

General information: Certificate in French language Département d'études françaises, 2012-2013

COURSE REGISTRATION

1) Concordia's regulations and program requirements

Undergraduate Calendar 2012-2013: http://registrar.concordia.ca/calendar/pdf/calendar_pdf.html

Please read :

- ♦ Sections 11 to 20 : Academic regulations <http://registrar.concordia.ca/calendar/pdf/university.html>
- ♦ Section 31 : Faculty of Arts and Science
<http://registrar.concordia.ca/calendar/pdf/sec31.pdf>
- ♦ Section 31.110 : Département d'études françaises (Certificate program : pp.242-3)
<http://registrar.concordia.ca/calendar/pdf/sec31.110.pdf>

2) Course schedule, academic year 2012-2013

Undergraduate Class Schedule: http://fcms.concordia.ca/fcms/asc002_stud_all.aspx

Please read :

- ♦ Standard Term Dates and Deadlines : <http://registrar.concordia.ca/webguide/term-dates-deadlines/>

3) Make sure to select courses that fit your schedule AND meet your program's requirements.

4) Registration must always be done online on your MyConcordia portal. (www.myconcordia.ca). If you are having trouble using the portal, check the user guide: <http://registrar.concordia.ca/webguide/>

***Warning: at Concordia, students can register for the entire academic year (fall and winter semester) in April. Registering right away is strongly recommended, as spaces are limited.*

5) If you are having trouble registering, or if you have questions about your program, please contact the department to schedule an appointment with either Adel Jebali (academic advisor) or Caroline Draws (undergraduate assistant).

It is the student's responsibility to register to classes and to follow Concordia's regulations and deadlines.

COURSE SELECTION : FRENCH LANGUAGE (FRAN et FRAA)

- ♦ Students who have no knowledge of French or wishing to take course FRAN 211 must first take a French placement test. For more information and the test's schedule:
<http://francais.concordia.ca/etudiants/#classement>
- ♦ The placement test is on the Department's website: <http://francais.concordia.ca/pl/index.htm>.
- ♦ Choose your classes according to your result and your program's requirements.
- ♦ If you cannot register (because of a lack of prerequisites or if the course is full), please send an email to Caroline Draws with the following information: student ID number, course number, semester and section (lecture).
- ♦ Please note that the Certificate program usually takes more than one year to complete: depending on your level, you might be restricted to 6 credits per semester.

ELECTIVE COURSES

Since the Certificate is a stand-alone program, students are not permitted to take electives for credit, except in certain cases. Please check your letter of admission to make sure that you are not required to take extra credits to complete the Certificate.

STUDENT ID CARD

You have to be registered to at least one course and wait 48 hours after registering to get your student ID card. Bring an ID card with photo and your letter of admission to the Birks Student Service Center (LB-185) to get the card.

CAMPUS VISITS

Welcome Centre: LB-185-40

<http://www.concordia.ca/info/futurestudents/undergraduate/campusvisits/>

CONTACT INFORMATION AT THE DEPARTMENT

Academic Advisor: Adel Jebali

Please call 514-848-2424 #7500 to book an appointment

ajebali@alcor.concordia.ca

Receptionist: Catherine Watt

Appointments with academic advisors, general information

514-848-2424 #7500

cathy@alcor.concordia.ca

Undergraduate Assistant: Caroline Draws

Undergraduate programs information, course waivers

514-848-2424 #7518

cdraws@alcor.concordia.ca

Études françaises Department's website: <http://français.concordia.ca>