

REGISTERING USING MINERVA

Go to Minerva and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see Course Information and Regulations.

Before Going to Minerva:

- Read the timetable and registration instructions carefully. Please keep in mind when selecting your courses that not all courses are offered each term. You can only register for one term at a time.
- See an advisor. If you wish to substitute required courses or enrol in courses outside your program, you must obtain written approval from your academic area, otherwise the course may not be recognized for credit toward your program. If you need to see an advisor, call your academic area well before registration to make an appointment.

Problems Using Minerva?

If you have any program or course-related questions regarding registration, contact the Client Services office at 514-398-6200. If you have problems using Minerva, please refer to mcgill.ca/servicepoint/pinreset or contact the Minerva Help Line at 514-398-7878.

Can't Remember your PIN?

If you cannot remember your PIN, you can reset it using the "Forgot PIN?" button on the Minerva login page. If you are unable to reset your PIN, please refer to mcgill.ca/servicepoint/pinreset or call the Minerva Help Line at 514-398-7878.

Who Can Use Minerva

If you were registered at the School of Continuing Studies during the past year, or were recently admitted to a program, you must use Minerva to register for courses.

Exceptions

You will not be able to use Minerva to register if:

- you have outstanding fees
- you do not have a Permanent Code
- you have a registration hold on your record for administrative or academic reasons
- you are registering for a Language course and your record does not indicate successful completion of the previous level
- you do not have the prerequisite for the course(s) you wish to register for

If any of these conditions apply, you should see an advisor and register in person (see Other Ways to Register).

Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses

If you are a full-time McGill degree student, you can use Minerva to register for a Continuing Studies course. If you are currently in a McGill

degree program and want to take a Continuing Studies course for credit toward your program, you must obtain authorization from your faculty.

If you are currently in a McGill degree program and want to take a non-credit Continuing Studies course for interest or personal development, you must register using Athena, the non-credit registration system. With the exception of some Professional Development courses, Summer Studies short courses, workshops, and seminars, these courses will appear on your official transcript but will not count toward the completion of your degree requirements.