

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 4	201409 (Fall)	17968	DENT 407D1	Practice Management
DMD Year 4	201409 (Fall)	19287	DENT 409	Advanced Restorative Dentistry
DMD Year 4	201409 (Fall)	2020	DENT 410D1	Clinical Practice/Senior Clerkship
DMD Year 4	201409 (Fall)	19288	DENT 411	Endodontics 2
DMD Year 4	201409 (Fall)	TBA*	DENT 412D1	Introduction to Orofacial Pain
DMD Year 4	201409 (Fall)	12591	DENT 413	Community Clinics
DMD Year 4	201409 (Fall)	2022	DENT 415D1	Orthodontics 2
DMD Year 4	201409 (Fall)	2023	DENT 416D1	Pediatric Dentistry 2
DMD Year 4	201409 (Fall)	19289	DENT 418	Periodontology Seminar
DMD Year 4	201409 (Fall)	2025	DENT 423D1	Oral and Maxillofacial Surgery
DMD Year 4	201409 (Fall)	19291	DENT 437	Clinical Decision Making
DMD Year 4	201501 (Winter)	14457	DENT 406	Ethics and Jurisprudence
DMD Year 4	201501 (Winter)	13561	DENT407D2	Practice Management
DMD Year 4	201501 (Winter)	1935	DENT 410D2	Clinical Practice/Senior Clerkship
DMD Year 4	201501 (Winter)	TBA*	DENT 412D2	Introduction to Orofacial Pain
DMD Year 4	201501 (Winter)	1937	DENT 415D2	Orthodontics 2
DMD Year 4	201501 (Winter)	1938	DENT 416D2	Pediatric Dentistry 2
DMD Year 4	201501 (Winter)	1940	DENT 423D2	Oral and Maxillofacial Surgery

(* the CRN for this course will be provided to you shortly)

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>)