

# REGISTRATION AND REGULATIONS

Students admitted to the B.Sc.(N.) and B.N.(Integrated) programs are advised to refer to [mcgill.ca/getready/orientation](http://mcgill.ca/getready/orientation) for information on Welcome Week & Orientation activities.

Official registration through Minerva must be completed by the Orientation Session in August. Students registering late for reasons unrelated to the admission procedure are subject to late payment and registration fees. See University Regulations & Resources > *Undergraduate* > Registration for more information.

Returning students are responsible for ensuring that registration is complete as per University timetables (see [mcgill.ca/importantdates](http://mcgill.ca/importantdates)). However, the deadlines for registration to guarantee placement are:

- for Fall clinical courses: **June 15**;
- for Winter clinical courses: **November 15**;
- for Summer clinical courses: **March 15**.

## Degree Evaluation

Students are responsible for ensuring that they are taking the required courses to meet degree requirements as set out in their program of study. Students can check their degree requirements at University Regulations & Resources > *Undergraduate* > *Student Records* > Tracking Student Progress.

## Communication Policy

Email is the official means of communication between McGill University, the Ingram School of Nursing, and its students. Students are required to identify themselves with their name and McGill ID number when communicating by email with faculty or staff.

## General Course Requirements

Students are informed at the beginning of any course of the course objectives and requirements as well as the methods of evaluation and the contribution of each method of evaluation to the final grade in the course. Students will not be permitted to write an examination in any course unless they have fulfilled the requirements of the course, including attendance.

**Note for all students:** It is expected that students will attend designated Ingram School of Nursing conferences such as 'Nursing Explorations'. A student fee applies.

## Regulations Concerning Final Examinations

See Examinations and University Regulations & Resources > *Undergraduate* > Examinations: General Information.

## Leave of Absence

Exceptionally, students may require a Leave of Absence (LOA); please see the Undergraduate Leave of Absence Policy, and the Ingram School of Nursing Faculty and Student Handbook for information and instructions.

Any student who has been granted a leave of absence for one academic year and who does not resume studies in the following semester must withdraw from the Ingram School of Nursing. Such students may apply for readmission within one year after withdrawal.

## Withdrawal

Permission must be obtained from the Program Director prior to withdrawing from a required course as this can delay the degree completion date. Students considering withdrawal from the program are advised to discuss their situation with the Director of their program prior to making a final decision.

Deadlines are noted at [mcgill.ca/importantdates](http://mcgill.ca/importantdates) and will be in accordance with the Fees and Withdrawal from the University.

**Note:** Students who withdraw from their Fall term courses are considered as withdrawn from the University unless a leave of absence is recorded on their transcript.

Students who decide to withdraw from nursing or transfer to another McGill program are required to return their proof of registration to the OIIQ.