

# REGISTRATION INFORMATION AND SCHEDULE

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs. Students preparing to register are advised to consult the Minerva Class Schedule for the most up-to-date information on courses to be offered.

Not all courses listed are offered every year.

**Note for Summer Studies:** Refer to Student Types and Registration Procedures and Student Records.

## Minerva Registration Schedule 2025–2026

### Continuing Studies Student Registration

Students	Fall	Winter
Returning students	June 4–August 27	October 2–January 5
Newly admitted students	June 11–August 27	October 9–January 5
Returning (Independent) Special Students	June 11–August 27	October 9–January 5

### Late Registration and Add/Drop Period

Students	Fall	Winter
All SCS students except for those in non-credit Professional Development, Faculty Partnerships and Summer Studies courses	August 28–September 9	January 6–13

## Course Changes and Refunds

Once registered for a course, you are responsible for the fees. If you decide not to follow the course, you must officially withdraw. Simply not attending classes or informing the instructor does not constitute an official withdrawal.

### How to Add/Drop a Course

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

- online using Minerva > *Student Menu* > *Registration Menu*
- in person by completing a Course Change Form, available at [mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course](https://mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course), and bringing it to the Client Services Office

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

## How to Withdraw From a Course – Grade of W

After the add/drop deadline, you can withdraw from a course in one of two ways:

- online using Minerva > *Student Menu* > *Registration Menu*
- in person by completing a Request for Course Withdrawal Form available at [mcgill.ca/continuingstudies/current-students/registration/course-withdrawal](https://mcgill.ca/continuingstudies/current-students/registration/course-withdrawal) and bringing it to the Client Services Office

There are two withdrawal periods for the Fall and Winter terms: one with a refund, and one without a refund.

Please take note of refund deadlines. If you miss the fee refund deadline, you are responsible for all course fees. During both withdrawal periods, you may withdraw from course(s) using Minerva. You will be given a grade of W, which does not affect your CGPA. Failure to officially withdraw will result in a grade of J (incomplete/failure), which counts as 0 (zero) in GPA calculations.

Official registration and withdrawal dates are published before the start of each term. Refer to the Important Dates Supplement for specific dates.

### Effective Date for Refunds

It is solely your responsibility to initiate a course change (i.e., add/drop/withdrawal) by submitting a form to your student affairs office. Neither notification of the course instructor nor discontinuing class attendance is sufficient.

The effective date for refunds will be the date on which the official Course Change Form was completed or the date the change was made on Minerva.

Refunds are not automatically issued as a result of course changes. You must specifically request a refund in writing; otherwise, any amount owing to you as a result of a course withdrawal or overpayment will be credited to your fee account.

**Note:** Special rules for refunds will apply for courses of 10 sessions or less or for courses of a specialized nature. For specific details, contact the academic area.

If you are a full-time McGill degree student registered in a Continuing Studies course, the Continuing Studies course change deadlines do not apply to you; see [mcgill.ca/importantdates](https://mcgill.ca/importantdates) for deadlines that apply to your faculty.

### Refund Request

To make a request for a refund, log into Minerva and follow the *Student Accounts* menu.

If you withdraw from your only course, your McGill ID card must also be returned since it is the property of McGill University.

## Classes with Limited Enrolment

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

## 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".

The Minerva class schedule for the upcoming Fall and Winter terms normally becomes available in May, two weeks prior to the opening of registration. The Summer term schedule is normally published in early February.

The class schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You should take note of any preregistration requirements for your desired courses such as prerequisite courses, placement tests, or departmental approval/permission requirements.

Class schedule information is subject to change and is updated as courses are added, cancelled, rescheduled, or relocated. It is your responsibility to consult the class schedule at the time of registration, and again before classes begin, to ensure that changes in the schedule have not caused conflicts in your schedule.

The last day of classes in a term varies according to a course's schedule pattern (ex., Mon-Wed-Fri, Tues-Thurs, etc.). You may verify this and other details on the Important Dates for Students website.

**Note for Health Sciences:** For information, you should refer to your Faculty/School section in this publication. This section is not applicable to M.D.,C.M. students; refer to the Undergraduate Medical Education site.

## Visual Schedule Builder

Once you have selected some courses from the class schedule, try Visual Schedule Builder (VSB) to view your possible class schedules in an easy-to-read weekly schedule format. You cannot currently use VSB to register but you can copy your choice of course reference numbers (CRNs) from VSB for registration in Minerva.

## Late Registration for Continuing Studies

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated on the Key Dates page and the SCS Course Registration page. You will be charged a late registration fee whether you registered on Minerva or in person; exact fee amounts are available on the Student Accounts website.