ) and must be completed prior to obtaining the Chartered Professional Accountant (CPA) license.

4.131.15.12.1 Graduate Certificate in Professional Accounting (24 credits)

The Graduate Certificate in Professional Accounting is a recognized professional education program (PEP) by l'Ordre des comptables Professionnels Agréés du Québec (OCPAQ). The program prepares students for a career as a professional accountant and to write the national CPA Common Final Exams. It allows students to develop professional skills that will be recognized nationally and internationally. Students are exposed to the latest concepts and practice-related issues and have the choice of studying in the areas of public accounting (assurance), performance measurement, taxation, or financial business analysis. The program is offered on a full-time basis in the Desautels Faculty of Management or on a part-time basis through the School of Continuing Studies.

Prerequisite Courses for Canadian B.Com. Students (33 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 463	(3)	Management Control
ACCT 475	(3)	Principles of Auditing
ACCT 486	(3)	Business Taxation 2
BUSA 364	(3)	Business Law 1
FINE 342	(3)	Finance 2

Prerequisite Courses for Diploma in Accounting Students (42 credits)

CCAU 511	(3)	Auditing 1
CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCLW 511	(3)	Law 1
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
CCMA 523	(3)	Managerial Accounting 3
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management

Required Courses (16 credits)

ACCT 653	(3)	Issues in Professional Accounting 1
ACCT 654	(3)	Issues in Professional Accounting 2
ACCT 663	(3)	Strategic Aspects of Accounting 1
ACCT 664	(3)	Strategic Aspects of Accounting 2
ACCT 695	(4)	Integrative Analysis
ACCT 699*	(0)	Exam Preparation Seminar

* this course has a credit weight of zero (0).

Complementary Courses (8 credits)

ACCT 683	(4)	Practice of Taxation
ACCT 685	(4)	Accounting and Performance Management
ACCT 687	(4)	Assurance Services
ACCT 689	(4)	Financial Business Analysis

4.1.31.15.13 Graduate Certificate in Public Relations Management

Admission Requirements for the Graduate Certificate in Public Relations Management

In addition to the admission requirements stipulated in [section 4.1.3.1.15.1: Admission Requirements for Graduate Certificates](#), students must hav

CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations
CGM2 510	(3)	Project Management: Tools & Techniques

4.1.3.1.5.15 Graduate Certificate in Treasury – Finance

Currently under review. Admissions will not be accepted for the 2014–2015 academic year.

4.1.3.1.5.1.1 Graduate Certificate in Treasury — Finance (15 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

Required Courses (12 credits)

CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Finance
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.2 Academic Regulations

In general, diplomas offered by the *Career and Professional Development* unit are comprised of ten courses. Some programs, however, have corequisite and

Exemption by Examination

Wednesday	November 26, 2014
Thursday	November 27, 2014
Wednesday	April 1, 2015
Thursday	April 2, 2015



Note: The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.

4.1.3.2.1 Admission Procedures for all Programs

For more information, see the [eCalendar](#) under *Faculties & Schools > School of Continuing Studies > Getting Started > section 3.1: Admission Requirements*.

4.1.3.2.2 Proof of Proficiency in English

The language of instruction for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course. Applicants must demonstrate an adequate level of proficiency in English prior to admission, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary. Below you will find information on when proof of proficiency is required.

If you answer “yes” to any of the following seven statements, you do **NOT** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of “C” or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of “B” or better?

If you answered “no” to all of the above, but answer “yes” to any of the following questions, you will be asked to provide supporting documentation to this effect and **may** still be asked to provide proof of English language proficiency.

- Do you consider English to be your mother tongue?
- Have you been attending school for at least four consecutive years at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

Applicants to *Career and Professional Development* who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

1. TOEFL (Test of English as a Foreign Language) – Minimum acceptable scores:

iBT (Internet-based test): 90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)



Note: An institutional version of the TOEFL is not acceptable.

2. IELTS (International English Language Testing System): a band score of 6.5 or better.
3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.
4. APIEL (Advanced Placement International English Language): a minimum score of 4.
5. McGill SCS TELP (McGill SCS Test of English Language Proficiency): a Category A result.
6. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.
7. University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of “B” (Good) or higher.
8. University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of “C” (Pass) or higher.
9. Edexcel London Test of English – Level 4 – with an overall grade of at least “Merit Pass.”
10. Edexcel London Test of English – Level 5 – with an overall grade of at least “Pass.”

4.1.32.6.2 Graduate Certificates

1. Students must complete all courses, including corequisite and prerequisite courses, with a minimum passing grade of B-. Students will be permitted a maximum of one failure. On the second failure, students will be asked to withdraw from the program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
2. Students have a maximum of two years to complete a graduate certificate.

4.1.32.6.3 Special Students

Special Students must complete all courses, including corequisite and prerequisite courses, with a minimum passing grade of B-. Students will be permitted a maximum of two unsatisfactory grades on their academic record. Students who obtain three unsatisfactory grades will be asked to withdraw from *Career and Professional Development* immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

Students who have failed to comply with the minimum standards set by *Career and Professional Development* may not continue in their program and will have their registration cancelled. Once a student is asked to withdraw he/she will not be permitted to register in other courses or programs in *Career and Professional Development*, nor will they be permitted to exercise deferral privileges for the following term.

McGill University's School of Continuing Studies affirms the right of students to dispute substantive or procedural academic matters, including decisions about the student's continuation in a program; or concerning any other decision with respect to the application of academic regulations and requirements to a student. A formal academic appeal must be made in writing directly to the *Career and Professional Development* Appeal Committee. This request must be accompanied by supporting documents which substantiate reinstatement.

4.1.32.6.4 Time Limits

For a single diploma requiring 30 credits, the program must be completed within four years of initial registration. For a single graduate certificate program requiring 15 credits, the program must be completed within two years of initial registration. Time limits will be adjusted accordingly for those students who are granted Advanced Standing, or who transfer from one program to another. Students exceeding the time limits may request an extension, in writing, to the graduate adviser. A recommended revision of the program of study must be approved by the Director.

Students who do not register for any course in their program for one year will be required to reapply and meet any new program requirements.

Corequisite

This refers to academic requirements that may be completed before or concurrently.

Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program.

Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain le

- Accounting and taxation professionals
- Aerospace industry professionals
- Business analysts and professionals
- Contract and project managers
- Distribution, construction, and manufacturing professionals
- Engineers and geologists
- Entertainment, Internet/software, and publishing professionals
- IT professionals
- Lawyers and legal and public-sector professionals
- Marketing and brand practitioners
- Mining industry professionals
- Patent and trademark agents
- Pharmaceutical and biotech professionals
- Property management professionals
- Public speakers and speech writers
- Service industry professionals

4.1.4.2 General Information

4.1.4.2.1 Registration

All students who wish to register must submit the registration form and supporting documents either in person, by email, by fax, or by mail. Registration forms can be downloaded from the Professional Development website for the appropriate courses/programs.

Registration for non-credit courses, seminars, and workshops is open to anyone 18 years of age or older. Please consult the list of available courses/programs at www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops or call 514-398-5454 for further information.

4.1.4.2.2 Fees

Full payment for non-credit courses, seminars, and workshops is due at the time of registration and can be made by cheque, Visa, or MasterCard. For further information on fees for non-credit courses, please refer to the Professional Development website for the appropriate courses/programs.

4.1.4.2.3 Course Cancellations and Withdrawals

Career and Professional Development reserves the right to cancel courses prior to the first lecture due to low enrolment.

For non-credit courses carrying CEUs, students must notify *Career and Professional Development*, in writing, of their intention to cancel their registration. A cancellation fee will be assessed after the first day of class and before the third class. No refunds are available after the third class (for exact amounts please refer to the *Professional Development* website: www.mcgill.ca/continuingstudies/current-students/registration/course-withdrawal). Failure to attend classes does not constitute a cancellation or withdrawal from the course.

For the cancellation policy for Intellectual Property courses, please see

www.mcgill.ca/continuingstudies/programs-and-courses/law/professional-development-courses-workshops-and-certificates/intellectual-pr.

4.1.4.2.4 Grading and Evaluation

All courses carrying CEUs have an evaluation process. If you do not wish to be evaluated, you must complete a “Non Evaluation Request Form” prior to the third lecture. A mark of “NE” (NOT EVALUATED) will be placed on your academic record.

4.1.4.2.5 Professional Associations

Many of the courses are recognized by external professional and industry bodies for accreditation toward their designations or programs.

For more information, see *Programs, Courses and University Re*

Non-Credit Courses

Continuing Studies > Areas of Study > [section 4.4.1: General Interest Courses](#).

CENG 223	Project Management: Bridging Theory and Practice
CENG 224	Agile Project Management
CBUS 101/CBUS 102	Gestion financière de la copropriété / Condominium Financial Management
CBUS 103/CBUS 100	Gestion juridique de la copropriété / Condominium Law in Quebec
CBUS 105/CBUS 104	Gestion technique du bâtiment de la copropriété / Condominium Building and Maintenance Management
CBUS 107/CBUS 106	Gestion de la vie quotidienne d'une copropriété / Managing Day-to-Day Condominium Operations

4.1.4.4 Professional Development Courses

4.1.4.4.1 Intellectual Property

Summer Courses in Intellectual Property

Career and Professional Development offers a series of summer courses on Patents, Trade-marks, and Copyright that is jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill's School of Continuing Studies. IPIC is an association of professionals practising in matters relating to the protection of intellectual property rights (patents, trade-marks, copyrights, and industrial designs).

Please visit our website at

<http://www.mcgill.ca/continuingstudies/programs-and-courses/intellectual-property/professional-development-cour>

4.3 Education

Education (Sc

Documents Required

In addition to those listed on the application website, please refer to specific requirements listed for each program. All applications require an official transcript, application fee of \$65 (non-refundable), proof of Canadian citizenship, permanent code, and proof of residency to qualify for the Quebec rate of tuition.

Application Deadlines

Fall term: June 1

Winter term: October 1

Spring/Summer term: February 1

4.3.3.3 Professional Development Opportunities

The Faculty of Education offers enriching programs and courses administered through the School of Continuing Studies for:

- Educational leaders
- Elementary and middle-school teachers
- Hospital, institutional, and social service facilitators
- School personnel advisers
- Special needs and adult educators
- Student counsellors

Bachelor of Education (V

EDPC 508	(3)	Seminar in Special Topics
EDPC 509	(3)	Individual Reading Course
EDPC 510	(3)	Family Life Education and Marriage
EDPC 511	(3)	Demystifying Death & Dying
EDPE 564	(3)	Family Communication
EDPE 595	(3)	Seminar in Special Topics
EDPE 596	(3)	Seminar in Special Topics

In addition to the above, other complementary courses may be approved by the Program Director.

4.3.3.6 Graduate Certificate in Counselling Applied to Teaching

The goal of this program is to enhance teachers' knowledge and skills in a variety of areas.

Admission Requirements

1. An undergraduate degree with a CGPA of at least 3.0 out of 4.0 (some courses will be taken concurrently with the diploma and graduate studies; therefore, students must have demonstrated equivalent levels of accomplishment in their undergraduate studies).
2. Certification as a teacher, a current teaching or student services position in a school or community organization serving children and adolescents, or other justification for admission to the program (in all cases, the program reserves final discretion about the appropriateness of alternative qualifications to a teaching certificate).
3. A three- to five-page statement of experience working with children and adolescents, career aspirations, and reasons for seeking admission to this program.
4. At least two letters of recommendation addressing academic ability, qualifications for working with children and adolescents in a helping role, and general character.
5. TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English.

The Department reserves the right to request an interview of any applicant.

Contact

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at 514-398-4248.

4.3.3.6.1 Graduate Certificate in Counselling Applied to Teaching (15 credits)

The goal of this program is to enhance teachers' knowledge and skills in interpersonal relations, communication, interviewing, group organization and leadership, crisis intervention, and career thinking and planning. Each of these knowledge areas addresses the recognition of situations when it is appropriate to make a referral to a personal or career counsellor, psychologist, or other professional. The program addresses both elementary and secondary education.

This graduate certificate does not qualify graduates to practise professional counselling or psychology (e.g., conducting psychological assessments or psychotherapy), or to refer to themselves by the term Counsellor or Psychologist: these are legally reserved titles. Programs leading to licensing as Counsellor or Psychologist are presented under Educational and Counselling Psychology (Counselling Psychology and School/Applied Child Psychology) or Psychology (Clinical Psychology) in Graduate and Postdoctoral Studies.

Required Courses (6 credits)

EDPC 542	(3)	Counselling Role of the Teacher
EDPC 562	(3)	Career Education and Guidance

Complementary Courses (9 credits)

Choose from the following:

Note: These or other courses may be offered in alternate years.

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 504	(3)	Practicum: Interviewing Skills
EDPC 505	(3)	Crisis Intervention Processes
EDPC 507	(3)	Practicum: Group Leadership Skills
EDPI 543	(3)	Family, School and Community

4.3.3.7 Certificate in Inclusive Education

This certificate is designed to prepare educators to work effectively with students who have special needs.

Admission Requirements

To be eligible for admission, applicants must:

1. Either:

a) have a diploma of collegial studies (DEC) AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member;

or

b) have a teaching certificate from Quebec (*permis d'enseigner*) or equivalent;

or

c) be a Mature Student (over 21 years of age) AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member. Students in this profile do not require a DEC. Two pieces of personal identification must be attached.

2. Submit one letter of reference.

3. Submit a personal statement regarding interest in the program.

4. Have a TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English.

The Department reserves the right to request an interview of any applicant.

For further information on other supporting documents required, please see the [eCalendar](#) under *Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > [section 3.7: Program Transfers](#)*.

4.3.3.7.1 Certificate in Inclusive Education (30 credits)

The Certificate in Inclusive Education is intended for regular class teachers, special educators, adult educators, and other educational personnel. The program pro

4.3.3.8 Programs for First Nations and Inuit

First Nations and Inuit Education (FNIE)

The Faculty of Education collaborates with various Indigenous communities and institutions offering programs whose courses are given either at McGill or off campus. FNIE works in collaboration with the Kativik School Board, the Cree School Board, the Kahnawake Education Centre, Kanehsatake Education Centre, and various other Indigenous communities in Quebec to deliver teacher education and various professional development programs. The teacher education programs lead to teacher certification either in First Nations and Inuit communities or in the province of Quebec. In addition, FNIE works with departments to meet other educational needs of Indigenous peoples.

Further information may be obtained through the Department of Integrated Studies in Education at 514-398-4527.

For detailed descriptions of the requirements for these programs, please refer to the Faculty of Education section in the McGill University eCalendar publication at www.mcgill.ca/study/faculties/education.

4.3.3.8.1 Certificate in Education for First Nations and Inuit (60 credits)

This 60-credit program provides an opportunity for Algonquin, Cree, Inuit, Mi'kmaq, Mohawk, and Naskapi people to become qualified as teachers. It is offered on a part-time basis in Indigenous communities throughout Quebec in collaboration with, for example, the Cree School Board, the Kativik School Board and various Mi'kmaq, Mohawk, Algonquin and education authorities.

Quebec graduates of this program receive Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS) certification to teach at the elementary school level in First Nations and Inuit schools.

On completion of the Certificate requirements, trainees may apply for admission to the Bachelor of Education - Kindergarten and Elementary Education - First Nations and Inuit Studies or Bachelor of Education for Certified Teachers program and consult the Program Adviser to determine Advanced Standing.

Time Limit

The time limit for completion of the 60-credit Certificate in Education for First Nations and Inuit is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

The following program requirements are for all students except those specializing in teaching physical education.

Required Courses (24 credits)

EDEC 203	(3)	Communication in Education
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDPE 300	(3)	Educational Psychology
EDPI 341	(3)	Instruction in Inclusive Schools

12 credits of practicum courses:

EDEC 201	(1)	First Year Professional Seminar
EDEC 253	(1)	Second Professional Seminar (Kindergarten/Elementary)
EDFE 200	(2)	First Field Experience (K/Elem & Secondary)
EDFE 256	(3)	Second Field Experience (Kindergarten/Elementary)
EDFE 300	(5)	Aboriginal Education Field Experience

Complementary Courses

36 credits selected as described below:

6 credits from the following language courses according to language group and fluency:

Algonquin

EDEC 234	(3)	Algonquin Second Language 2
EDEE 293	(3)	Algonquin Second Language 1
EDEE 294	(3)	Algonquin Language 1
EDEE 295	(3)	Algonquin Language 2

Cree

EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2

Inuktitut

EDEE 249	(3)	Inuktitut Orthography and Grammar
EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language

Mi'kmaq

EDEC 237	(3)	Mi'kmaq Second Language 1
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EDEE 355 (3) Classroom-based Evaluation

4.3.3.8.2 Certificate in Education for First Nations and Inuit Physical Education (60 credits)

This 60-credit program provides an opportunity for Algonquin, Cree, Inuit, Mi'kmaq, Mohawk, and Naskapi people to become qualified as physical education teachers. It is offered on a part-time basis in Indigenous communities throughout Quebec in collaboration with, for example, the Cree School Board, the Kativik School Board, and various Mi'kmaq, Mohawk, and Algonquin education authorities.

Quebec graduates of this program receive the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS) certification to teach at the elementary school level in First Nations and Inuit schools.

On completion of the Certificate requirements, trainees may apply for admission to the Bachelor of Education - Kindergarten and Elementary Education - First Nations and Inuit Studies or the Bachelor of Education for Certified Teachers program with up to 30 credits Advanced Standing.

Time Limit

The time limit for completion of the 60-credit Certificate in Education for First Nations and Inuit - Physical Education is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

Students who specialize in teaching physical education follow the program requirements below.

Required Courses (24 credits)

EDEC 203	(3)	Communication in Education
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDPE 300	(3)	Educational Psychology
EDPI 341	(3)	Instruction in Inclusive Schools

12 credits of practicum courses; students specializing in Physical Education will do a minimum of 6 credits in Physical Education settings.

EDEC 201	(1)	First Year Professional Seminar
EDEC 253	(1)	Second Professional Seminar (Kindergarten/Elementary)
EDFE 200	(2)	First Field Experience (K/Elem & Secondary)
EDFE 256	(3)	Second Field Experience (Kindergarten/Elementary)
EDFE 300	(5)	Aboriginal Education Field Experience

Complementary Courses (36 credits)

36 credits selected as described below:

6 credits from the following language courses according to language group and fluency:

Algonquin

EDEC 234	(3)	Algonquin Second Language 2
EDEE 293	(3)	Algonquin Second Language 1
EDEE 294	(3)	Algonquin Language 1
EDEE 295	(3)	Algonquin Language 2

Cree

EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2

Inuktitut

EDEE 249	(3)	Inuktitut Orthography and Grammar
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EDEE 342 (3) Intermediate Inuktitut/Amerindian Language

Mi'kmaq

EDEC 237 (3) Mi'kmaq Second Language 1

EDEC 238 (3) Mi'kmaq Second Language 2

EDEC 239 (3) Mi'kmaq Language 1

EDEC 240 (3) Mi'kmaq Language 2

Mohawk

EDEC 236 (3) Mohawk Second Language 2

EDEC 296 (3) Mohawk Second Language 1

EDEC 297 (3) Mohawk Language 1

EDEC 298 (3) Mohawk Language 2

Naskapi

EDEC 227 (3) Naskapi Language 1

EDEC 228 (3) Naskapi Language 2

24 credits from the following:

In order to ensure appropriate choices, students select from the complementary list in consultation with the Program Adviser

4.3.3.8.3 Certificate in Aboriginal Literacy Education (30 credits)

This 30-credit program is designed for Algonquin, Cree, Inuit, Mi'kmaq, and Kanienkehaka (Mohawk) students who wish to gain a deeper understanding of their Indigenous language, especially in its written form. It is aimed mainly at those who will be teaching their Indigenous language.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers program if the requirements for B.Ed. are fulfilled.

Required Courses (6 credits)

EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language
EDEE 344	(3)	Advanced Inuktitut/Amerindian Language

Complementary Courses (18 credits)

18 credits selected as described below.

Language Courses

6 credits from the following language courses (or other courses as approved by the Director of Programs in First Nations and Inuit Education) including a beginning course (3 credits) in the Indigenous language as a first language (e.g., EDEC 241 Cree Language 1) and a second-level course (3 credits) in the same language (e.g., EDEC 242 Cree Language 2).

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2
EDEC 239	(3)	Mi'kmaq Language 1
EDEC 240	(3)	Mi'kmaq Language 2
EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2
EDEE 249	(3)	Inuktitut Orthography and Grammar
EDEE 294	(3)	Algonquin Language 1
EDEE 295	(3)	Algonquin Language 2
EDEE 297	(3)	Mohawk Language 1
EDEE 298	(3)	Mohawk Language 2

Education Courses

12 credits from the list below:

EDEA 242	(3)	Cultural Skills 1
EDEC 220	(3)	Curriculum Development
EDEC 403	(3)	The Dialects of Inuktitut
EDEE 223	(3)	Language Arts
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 243	(3)	Reading Methods in Inuktitut/Cree
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 345	(3)	Literature and Creative Writing 1
EDEE 346	(3)	Literature and Creative Writing 2
EDEE 348	(3)	Grammar and Composition 2
EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDES 365	(3)	Experiences in Communications
EDPE 304	(3)	Measurement and Evaluation

EDEC 222	(3)	Personnel Management and Support
EDEC 233	(3)	First Nations and Inuit Education
EDEC 311	(3)	Resource Management
EDEC 312	(3)	Practicum in Educational Leadership

Complementary Courses (15 credits)

15 credits from the list below or any other course approved by the Director of Programs in First Nations and Inuit Education.

EDEC 220	(3)	Curriculum Development
EDEC 244	(3)	Issues in Aboriginal Education
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 245	(3)	Orientation to Education
EDEE 340	(3)	Special Topics: Cultural

Literacy Education taken concurrently. Credit may also be transferred from the Certificate in Education for First Nations and Inuit completed before the B.Ed. Students completing the Bachelor of Education for Certified Teachers following the Certificate in Education for First Nations and Inuit will have accumulated a total of 120 credits, 60 for the certificate and a further 60 for the B.Ed.

The Certificate in Aboriginal Literacy Education, the Certificate in Middle School Education in Aboriginal Communities, or the Certificate in First Nations and Inuit Educational Leadership may be taken concurrently and completed within the Bachelor of Education for Certified Teachers if the required B.Ed. profile is fulfilled.

This program does not lead to further certification.

Complementary Courses

Candidates enrolled in the program complete 90 credits within the following general pattern.

Academic Concentration (30 credits)

30 credits in five (5) subject areas relevant to elementary education in a 12-9-3-3-3 pattern (i.e., 12 credits in one subject, 9 credits in a second subject, and 3 credits in each of three (3) other subject areas), or 30 academic credits in three subject areas in a 15-9-6 pattern.

Note: Subject areas rele

4.3.3.8.7 Certificate in Aboriginal Education for Certified Teachers (30 credits)

This 30-credit program provides training to assist mainstream teachers in becoming more effective teachers in First Nations and Inuit communities. It is designed to address subjects of particular interest and need in First Nations and Inuit schools, such as cultural socialization, cooperative learning, second-language teaching, and curriculum development.

Required Courses (18 credits)

EDEC 220	(3)	Curriculum Development
EDEC 233	(3)	First Nations and Inuit Education
EDEE 240	(3)	Use and Adaptation of Curricula Cultural V

Registration in EDEM 202, EDKP 204, or any other courses offered by departments other than Educational and Counselling Psychology, or in other programs of this Department is dependent on availability (e.g., through a concurrently offered program) or through an arrangement made with that department or program. The Program Coordinator will attempt to make these contacts whenever required.

EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDKP 204	(3)	Health Education
EDPI 211	(3)	Social and Emotional Development

4.3.3.9 Academic Regulations

It is the responsibility of the student to read, understand, and abide by the regulations and procedures in this publication.

Academic Standing

A minimum grade of C is required in all required courses. A grade of D will be allowed in one elective course that is not a prerequisite to other courses taken in the program. Students may repeat failed courses only once. A minimum Cumulative Grade Point Average (CGPA) of 2.00 is required to be placed in Satisfactory Standing.

Time Limits

Thirty-credit programs taken on a part-time basis must normally be completed within five years of admission to the program. Programs taken on a full-time basis must normally be completed within 28 months of admission to the program. Students exceeding time limits may request an extension, in writing, which may be granted under special circumstances with the approval of the Director. Students who do not register for any course in their program for one year will be required to re-apply, meeting any new program requirements.

The time limit for completion of the 60-credit Certificate in First Nations and Inuit Education is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

Student Teaching Practicums

In programs where there is a compulsory practicum (field experience / student teaching) a satisfactory Pass (P) is required. If a student fails this component

Telephone: 514-398-5212

Fax: 514-398-5224

Email: summer.studies@mcgill.ca

Website: www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies

4.4.4 Administrative Officers

Administrative Officers

Guy Mineau; B.Sc., M.Sc., Ph.D.(Montr.)

Director, Faculty Partnerships and Summer Studies

Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM)

Program Administrator, Faculty Partnerships and Summer Studies

TBA

Administrative Coordinator, Faculty Partnerships and Summer Studies

4.4.5 Professional Development Opportunities

Professional Development Opportunities offer enriching programs, courses, workshops, seminars, and lectures of interest to:

- Business analysts and professionals
- Community organizers
- Distribution, construction, and manufacturing professionals
- Engineers and geologists
- Entertainment, Internet/software, and publishing professionals
- Finance and accounting professionals
- Human resources professionals
- Lawyers, and legal and public-sector professionals
- Marketing and brand practitioners
- Mining industry professionals
- Non-clinical research professionals
- Patent and trademark agents
- Pharmaceutical and biotech employees
- Potential business owners and aspiring entrepreneurs
- Process analysts
- Project and program contract and project managers
- Property managers
- Public speakers and speech writers
- Quality assurance professionals
- Retail and service industry professionals

4.4.6 General Information

4.4.6.1 Registration

Non-McGill students wishing to register for credit courses during the Summer term should consult the Summer Studies website at www.mcgill.ca/summer for further instructions. Returning McGill students who wish to register for credit courses during the Summer term should do so online using Minerva. For more information regarding Special Courses and Programs, please consult the list of available special courses/programs at www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies and www.mcgill.ca/summer/special. As registration requirements and criteria for Special Courses and Programs are specific, students are asked to call the Faculty Partnerships and Summer Studies Office at 514-398-5212 for further information.

4.4.6.2 Fees

Full payment for non-credit courses, seminars, and workshops is due at the time of registration and can be made by cheque, Visa, or MasterCard. For information on fees for Special Courses and Programs, please contact the Faculty Partnerships and Summer Studies Office at 514-398-5212. For further information on fees for Summer term credit courses, please refer to the Summer Studies Tuition and Fees website at www.mcgill.ca/summer/tuition.

4.4.6.3 Course Cancellations and Withdrawals

Faculty Partnerships and Summer Studies reserves the right to cancel courses prior to the first lecture due to low enrolment. For the cancellation policy for credit courses, please refer to the *eCalendar* under *University Regulations and Resources > Continuing Studies > section 1.3.4: Course Withdrawals and Refunds*.

Administrative Officers

Margaret Levey; B.A.(McG.), M.A.(C'dia)	Assistant Program Coordinator, English Part-Time Program
Louise Kyrntatas; B.A., M.A.(C'dia)	Assistant Program Coordinator, Intensive English – Language and Culture
Verena Waterstradt; B.Adm.(Germany) (<i>on leave</i>)	Program Administrator
Isaac Garcia-Sitton; B.A., M.B.A.(Lindenwood) (<i>Acting</i>)	Program Administrator
Benjamin Isaac; B.A.(C'dia), M.F.A.(MIUAD)	Assistant Program Administrator
France Bruneau	Administrative and Student Affairs Coordinator
Adriana Starnino	Administrative Coordinator
Paola Samano; B.A.(HEC) (<i>on leave</i>)	Administrative Coordinator
Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)	Academic Coordinator, Language Programs
Megan Hudson	Administrative Coordinator
Christa Grant (<i>Acting</i>)	Administrative Coordinator

For the latest updates on programs and course offerings, please visit our website:

www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication.

4.5.4 The Language and Intercultural Communication Unit ± English Language Programs

The School of Continuing Studies' Language and Intercultural Communication unit offers high-quality English language instruction to meet the needs of a wide-ranging clientele such as professionals, international students, incoming McGill students, and new Montrealers. The Language and Intercultural Communication unit's part-time and full-time programs help learners achieve competence in both oral and written English, and lead to the McGill Certificate of Proficiency.

The program leads, under certain conditions, to the Certificate of Proficiency - English for Professional Communication. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Languages > The Language and Intercultural Communication Unit - English Language Programs > Certificate of Proficiency - English for Professional Communication Overview > Certificate of Proficiency – English for Professional Communication: Academic Regulations.

The level of this certificate corresponds to the Adv

- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the *Language and Intercultural Communication* unit. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

For more information, please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

All students seeking admission to the *Certificate of Proficiency – English for Professional Communication* must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
-

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** Students must attend class before the third day or forfeit their registration. To cancel a session, the Client Services Office must receive a written request **before the end of the third day of class.** The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice). Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to

www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-eng-language-and-culture.

4.5.4.32.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must ha94

4.5.4.4.2 Certificate of Proficiency in Written English – Workplace Communication (48 CEUs)

The non-credit Certificate of Proficiency in Written English - Workplace Communication is designed to offer an intense training in written English as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, v

4.5.5.2.1 Certificate of Proficiency in French for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master, in both oral and written French, the linguistic and communicative skills necessary to function effectively in a professional francophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French will need to complete credit prerequisite courses before entering the program. Those credit courses won't be accepted as part of the Certificate. The overall program structure is divided into two modules:

1)

to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 3 Students who begin their studies with courses CEFN 411/CEFN 412 are not eligible for admission to the Certificate of Proficiency - French for Professional Communication. However

The Entrance Placement Test lasts approximately two hours.

Since the test is written by large groups of students, test-takers are advised to arrive 20 minutes before the scheduled time and bring two pieces of photo ID, a sharp HB pencil, and an eraser.

The fee for the test is \$25 (non-refundable and may be subject to change), payable at the time of registration for the test. Entrance Placement Test results will be available on the third business day following the test date as well as at the time of course registration. In order to register for a course, new students must schedule an appointment.

For information on the Entrance Placement Test dates, please refer to our website:

[www](#)

** CFRN 355 (20 CEU) Intensiv

Those who study for more than one semester must purchase medical insurance for one academic year. These fees must be included with the tuition payment in one cheque to McGill University. Access to McGill Health Services is available upon payment of an additional Student Services fee.

4.5.5.3.5 Housing

The *Language and Intercultural Communication* unit can refer students to an organization that can place them in the home of a French-speaking family. This arrangement provides an ideal opportunity to speak French in the home setting and sample our Québécois hospitality. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at www.mcgill.ca/continuingstudies/prospective-students/english-and-french-intensive-application/frequently-asked-questions-faq or contact the *Language and Intercultural Communication* unit.

4.5.5.4 Online French Program

French Grammar at Work – CFRN 215: This course is designed for students who are at a mid-intermediate level in written French and who would like to improve their grammatical proficiency. Through a variety of written exercises and activities, students learn to apply grammar rules, vocabulary, and strategies for self-correction in a work-related context.

For more information:

Email: frenchonline.scs@mcgill.ca

Website: www.mcgill.ca/continuingstudies/programs-and-courses/languages/online/written-french-workplace-communication

4.5.5.4.1 Certificate of Proficiency in Written French ± Workplace Communication Overview

Many students studying French as a Second Language succeed in reaching an adequate level of oral fluency. However, they experience some difficulty in developing solid written communication skills which require more time and effort. This imbalance in language acquisition is a handicap in the workplace, where effective writing is a critical aspect of success for both employees and employers. With the rise of globalization, telecommuting and digital communications, good writing skills have indeed become vital in the modern workplace.

4.5.5.4.2 Certificate of Proficiency in Written French ± Workplace Communication (48 CEUs)

The non-credit Certificate of Proficiency in Written French - Workplace Communication is designed to offer an intense training in written French as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies for effective written communication. It is designed for the acquisition of the linguistic, communicative, and pragmatic competency needed in workplace contexts, and comprises a stringent pedagogical follow-up. The program's three levels are compatible with national and international frameworks of reference for languages, such as the Canadian Language Benchmarks (CLB), the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines, and the Common European Framework of Reference for Languages (CEFR).

Required Courses

CFRN 215	(8)	French Grammar at Work
CFRN 216	(8)	French Grammar and Writing in Context 1
CFRN 315	(8)	French Grammar and Writing in Context 2
CFRN 316	(8)	French Vocabulary for Workplace
CFRN 415	(8)	French Writing Techniques for Workplace
CFRN 416	(8)	French Written Communication Strategies for Workplace

4.5.6 TEFaQ (Test d'évaluation du français adapté au Québécois)

The TEFaQ is a French language proficiency test recognized by the *Ministère de l'Immigration et des Communautés culturelles du Québec* as a measure of proficiency for its CSQ immigration selection process.

The test contains two sections:

- Oral Comprehension (60 questions, 360 points – 40 minutes)
- Oral Expression (450 points – 35 minutes)

The test is offered by McGill University on behalf of the *Chambre de commerce et d'industrie de région Paris Île-de-France* (CCI Paris Île-de-France). For more detailed information on this test, please refer to: www.francais.cci-paris-idf.fr/tefaq-et-e-tefaq/.

Email: tefaq.scs@mcgill.ca

Telephone: 514-398-2681

4.5.7 Spanish Language Programs and Courses (Offered by Translation and Written Communication)

For more information about McGill's School of Continuing Studies offering of Spanish Language Programs and Courses, offered by the Translation and Written Communication unit, refer to *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study*

> *Translation and Written Communication* > *About Translation and Written Communication Programs and Courses* > [section 4.8.4.3: Spanish Language Programs and Courses](#).

4.6 McGill Community for Lifelong Learning (MCLL)

4.6.1 The McGill Community for Lifelong Learning (MCLL)

MCLL is for people of retirement age who want to continue learning for the joy of it, and share their knowledge, ideas and experience with others. Whatever your interests or educational background, if you are intellectually curious, you will enjoy expanding your knowledge with others in a friendly and stimulating environment. You will also make new friends and have the satisfaction of being a student again in the surroundings of a famous university – with no exams!

Key to MCLL's sense of community is the commitment of members who, in addition to attending study groups, contribute their time in other ways. Members provide the team of moderators and lecturers, serve on the elected Council and committees, and take care of many administrative tasks.

The two cornerstones of learning at MCLL are peer learning and active participation. It is these principles that differentiate our programs from traditional university courses and classes. You will have the opportunity to choose from 30 to 50 study groups in a broad range of topics such as art, music, culture, literature, history, politics, health and science. There are also workshops on computer skills.

Our home base is at 688 Sherbrooke Street West (corner of University), part of the McGill downtown campus.

4.6.2 Location

McGill Community for Lifelong Learning (MCLL)
688 Sherbrooke Street West, Suite 229
Montreal QC H3A 3R1

Telephone: 514-398-8234

Coordinator: 514-398-3627

Fax: 514-398-2757

Email: mcll.scs@mcgill.ca

Website: www.mcgill.ca/continuingstudies/programs-and-courses/mcll

Study groups are held in MCLL's own premises during the daytime, on the second floor at: 688 Sherbrooke (corner of University), a location with easy access to the McGill metro station or the 24 bus.

4.6.3 Administrative Officers

Administrative Officers

Alex Megelas; B.A.(Bishop's)

Program Coordinator

Ana Milic

Administrative Coordinator

4.6.4 Study Group Subjects

Each semester 25–60 study groups are offered, which cover a wide range of subjects, such as:

Study Group Subjects

Creative Writing

Literature

Art and Architecture

Science and Society

History

Current Events

Music

Film Studies

Psychology

Computer Skills

Philosophy

...and other topics

Many topics are interdisciplinary. The Curriculum Committee welcomes proposals for new study groups and is also ready to help moderators prepare proposals.

4.6.5 MCLL Schedule

MCLL study groups meet for a term of ten weeks (two hours per week, per subject) in Fall, Winter, and Spring.

Classes for 2014–2015 are tentatively scheduled as follows:

- April 7, 2014 to June 13, 2014
- July 9, 2014 to August 20, 2014
- September 15, 2014 to November 21, 2014
- January 12, 2015 to March 20, 2015

4.6.6 Self-Administration

MCLL is self-administered by a Council elected by its members. The Council works in collaboration with the School of Continuing Studies. There are various committees, managed by the Council, to which many members contribute their talents. The committees are: Curriculum, Development, Planning, Special Events, Newsletter, Membership, and Communications. In addition, many members contribute to the day-to-day administration of the Institute.

MCLL is governed according to its bylaws, approved by the University Senate and Board of Governors. Full details are described in the [McGill Community for Lifelong Learning Member Handbook](#).

4.6.7 Special Events

In each study group, you will meet other adult learners who have similar interests and a keen sense of curiosity. In addition, there are various social and educational special events that are organized by and for the membership during the Fall, Winter, and Spring terms. These additional events introduce you to many more members who, like you, have a sense of curiosity and determination to exercise it.

Special events that have been organized in the past include lectures by McGill faculty, Saturday musical events, outings to the Macdonald campus and Botanical Gardens, and luncheons to celebrate the holiday season.

4.6.8 Membership Fees

Because MCLL is grounded in a strong sense of community and because there are many activities offered outside of the study groups, members pay a membership fee rather than a fee for each individual study group. This fee entitles you to participate in study groups for the duration of the semester, includes McGill library privileges, and allows you to attend other special activities.

The current membership fee is \$100 per semester. An Associate membership is available for \$20. Associates receive the calendar and newsletter and may attend lectures and special events.



Please note: Fees are subject to annual review.

4.6.9 Registration

A detailed calendar of study groups is available on the web prior to the beginning of each term. Registration can be processed either online, by mail, or in person.

Go to our website: www.mcgill.ca/continuingstudies/prog04 Ts

- General and technical translators
- Language industry professionals
- Legal, medical, and scientific translators
- Bilingual journalists and writers
- Public relations specialists
- Travel-industry professionals
- Spanish-language students
- Individuals seeking French language certification (DELF/DALF)

4.8.4.2 Programs and Courses

NON-CREDIT PROGRAMS AND COURSES

Spanish Certificate of Proficiency

POST-CERTIFICATE COURSES

Advanced Spanish Conversation

Spanish for Business

Spanish Translation

CREDIT PROGRAMS

section 4.8.4.4.1: Certificate in Translation

(English to French, French to English, Spanish to French, Spanish to English, French/English to Spanish)

section 4.8.4.4.2: Graduate Diploma in Translation

(English to French, French to English, Spanish to French, Spanish to English)

section 4.8.4.3.4: Graduate Certificate in Professional Communication — Spanish (18 credits)

4.8.4.3 Spanish Language Programs and Courses

The School offers a variety of Spanish Language programs and courses for people seeking to improve their Spanish language skills. Whether you are interested in learning the language, or pursuing Spanish language studies at an advanced level, these programs and courses can suit both your personal and professional needs.

4.8.4.3.1 Classification Tests for Non-Credit, Part-Time Spanish Courses

For more information, see www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses

4.8.4.3.3 Certificate of Proficiency in Spanish

The School offers the Certificate of Proficiency in Spanish program: Level 1 to Level 4 courses are offered on a part-time basis, evenings and weekends (45 hours). Students who wish to receive this certificate must fulfil the following requirements:

- a. Complete Level 4 of the program with the McGill School of Continuing Studies.
- b. Obtain a minimum grade of **B+** in the Level 4 course.
- c. Attend at least 2/3 of all lectures.

Students who have studied Spanish at some other institution may be exempted from one or two levels depending on the progress they have made.

4.8.4.3.4 Graduate Certificate in Professional Communication in Spanish (18 credits)

The 18-credit Graduate Certificate in Professional Communication — Spanish provides students with the tools for more effective intercultural or international professional communication in a variety of occupational domains. It is intended to perfect students' linguistic competence in Spanish in communication specific areas and create a deeper understanding of linguistic and cultural diversity. The program provides an effective way of attaining an advanced superior level of proficiency (C1+C2) in Spanish for specific purposes, thus endowing students with the necessary *savoir-faire* for professional communication.

Note: All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.

Required Courses (12 credits)

CSPN 541	(3)	Language and Culture for Professional Communication
CSPN 542	(3)	Written Communication Contexts
CSPN 543	(3)	Oral Communication Contexts
CSPN 544	(3)	Professional Discourse

Complementary Courses (6 credits)

CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 524	(3)	Differential History of Spanish
CSPN 540	(3)	Organizational Culture in the Hispanic World

4.8.4.3.5 Graduate Certificate in Professional Communication in Spanish: General Academic Requirements

General Academic Requirements

This 18-credit program consists of two major constituent parts:

- *Module 1*: four required courses (12 credits)
- *Module 2*: a selection of complementary courses each covering a specific area of interest. Students must take two (2) complementary courses (6 credits)

Applicants must hold an undergraduate degree from a recognized university and demonstrate proof of proficiency in Spanish at an advanced level.

2. Graduate Diploma in Translation (English to French, French to English, Spanish to French, Spanish to English): a 30-credit, graduate-level program. Courses are offered evenings (39 hours).

4.8.4.4.1 Certificate in Translation

This certificate program is designed to provide students with the fundamentals of translation.

4.8.4.4.1.1 Certificate in Translation — English to French Option (30 credits)

This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (English to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

Entrance Examination

Preparatory Course(s)

CCTR 222	(10)	English Usage for Translators
CCTR 223	(10)	Le bon usage pour traducteurs

Required Courses (27 credits)

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 310*	(3)	Comparative Stylistics 2
CCTR 325	(3)	French Translation 2
CCTR 326	(3)	English Translation 2
CCTR 433	(3)	French Translation 3
CCTR 435	(3)	French Translation 4

Complementary Course (3 credits)

CCOM 205	(3)	Communication in Management 1
CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 334	(3)	Spanish Translation to English
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum

* Bilingual course

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.2 Certificate in Translation — French to English Option (30 credits)

This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (French to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

Entrance Examination

Preparator y Course(s)

CCTR 222	(10)	English Usage for Translators
CCTR 223	(10)	Le bon usage pour traducteurs

Required Courses (27 credits)

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 234	(3)	Writing Techniques for Translators
CCTR 310*	(3)	Comparative Stylistics 2
CCTR 325	(3)	French Translation 2
CCTR 326	(3)	English Translation 2
CCTR 434	(3)	English Translation 3
CCTR 436	(3)	English Translation 4

Complementary Course (3 credits)

CCOM 205	(3)	Communication in Management 1
CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 334	(3)	Spanish Translation to English
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum

* Bilingual course

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.3 Certificate in Translation — Spanish to French Option (30 credits)

The Certificate in Translation (Spanish to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (27 credits)

CCTR 227	(3)	Spanish Translation 1
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CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Complementary Courses (3 credits)

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum

** Undergraduate degree and/or departmental approval required.

4.8.4.1.4 Certificate in Translation — Spanish to English Option (30 credits)

The Certificate in Translation (Spanish to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (27 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 234	(3)	Writing Techniques for Translators
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 334	(3)	Spanish Translation to English
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Complementary Courses (3 credits)

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français

CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.5 Certificate in Translation — French/English into Spanish Option (30 credits)

The Certificate in Translation (French/English into Spanish Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (27 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 237	(3)	Writing Techniques (Spanish)
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3
CCTR 438	(3)	Spanish Translation 4

Complementary Courses (3 credits)

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401*	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500*	(3)	Translation Practicum

* Undergraduate degree and/or departmental approval required.

4.8.4.4.1.6 Translation Programs: General Academic Requirements

4.8.4.4.1.6.1 Admission Requirements

To be admitted to the Certificate Program in Translation:

1. A considerable degree of fluency and correctness is required in English, French, and/or Spanish with emphasis on the written language;
2. Students must pass an Entrance Examination;
3. Students must hold a CEGEP diploma (D.C.S. or equivalent);
4. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students;
5. Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by Translation and Written Communication. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

4.8.4.4.1.6.2 Admission Procedures

For more information, see the [eCalendar](#) under *Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs.*

4.8.4.4.1.6.2.1 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent study done at the university level, within the last five

CCTR 500 (3)

Translation Practicum

CCTR 519es(3)CC28 519es (3)

Guided Cultural Reading / Lectures culturelles dirigées

Entrance Examination

Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish
CCTR 525	(3)	Spanish Canon in Translation

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 511	(3)	Traduction Spécialisée 1
CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 533	(3)	Specialized Translation (English/French)
CCTR 601	(3)	Independent Studies

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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4.8.4.2.4 Graduate Diploma in Translation — Spanish to English Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination

Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol

CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

a) Letter of Intent: A letter, one to two pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- your knowledge that would be pertinent to the program;
- your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career;
- a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

b) Curriculum Vitae

c) Two Letters of Reference: At least one should be from a current or former employer.

Supporting documents should be delivered to:

Client Services Office
Admissions & Convocation
School of Continuing Studies
688 Sherbrooke Street West
Room 1125
Montreal QC H3A 3R1 Canada

- 3.** If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *Ministère de l'Immigration et des Communautés culturelles*. For further details, you may contact their office at: 514-864-9191 or visit them on the web at: www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html.

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit the following website for International Degrees' CGPA calculation: www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency.

- 4.** Applicants must pass the Diploma Entrance Examination (see www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication).

4.8.4.4.2.5.2 Admission Procedures

Please see the [eCalendar](#) under *School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

4.8.4.4.2.5.3 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent courses done within the last five years.

Students who have been granted Advanced Standing and/or e

As part of its mandate to protect the public, the Order has adopted the following mission: to ensure and promote the competence and professionalism of its members in the fields of translation, terminology, and interpretation.

Students holding both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation. Students wishing to apply for admission as student members or to apply for certification may do so by contacting the certification coordinator at 514-845-4411, ext. 223, or at 1-800-265-4815, ext. 223.

OTTIAQ
2021 Union Avenue, Suite 1108
Montreal QC H3A 2S9
Fax: 514-845-9903
Email: info@ottiaq.org
Website: <http://ottiaq.org/en>

4.9 The McGill Writing Centre

4.9.1 McGill Writing Centre

Would you like to refine your academic writing skills or learn to write for a specific professional audience? The McGill Writing Centre (MWC) can help you achieve your goals. As a student in one of the MWC's courses, you will learn essential writing techniques that will help you to succeed both at university and in many different professions.

Located in the McLennan-Redpath Library, the MWC is the University's central resource for written communication. The Centre offers credit courses in academic and professional writing for both native and non-native English speakers, and a tutorial service open to all students. In addition, the Centre offers a number of non-credit courses that teach writing skills for different media and professional contexts. These non-credit courses are open to the public, as well as to members of the McGill community.

Credit Courses for Degree Program Students

Course Number	Title	Credits	MWC Placement Test *
CEAP 250	Research Essay and Rhetoric	3	No
CEAP 642	Cornerstones of Academic Writing	1	No
CEAP 643	Literature Reviews and Scholarly Niches	1	No
CEAP 652	Fundamentals of Academic Presentations	1	No
CESL 299	ESL: Academic English Seminar	3	No
CESL 300	ESL: Academic English 2	3	Yes
CESL 400	ESL: Essay and Critical Thinking	3	Yes
CESL 500	ESL: Research Essay and Rhetoric	3	Yes
CESL 641	Fundamentals of Academic Writing in English	1	No
CESL 651	Pronunciation for Effective Communication	1	No
CCOM 206	Communication in Engineering	3	No

* Please consult the MWC website at www.mcgill.ca/mwc for details regarding the date and location of the placement test.

Course for Continuing Studies Students

Course Number	Title
CCOM 205	Communication in Management 1

4.9.1.1 Location

McGill Writing Centre
McLennan-Redpath Library
Main Floor, Room #02

3459 McTavish Street
Montreal QC Canada H3A 0C9

Telephone: 514-398-7109

Fax: 514-398-7416

Email: mwc@mcgill.ca

Website: www.mcgill.ca/mwc

4.9.1.2 Academic Staff

Director

Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)

Faculty Lecturers

Robert Myles; B.A., M.A.(Car.), Ph.D.(McG.)

Carolyn Samuel; B.A., Dip.Ed.(McG.), M.Ed.(OISE, Tor.)

Academic Associate

Scott Kushner; B.A.(Wesl.), M.A., Ph.D.(Duke)

