

SUMMER STUDIES

Student Types and Registration Procedures for Summer Studies

All students, including McGill students, Quebec Inter-University Transfer students, and Special and Visiting Students from universities outside Quebec must register using Minerva, McGill's web-based registration system. Once you have determined your student type below, take note of the registration procedures in the corresponding column. Please note that students owing fees from previous terms will be denied access to register on Minerva.

McGill Students

A McGill student is:

- One who is registered in the Winter term immediately preceding the Summer term in a McGill degree or diploma program; students who are graduating in June, see instructions for Special Students below.
- One who has not registered or who withdrew in the Winter term and has received a letter of readmission from the Faculty office.

A McGill student should:

- Pay any outstanding fees on their student account;
- Verify course and program requirements in the Course Catalogue;
- Consult their faculty student affairs office for a list of Summer courses that are acceptable for credit toward their degree. Other courses may be taken, but may not count toward your degree;
- Obtain authorization from the appropriate department, if required;
- Visit the Using Minerva to Register site and follow instructions on how to register. View their class schedule on Minerva to ensure they are correctly registered.
- **Graduate students** should consult with their graduate department/unit. For further information, please see the Future Graduate Students Applying and Admissions site.
- **Continuing Studies students** must register with the School of Continuing Studies.
- **Macdonald Campus Summer Session students** must follow the steps for the appropriate student type (McGill, IUT, visiting, or special) as well as obtain permission from the Faculty of Agricultural and Environmental Sciences in order to register for their courses.

Quebec Inter-University Transfer Students

A Quebec Inter-University Transfer student is:

- One who is currently registered at a Quebec university and wishes to transfer credits granted by McGill during the Summer to that university.

Currently registered students at other Quebec universities should:

- Initiate an online Inter-University Transfer (IUT) form to request the required authorizations. Complete the online AEHE-IUT form by

clicking on the Non-McGill Students tab on the vertical menu and then Step 1: Applying.

- After the online Inter-University Transfer form is approved by your home university and McGill, you must register in the approved course(s) on Minerva.
- Visit the Using Minerva to Register site and follow instructions on how to register. View their class schedule on Minerva to ensure they are correctly registered.

Note: The online IUT form is only an approval process and does not signify that you will be registered in the course.

Other Student Types

A Visiting Student from a university outside Quebec is:

- One who is currently registered in a degree or diploma program at another university. You may take Summer courses at McGill for credit at your home university. After you have selected the courses that you would like to take for university credit, obtain written permission from the Registrar or other responsible authority at your home university. This letter of permission should state the course(s) and number of credits that may be taken and must accompany the documentation sent to McGill.

A Special Student is:

- One who has received either a conditional or final letter of acceptance to a McGill undergraduate degree or diploma program.
- Anyone who is not currently registered in a degree or diploma program either at McGill or elsewhere.
- One who is graduating from McGill University in the month of June.

Note: If you have received a final acceptance to a McGill undergraduate degree or diploma program for Fall 2025 and have confirmed your acceptance, please see the registration procedures for McGill students above.

Visiting Students from universities outside Quebec and Special Students should:

- Fill out and submit a Registration Package for Summer.

Note: There is a \$50 processing fee, payable online when you upload your Registration Package or in person at Service Point on campus.

Note: McGill students who have a Winter 2025 graduation term on their record will only need to complete the online form entitled Authorization for Change of Program - Graduating Students.

- Ensure they have received an email with their McGill ID number and instructions on how to register using Minerva.
- Provide their Permanent Code form and supporting documents according to the regulations explained in What Documents Does McGill Need from You? Please read this section carefully before submitting your registration package.
- Processing of registration packages will begin in February and registration will begin in March (see Summer Key Dates). Some courses fill up rapidly so you are advised to send your Registration Package for Summer Studies early.

Note: You are responsible for all courses in which you are registered unless you formally drop these courses online using Minerva before the deadline date. Neither notification of the course instructor nor

discontinuing class attendance is sufficient (see Summer Key Dates for add/drop and withdrawal deadlines).

Summer Residence Accommodations

Students who are in need of accommodations are encouraged to explore the Summer accommodations options offered by McGill's Housing and Conference Services.