

REGISTRATION ON MINERVA

NEW: Entering a single confirmation of registration course is no longer required. All Dentistry students will register themselves in all courses for all terms according to the table found below.

To REGISTER on Minerva, please go to: <http://www.mcgill.ca/minerva-students/> and Login to Minerva.

- Select the Student Menu and then the Registration Menu.
- Choose Quick Add or Drop Course Sections.
- Select the term you want to register in. The table below guides you in what term you should add which CRNs.
- Type one CRN per box for each course you must register for, and then click on Submit Changes.
- Repeat these steps for the remaining terms.

Once you have completed these steps for each term go to the Student Records Menu and select View Your Unofficial Transcript. You should see all of the courses listed in the table below in each of the corresponding terms on your Minerva transcript. If there is a course missing, consult the table below for the CRN, then go back to the Registration Menu, repeat the steps above and verify again on the Minerva transcript that you are correctly registered.

Year	Register in Term	Using CRN	Course Number	Course Title
DMD Year 3	201409 (Fall)	2010	DENT 310J1	Clinical Practice/Junior Clerkship
DMD Year 3	201409 (Fall)	2011	DENT 311J1	Endodontics 1
DMD Year 3	201409 (Fall)	2012	DENT 315J1	Orthodontics 1
DMD Year 3	201409 (Fall)	2013	DENT 316D1	Pediatric Dentistry 1
DMD Year 3	201409 (Fall)	2014	DENT 317D1	Oral Pathology and Medicine
DMD Year 3	201409 (Fall)	2015	DENT 318J1	Periodontology
DMD Year 3	201409 (Fall)	2016	DENT 319D1	Dental Pharmacology
DMD Year 3	201409 (Fall)	3193	DENT 320J1	Restorative Dentistry
DMD Year 3	201409 (Fall)	18100	DENT 322J1	Image Interpretation
DMD Year 3	201409 (Fall)	2017	DENT 323J1	Oral & Maxillofacial Surgery
DMD Year 3	201501 (Winter)	11105	DENT 305D1	Dental Public Health 2
DMD Year 3	201501 (Winter)	1924	DENT 310J2	Clinical Practice/Junior Clerkship
DMD Year 3	201501 (Winter)	1925	DENT 311J2	Endodontics 1
DMD Year 3	201501 (Winter)	1926	DENT 315J2	Orthodontics 1
DMD Year 3	201501 (Winter)	1927	DENT 316D2	Pediatric Dentistry 1
DMD Year 3	201501 (Winter)	1928	DENT 317D2	Oral Pathology and Medicine
DMD Year 3	201501 (Winter)	1929	DENT 318J2	Periodontology
DMD Year 3	201501 (Winter)	1930	DENT 319D2	Dental Pharmacology
DMD Year 3	201501 (Winter)	2909	DENT 320J2	Restorative Dentistry
DMD Year 3	201501 (Winter)	14942	DENT 322J2	Image Interpretation
DMD Year 3	201501 (Winter)	1931	DENT 323J2	Oral and Maxillofacial Surgery
DMD Year 3	201501 (Winter)	1932	DENT 337	Clinical Decision Making
DMD Year 3	201505 (Summer)	42	DENT 305D2	Dental Public Health 2
DMD Year 3	201505 (Summer)	43	DENT 310J3	Clinical Practice
DMD Year 3	201505 (Summer)	44	DENT 311J3	Endodontics 1
DMD Year 3	201505 (Summer)	45	DENT 315J3	Orthodontics 1
DMD Year 3	201505 (Summer)	46	DENT 318J3	Periodontology
DMD Year 3	201505 (Summer)	47	DENT 320J3	Restorative Dentistry
DMD Year 3	201505 (Summer)	48	DENT 322J3	Image Interpretation
DMD Year 3	201505 (Summer)	49	DENT 323J3	Oral and Maxillofacial Surgery

Minerva registration is now open for returning students. The university imposes late registration fees if students do not meet the deadlines. **The deadline for all new and returning students to register without penalty & before Minerva closes is August 14;** registration after this date is considered late registration for all students. At least one course must be on the record by this date to avoid this penalty, and all courses must be added for all terms no later than August 31.

Please note: Access to Minerva for registration functions will be denied until debts from previous terms are paid in full or arrangements are made to settle the debt. This includes Library fines. Students who register for courses for the Fall and/or Winter terms and, subsequent to registration and before the end of the Fall term late registration period, incur debts which relate to a previous term, must make payment arrangements with either the Student Aid Office or the Student Accounts Office. Failure to do so will lead to the Fall/Winter/Summer term course registration being cancelled.

HELPFUL TIPS:

If a student has forgotten their PIN or has questions concerning their ID and PIN, please visit the Help section of Minerva for Students web site (<http://www.mcgill.ca/minerva-students/>) or contact the Minerva help line (398-7878).

If a student has "holds" that prevent them from registering, the student will have to deal with these holds before he/she is able to register in Minerva. To determine if you have holds go to the Student Menu and then the Registration Menu. Select Check Your Registration Eligibility and Verify Your Curriculum. Select a term (e.g. "Fall 2014") and submit. Your holds (if you have any) will display along with your registration eligibility and your curriculum (program) information. Alternatively, you may also look at your Unofficial Advising Transcript, where holds display at the top of the transcript just below the personal information.

Students are responsible for the correctness and completeness of their records. While departmental and faculty advisers and staff are always available to give advice and guidance, it is the student's ultimate responsibility to complete their registration accurately, for compliance with and completion of program and degree requirements and for observance of regulations and deadlines. It is also the student's responsibility to seek guidance if in any doubt; misunderstanding or misapprehension will not be accepted as cause for dispensation from any regulation, deadline, program or degree requirement.

Fee statements are being issued online as e-bills, which are viewable by logging on to Minerva. The student will receive a notification via email confirming that the e-bill is ready to be viewed. Students can also use Minerva to arrange for third parties, such as their parents, to receive the notification via email as well. Also available online are options for electronic payment. Your e-payment can be made using the method of your choice. Log in to Minerva and go to the Student Accounts Menu, then select the e-Billing and e-Payment Menu for more information.

SHOULD YOU ENCOUNTER A PROBLEM, PLEASE CONTACT the Student Affairs Officer at patricia.bassett@mcgill.ca or 514-398-7203 ext. 00091.

The "Personal Menu" on Minerva includes forms to view and update your mailing address and phone numbers, emergency contacts, e-mail account and name. It is important that all students verify their mailing address, include a Montreal phone number and make any necessary updates at <http://www.mcgill.ca/minerva-students/>.

EMAIL POLICY

McGill University communicates with its students by e-mail addressed to their McGill e-mail address. This is the official means of communication with students. It is the student's responsibility to ensure that time-critical e-mail is accessed, read and acted upon within the required or appropriate timeframe. (Refer to McGill's Student email policy at <http://www.mcgill.ca/secretariat/sites/mcgill.ca.secretariat/files/responsible-use-of-mcgill-it-policy-on-the.pdf>)