

Faculty of Arts OASIS – Bachelor of Arts – Degree Planning Worksheet for Study Away

Name		Student ID	
Date		Signature	

Advanced standing (AP, IB, Fr. Bac, CEGEP credits):	
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	Major Con; Hon; Jnt. Hon; Faculty	Major Con; Jnt. Hon; Minor Con.	Minor Con.	Minor Con.	Electives
Term	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)
Fall _____					
Winter _____					
Summer _____					
Fall _____					
Winter _____					
Summer _____					
Fall _____					
Winter _____					
Summer _____					
Fall _____					
Winter _____					
Summer _____					
Fall _____					
Winter _____					
Summer _____					

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Instructions for completing “Faculty of Arts OASIS – Bachelor of Arts – Degree Planning Worksheet for Study Away”

To plan a successful exchange or independent study away you should know the progression of each of your McGill programs so that you can choose a host university whose courses will be a ‘good fit’ for all your programs. Please review the following steps.

Step 1: Select your program(s) of study

Students who need 96 or fewer credits to complete their B.A. degree requirements should select their programs of study on Minerva to facilitate their course registration. You can indicate your program choice by logging in to Minerva. Click on “Student Records Menu”, then select “Change Your Primary Academic Curriculum”. Consult our [Degree Planning Guide](#) for further information on how to select a program of study that meets your academic and career goals.

Step 2: Plan your courses for each program of study.

A. Review the requirements for your programs of study by consulting our [“Full list of Major, Minor, Honours and Joint Honours Arts programs”](#).

B. Enter the **McGill courses** needed for each program of study on the "Arts OASIS Degree Planning Worksheet for Study Away".

- ☐ Enter the McGill courses you have **completed** in the correct column and term of study.
- ☐ Enter the McGill courses you have **in progress** in the correct column and term of study.
- ☐ Enter the McGill courses you have **remaining to complete** for **each program** in **each remaining term** in the correct column and term of study.

C. Verify that you have completed the correct pre-requisite or placement test for each of the courses you will be taking by checking the [ecalendar](#).

Based on this information, determine the ideal term for you to study away. Based upon the McGill courses you have remaining to complete, think about the McGill course content you must cover for the term(s) you will be away and which host university offers the course content you need. Consult our [Transfer Credit Policy](#) for guidance on your course selection.

Step 3: Consult your Departmental Program Advisers

It is strongly recommended that you consult with your Departmental Program Advisers (well in advance of the study away application deadline) to guide your course selection and ensure you are meeting your program requirements. Consult the [departmental adviser contact list](#) to find out when advisers are available to meet with you to discuss planning your study away. Bring your completed worksheet to your meeting in order to discuss the following questions:

- How many courses and program credits have been completed?
- What courses remain to be completed?
- Will I be completing at least 2/3 of the courses needed for my program at McGill?
- What is the ideal term to be completing program courses at another university?
- What course content should I be looking to cover at the host school?
- Which universities have strengths in this area of study?
- Is there anything I should keep in mind when selecting my courses and submitting them for approval?

If you are applying for a McGill Exchange or an Independent Study away, please follow these [instructions](#).

Questions? Please visit [Arts OASIS](#) (Office of Advising and Student Information Services) located in Room 110, Dawson Hall or call (514-398-1029) or during regular office hours.

Host University Information
(Keep this information for your records)

It is the student's responsibility to select a host school that meets the needs of their academic requirements and offers a term of study that provides the student with the ability to resume their McGill studies on time. The questions below will help you to identify key factors that should be considered when selecting a host university.

Host Institution			
Term Dates (start and end date)		Exam period	
Language of Instruction		Course load equivalence to 15 McGill credits (See our list of pre-approved institutions, grouped by continent)	
Credit System (ECTS, decimal, credit hours, units, credit weight)		Grading system	
When are the course descriptions available?		Are the courses comparable in content and method of evaluation to McGill courses?	
Have you completed the correct pre-requisite or placement test for each of the courses you will be taking	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you met with your departmental advisors ?	<input type="checkbox"/> Yes Names: _____ _____ _____ <input type="checkbox"/> No		