

a guide to  
student  
services

McGILL UNIVERSITY, MONTREAL



## introduction

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The transition from one level of education to another is usually accompanied by a period of adjustment, both academic and personal, and poses a variety of problems for many new students. This is particularly true of the transition from the High School and post-secondary pre-university (CEGEP) levels to the University. Last year the University received the second generation of College-Equivalent students and this year will be welcoming the third generation of such students. We will also this year be welcoming into the new first university year the first graduates of English-speaking CEGEPS (Dawson College) as well as graduates of the College-Equivalent Programme from McGill and other institutions offering that programme. A special greeting and invitation is extended to them as well as to those students coming to us from French-speaking CEGEPS in increasing numbers. Problems of all kinds are not, however, confined to new students alone and there is often a need for continuing advice and guidance of one kind or another for upper year students as well. There is also, in a University community, a requirement for services not necessarily related to the solution of specific problems but whose purpose is to enhance the comfort, convenience and general well-being of students.

The University provides a wide variety of such services and it is the aim of this booklet to provide students with a brief description of, and a ready reference to, what is available to them.

The various services outlined herein have been subdivided, for easier reference, into three broad categories as follows:

Academic and Personal Counselling (provided by individual Faculties for their own students)

General Counselling and Allied Services (provided by special departments or individuals on a University-wide basis)

Other Services (provided by students or students in conjunction with University staff)

Students are urged to familiarize themselves with the contents of this booklet and to retain it for future reference as the need for assistance of one kind or another arises. Any queries concerning any of these services may be directed to the office of the Dean of Students, Room 221, Administration Building (locals 5287/5288).

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**NOTE:** The University has a Centrex telephone system. To telephone from outside the system, prior to dialing the respective four-digit locals noted throughout this booklet, dial the McGill exchange number, 392.

# academic and personal counselling

## faculties of arts and of science

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### FRESHMAN ADVISORY SERVICE

Available to all beginning students entering the first or second year of the College-Equivalent Programme in the Faculties of Arts, Science, Education, Management, Physical Therapy and Occupational Therapy. The one-day orientation includes group meetings, a personal interview with an adviser to assist in course selection, a campus tour and social hour. Directed from Room 109, Dawson Hall, the service operates from Monday to Friday, 9.00 a.m. to 5.00 p.m., starting on August 9 and until registration.

### FACULTY COUNSELLORS

Each Freshman student in the College-Equivalent Programme, upon application, is assigned to a member of Faculty. Forms are available at registration or at 109, Dawson Hall. The object of the Counselling Programme is to provide the student with access to a member of the academic staff with whom he can discuss any problems he may have, and who can refer him to more specialized guidance services if necessary. Freshmen meet with their counsellors at least once during the first term; further meetings may be arranged by mutual agreement. The counsellor will arrange to see the student early in the session.

### PREREGISTRATION COUNSELLING

**For Students in the New Three-Year University Programme**

All students in the three-year programme are required to have their study plan approved by a Faculty Adviser before proceeding to registration. Information on procedures and assignment of students to Advisers is available from the Student Affairs Office, Dawson Hall.



### **For Students in the Four-Year Degree Programme**

Available to all students continuing into third and fourth year of the old curriculum are the services of specially designated members of Faculty, and the staff of the Associate Deans' office. These individuals can provide valuable information on courses and programmes of study. Faculty Advisers are on hand at registration to advise students and approve course combinations. They are also available for consultation throughout the academic year, by appointment. The permanent Faculty Advisers are as follows:

*Physical Sciences:* Professor R. F. Robertson (Chemistry)  
Room 312  
Otto Maass Chemistry Building  
392-4439

*Biological Sciences:* Professor M. E. Goldstein (Biology)  
Room N-44  
Stewart Biology Building  
392-4645

*Social Sciences:* Professor F. Kunz (Political Science)  
Room 430  
Leacock Building  
392-5236

*Humanities:* Professor M. J. Silverthorne (Classics)  
Room 528  
Leacock Building  
392-5222

### **GENERAL COURSE COUNSELLING**

The office of the Associate Deans, located in Dawson Hall, provides information and advice on all matters pertaining to programmes of study within the Faculties. Experienced personnel are available to answer questions and offer guidance each weekday from 9:00 a.m. to 5:00 p.m.

### **PREMEDICAL AND PREDENTAL ADVISING**

Students intending to study medicine or dentistry are advised to discuss their plans with the Premedical Adviser, Mrs. Margaret Voisard, located in the Associate Deans' office in Dawson Hall.

The office of the Associate Deans, located in Dawson Hall, assumes responsibility for all of the above services and further information on them is available at that office each weekday from 9.00 a.m. to 5.00 p.m.

## **faculty of engineering**

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An academic counselling service is available for students of the first year (E-1) in the Faculty of Engineering (including the School of Architecture). Members of staff and upper-year students working together provide assistance in academic matters and can give helpful advice in dealing with other problems. Academic counselling for all other students is provided by the respective Departments and the School of Architecture. All students seeking assistance and advice in coping with personal problems should consult the Associate Dean (Student Affairs), Faculty of Engineering, Macdonald Engineering Building.

## **other faculties**

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The other smaller Faculties have arrangements for providing advice and guidance to their own students. Further information should be obtained by students through the office of the Dean of the Faculty in which they are registered.

## **royal victoria college for women**

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Counselling services at Royal Victoria College are provided for residents of the College only. There are two part-time Assistant Wardens and a Warden to assist residents with personal or academic problems and to work with student organizations within the College.

Students in residence are referred to the appropriate University service when the need for more specialized counselling is indicated.

Warden  
Royal Victoria College  
3425 University Street  
Montreal, P.Q.



# general counselling and allied services

## DEAN OF STUDENTS

The Dean of Students, Dr. E. Pederson, works with student officers and organizations and offers them assistance and advice with their activities when such assistance is sought. In general, he attempts to provide liaison between students, collectively and individually, and other sectors of the University. Working with the Dean of Students in the area of student services is the Associate Dean of Students, Dr. Elizabeth Rowlinson. Both the Dean and the Associate Dean are available for consultation with individual students who may wish to discuss with either of them problems not already provided for by one or other of the existing services. They maintain an "open-door" policy and students are invited to make use of their services at any time. They are located in the office of the Dean of Students, Room 221, Administration Building. Telephone local 5287, 5288, 4551.

## CAREER ADVISORY SERVICE FOR WOMEN STUDENTS

The Associate Dean of Students, Dr. Rowlinson, maintains a register of women faculty members who are willing to advise on career opportunities for girls in their own field of interest. Women students wishing to use this service should contact Dr. Rowlinson, Room 221, Administration Building, local 4551.

## STUDENT COUNSELLOR AND STUDENT AID OFFICE

Student Counsellors are available to students of all faculties for discussion or consultation on any problem of a non-academic nature, confidential or otherwise. Referral to more specialized counselling is made where this is deemed advisable. The Student Aid Office handles all matters relating to financial assistance (scholarships, bursaries and loans), whether university,

provincial or federal. Located in Room 110, Administration Building.

Mr. J. Stanley Kennedy, <i>Director</i>	Local 5258
Mr. J. H. Richardson	Local 5257
Miss Norma Jameson	Local 5256

## HEALTH SERVICE

The Health Service consists of a main clinical centre at 517 Pine Avenue West and a clinical centre at Macdonald College.

The service provides treatment for minor illness and accidents. It also contains a mental health section offering confidential professional help and assistance through staff psychiatrists for students with emotional or psychological difficulties.

The Health Service cannot undertake the care of serious illness beyond initial diagnosis and emergency treatment. When necessary the patient will be referred to a physician of his choice or to the public service of a hospital. The cost after referral is then the student's responsibility. Canadian students from provinces other than Quebec are advised to consult with the medicare and hospital insurance offices of their own province before coming to McGill to ensure medical coverage while a student at McGill. This is particularly important since residents of other provinces are not covered by Quebec Medicare and Hospitalization while studying at McGill. Non-Canadian students, whether undergraduate or postgraduate, are obliged to enrol in a medical and hospital insurance programme. Consequently, the student and his dependents are covered to a very large extent for medical and hospital expenses during the academic year. Information concerning this programme can also be obtained at the general office of the Health Service.

<i>Location:</i>	517 Pine Avenue West
<i>Appointment and General Office:</i>	Local 5441
<i>Director:</i>	Dr. J. G. Lohrenz, Local 5444

## GUIDANCE SERVICE

Psychological services are offered designed to assist individuals in their personal development, especially in their career plans. The activities of the service complement the other consulting and advisory agencies available. Staffed by psychologists, the service is a professional facility for both individual and group use. This year problems may arise as a result of the necessity to reduce staff but every effort will be made to maintain the quality of the service as in previous years.

The aim of the service is to help individuals (a) to make sound and flexible plans for the future, (b) to



mobilize the energy to carry these plans through and (c) to review objectively and learn from the consequences of their decisions.

Participants are guided by involving them in a number of activities including psychological counselling or therapy, testing, auto-biographical review career information library, use of referral resources, special activities such as effective reading programmes, how to write resumes and how to secure good recommendations. At all times participants are asked for their own evaluation of the work of the service. The time involved is around 20 hours spread out to suit the convenience of the individual.

The general fee for full use of the service is \$100.00, reduced for registered McGill students, staff and their families to \$25.00. Limited or extended use of the service is possible by arrangement. The fee for an initial meeting is \$15.00 payable at the time. Registered McGill students are not charged for an initial session.

*Location:* 522 Pine Avenue West  
*General Information:* Local 5119  
*Director:* Mr. E. Burnett, Local 5111

### ROOMS REGISTRY

This service is operated on behalf of the University by the McGill Alumnae Society, under the direction of Mrs. E. Dunlop. It keeps a register of inspected lodgings of various kinds and assists students in finding accommodation other than University residences. Students wishing to make use of this service must apply in person to the Rooms Registry. This year the service will be located in Rooms 123 and 124 in the University Centre, 3480 McTavish Street, and will be in operation from August 23 to September 24, Monday to Friday inclusive, from 10:00 a.m. to 4:30 p.m.

### PLACEMENT SERVICE

This year will see a change in the Placement Service as the University welcomes the establishment on its campus of a University-Canada Manpower Centre (U-CMC) operated by the Federal Department of Manpower and Immigration and replacing our previous private Placement Service. Working in close collaboration with University personnel, this U-CMC will provide a complete placement service to our students and recent graduates. The present premises of the Placement Service will continue to be used by the CMC for the time being. Some of our staff from our previous Placement Service have taken positions with the new U-CMC and this will ensure a degree of continuity in the operation since these people have considerable knowledge of the

McGill scene. An efficient and useful range of services for our students in this important area is anticipated.

*Location:* 3574 University Street  
*Manager:* Mr. Finn Sandsta  
*Telephone:* 392-4821

### UNIVERSITY BOOKSTORE

The McGill University Bookstore is located in the basement of the University Centre on McTavish Street. It carries a complete stock of textbooks and other materials and supplies. It is administered by a committee representing the students, the faculty and the administration. All profits are turned over to the Students' Society.

**NOTE:** November 1 is an important deadline. It is the date by which all books purchased mistakenly must be returned if a full refund is to be obtained.

*Manager:* Mr. G. A. Ramsey, Local 4700  
*General Information:* Local 4747

### RECEPTION SERVICE FOR OVERSEAS STUDENTS (RSOS)

The RSOS is a programme established to provide, on a personal basis, all the necessary services and information needed by newly arriving overseas students, such as: orientation, lodging, etc. . . .

The RSOS is a combined venture of the International Students' Association, Canadian and overseas members of the McGill community, as well as interested families of Montreal.

Throughout the academic year, the I.S.A. continues providing programmes and activities to all foreign students.

*Location:* University Centre  
3480 McTavish Street  
Room B-40  
*General Information:* 392-8940

### RELIGIOUS SERVICES

CHAPLAINCY SERVICE — 3521 Pastoral Counselling Centre

"3521" is a counselling service made available through the campus chaplains and independent of McGill administration. It is established to serve the needs of all students through individual counsel or



group encounter. The service is related to areas such as marriage counselling, value systems and group dynamics. In general an attempt is made to respond to the varying crises of the student community. "3521" also has open meetings of pertinent interest throughout the year. These are announced in the *McGill Daily* when they occur.

There is a lounge and reading area and books and periodicals are available to students free of charge. The lounge is open for student use throughout the day. Information concerning individual denominational services is available at "3521."

*Location:* 3521 University Street  
*General Information:* Local 5890

### OTHER RELIGIOUS ORGANIZATIONS

Detailed information on the services of other religious organizations at McGill may be found in the *Student Handbook* available to students at registration.

## other services

### tutorial services

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#### FACULTIES OF ARTS AND OF SCIENCE

The Arts and Science Undergraduate Society, with the co-operation of the Faculites, sponsors an extensive Tutorials Programme; its services are available to all Arts and Science students during the Fall and Spring terms. Students may be tutored by senior honours and graduate students specializing in the majority of fields within the Faculties. Sessions are approximately one hour in length and normally two to four students are tutored at each session. The cost to the student is minimal and depends on the number of students in the group; the Society and the University by joint agreement finance the difference between the nominal fees and the tutors' honorarium. Interested students may obtain further information from the ASUS office, Room 30, Morrice Hall (local 5038), or from the Student Tutoring Centre (local 8228).

#### FACULTY OF ENGINEERING

In the Faculty of Engineering, selected senior students hold tutorials in some first, second and third year courses. Watch for notices concerning these in the Engineering Building.

### student information centre

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The Student Information Centre is located in the University Centre at 3480 McTavish Street. The volunteers who staff the Centre see their role as one of helping students to better cope with university life by providing them with easier access to information, and by channelling students to appropriate existing services (both within the campus and in the community) so that they will receive the help they need as quickly as possible.

### legal aid service

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There is a student sponsored Legal Aid Service operated by the students with the assistance of students in the Faculty of Law. Further details about this service will appear in the *McGill Daily* early in the session.

### information publications

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#### THE STUDENT HANDBOOK

Published by the Students' Society and available to students free of charge at registration or from the Students' Council office in the University Centre. This year it is hoped that the *Handbook* will be available for distribution to new students who are taking advantage of the Freshman Advisory Service towards the middle of August. Some valuable information regarding registration will be included.

## THE GUIDE FOR MEDICAL SCHOOL APPLICANTS

This 64-page book is published by the McGill Pre-Medical Society, and contains useful information about the study of medicine and the process of applying to Medical Schools. It may be obtained from the McGill Pre-Medical Society (University Centre, Room 414).

### university centre

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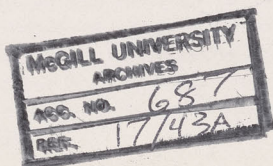
The University Centre at 3480 McTavish is the home of most of the extra-curricular activities at McGill. It houses offices for the Students' Society and all the major activities including the *McGill Daily* and Radio McGill. There are meeting rooms that are available to students, a pizza shop and cafeteria on the first and second floors, a coin laundry in the basement, a free telegram service provided by the amateur radio club, and a free lunchtime theatre.

### post-graduate students' centre

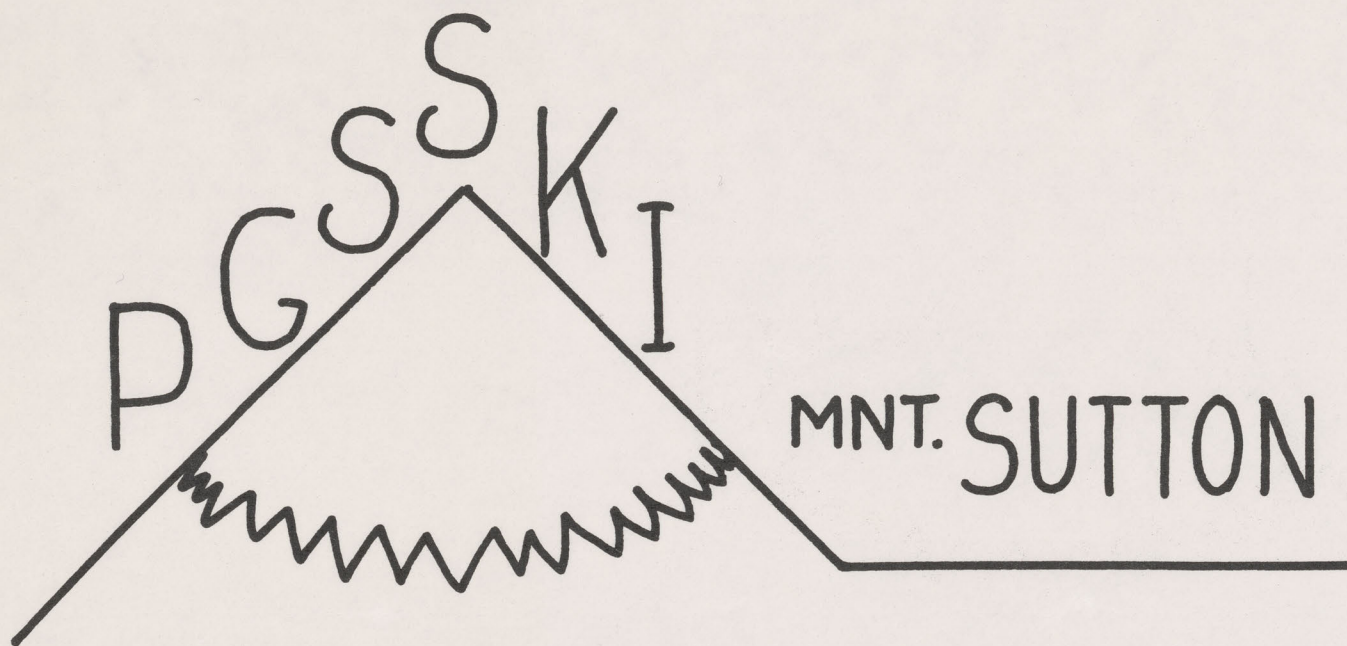
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David Thomson House is a meeting place open to all students registered in the Graduate Faculty. It is open virtually every day of the year from 4:00 p.m. until 2:00 a.m. and has a licensed bar, music room, reading room, television lounge, and offers various recreational facilities. There are frequent organized social and cultural activities. University graduates in other Faculties may apply for Associate Membership.

*Location:* 3650 McTavish Street  
*Telephone:* Local 5899







THURSDAY 16 MARCH

BUS + TOWS \$7. FREE TUITION  
NON-MEMBERS WELCOME

CONTACT : TONY PARTRIDGE  
105 McCONNELL BLDG.  
(392)-5769

MCGILL UNIVERSITY ARCHIVES	
ACC. NO.	687
REF.	17/44A



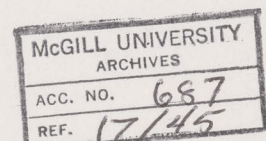


THE STUDENTS' SOCIETY  
OF  
MCGILL UNIVERSITY

3480 MCTAVISH STREET, MONTREAL 112, QUE. • TELEPHONE 392-8922

THE STUDENTS' SOCIETY WILL BE HOLDING AN IMPORTANT  
FORUM ON ACADEMICS AT MCGILL AND HOW WE CAN EFFECT  
CHANGE. PLEASE COME AND OFFER PROPOSALS.

UNION 3RD FLOOR FROM 1 TO 3 O'CLOCK.





RESIDENCE ROOM DAMAGES

STUDENT OCCUPANT.....ROOM.....DATE.....

The following is a list of damages and defects in Room.....& Furniture

<u>ITEM</u>	<u>DESCRIPTION OF DAMAGES AND DEFECTS</u>
BED.....	.....
CHAIR.....	.....
WASTE BASKET.....	.....
CLOSET DOORS.....	.....
TOP CLOSET.....	.....
BOTTOM CLOSET.....	.....
CINDERCRETE WALLS.....	.....
PLASTER WALLS.....	.....
WINDOWS.....	.....
WINDOW LOCK.....	.....
WINDOW SCREEN.....	.....
DRESSER.....	.....
MIRROR.....	.....
BULLETIN BOARD.....	.....
DESK.....	.....
LIBRARY.....	.....
HEAD BOARD.....	.....
HEAD BOARD SHELF.....	.....
FLOOR TILE (NUMBER & POSITION).....	.....
CEILING TILE (NUMBER & POSITION).....	.....
RADIATOR CONVECTOR.....	.....
LIGHT GLOBE.....	.....
LIGHT SWITCHES AND OUTLETS.....	.....
DESK LAMP.....	.....
DRAPERIES.....	.....

I, ....., am not responsible for the damages and defects listed for the 19....19.... Academic Year.

It is understood that this form must be turned in at the reception desk within 48 hours to be validated.

1766/71

McGILL UNIVERSITY  
ARCHIVES  
ACC. NO. 687  
REF. 17/4B



IMPORTANT NOTICE  
to  
ALL CLUBS and SOCIETIES

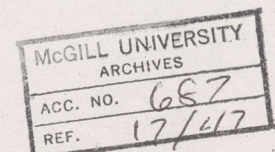
As the end of the term is near, and the activities of your organization should be completed, or will soon be, I would like to remind you that a detailed report on the activities which you have held over the past and present term must be filed with me on or before April 5, 1972.

This report should be factual, and include any comments and suggestions you have to make on the general operation of your organization. I would also like to know the approximate number of students who participated in your club.

Because of our present financial state it is important that the Finance Committee has an opportunity to review expenditures made on the Student Society, before it can make any allotments for the upcoming year. It is therefore to your benefit to file an accurate and concise report.

If you have any problems in drawing up your report, I will be glad to assist you in any way I can. Completed reports should be submitted to me in the Council office.

James Fong  
Clubs & Societies Director  
McGill Students' Society





CENTRE FOR DEVELOPING-AREA STUDIES

WORKSHOP

At the first Workshop of the New Year, Professor  
T. L. Hills will present the topic:-

"Development, the Social Sciences and the Tropical Environment  
from Darwin to Dumont."

This workshop will be held on Friday, 21st January,  
at 12:15 for 12:30 in the Centre Lounge. The usual lunch will be  
provided.

At this meeting, a regular meeting time will be  
arranged for the future. If you are unable to attend, perhaps you  
could let us know which lunch hours you are free so we can take  
this into consideration.

phone: 392-5340.

