



Department **of History**

2016-2017 Orientation for Newly **Admitted Students**

Undergraduate Program Directors

Specialization, Major, Minor in History:

Dr. Rachel Berger Email: History.Advisor@concordia.ca
Office: LB 1041.17

Honours (Seminar, Essay, Public History with Internship):

Dr. Gavin Taylor Email: Histhons.Advisor@concordia.ca
Office: LB 1001.23

Undergraduate Program Assistant:

Nancie Jirku Email: Nancie.Jirku@concordia.ca
Office: LB-1001.03
Tel.: 514.848.2424, ext. 2435

Department Website: <http://www.concordia.ca/artsci/history.html>

Welcome to the Department of History!

The letter of acceptance is the first important document you receive from Concordia. It contains:

1. Your student I.D. Number
2. The number of credits needed to complete your degree (90, 108, or 120)
3. The program you are in (e.g. Major in History, Specialization in English & History)
4. Your exemptions, if any (such as HIST 203)
5. Your advanced standing (transfer credits), if applicable

Degree Requirements

Program vs. Degree requirements:

Your program may require 42 or 60 credits, but your degree can require anywhere from 90 to 120 credits, depending on the basis of your admission. You may take a Minor (which can range from 24 to 30 credits) to consolidate some or most of your remaining credits into a discipline of interest; however, this is not required.

The 24 elective credits rule: 24 of your elective credits must be outside of your history program. If you take a Minor in another department, this would satisfy that requirement.

General Education requirement

In order to satisfy the Arts and Science General Education Requirement, at least six of your elective credits must come from courses offered by the Faculty of Engineering and Computer Science, the Faculty of Fine Arts, the John Molson School of Business or from the Social Science and Science sectors of the Faculty of Arts and Science (Social Science: Applied Human Sciences; Economics; Education; Geography, Planning and Environment; Political Science; Religion; School of Community and Public Affairs; Sociology and Anthropology; Simone de Beauvoir Institute. Science: Biology; Chemistry/Biochemistry; Exercise Science; Mathematics and Statistics; Physics; Psychology; Science College)

Courses from the following Departments **DO NOT** count towards the General Education requirement for History students: Classics, Modern Languages and Linguistics; Communication Studies; English; Études françaises; History; Journalism; Liberal Arts College; Loyola International College; Philosophy; School of Canadian Irish Studies; Theological Studies.

Campuses

Concordia University has two campuses, SGW (downtown) and LOYOLA (in N.D.G.) History courses are all held downtown, however, some of your elective courses may be offered at either campus. You should always make sure that you have enough time to get from one campus to the next, especially during the winter months when snow can delay you. If you use the Concordia Shuttle Bus, you should leave a minimum of 30 minutes between courses – the travel time between both campuses is approximately 20 minutes. (The schedule can be found on concordia.ca - click on Quick Links on the top right hand side; under the second column, Campus Services, you will find the link Shuttle Bus.) Always carry your Concordia ID card as the shuttle bus driver may ask for identification.

Course Selection / Registration

***** Always register for both your Fall AND Winter courses at the earliest opportunity *****

***** Be sure to watch the Advising Video and submit the Permission to Register form on the portal (in your Student Centre, under My Questionnaires) or you will not be able to register. Access to registration will be granted within two hours of submitting the form. *****

There are two references you will use throughout your studies at Concordia, particularly in terms of program requirements and registration. Both can be found on concordia.ca → Quick Links → Study Resources.

The first, and most important tool, is the Undergraduate Class Schedule. This is where you find the *actual* course offerings with the times, days and room numbers in which the courses will take place.

The second is the Undergraduate Calendar. Simply put, this is a reference tool for academic dates, University policies, program offerings and requirements, and brief course descriptions. You should not use the Calendar when selecting your courses as not all the courses listed therein are actually being offered during the academic year. Please refer to the course descriptions and offerings listed on the departmental website: <http://www.concordia.ca/artsci/history.html>. (Click Undergraduate Programs, then 2016-2017 History Course Schedule)

As well, there are registration tips on the website that can be found here at this website address: <http://www.concordia.ca/students/registration.html>

Registration Tip: If you are unable to get a class you really want, register first for a back-up course and then use the Swap feature to then put yourself on the Wait List. You are limited to two wait list courses per term, so please choose wisely. Also important to note: the system will not tell you if there is a time conflict with another when you put yourself on the Wait List for a class; you must therefore pay close attention to your schedule or you will never move up the Wait List.

A note on error messages: If you see that a class is open (green circle) but you are unable to register for it, chances are, it's because you're not in a program offered by the department offering the course. Most departments reserve a fairly large portion of the seats in their courses for students enrolled in one of their programs so that they will be able to have the courses required by their program. The message will tell you to contact your department about this course; however, what you should do, if you don't understand why you are unable to register, is to contact the department that is offering the course. So, for instance, if you are a History student and you are trying to register for a Political Science course (POLI) and run into an error, you need to contact the Department of Political Science.

Full-Time vs. Part-Time status

In order to be considered a full-time student for the purpose of loans and bursaries, you must be registered in at least 12 credits per semester – or four 3-credit courses. The maximum allowed is 15 credits per semester.

If you intend on studying full-time, three of your courses each term should be in History. Although there is a selection of required courses you must take to meet your program requirements, you do not necessarily have to take them in a specific order. (NB: 300-level courses are restricted to students who have successfully completed at least 24 university credits.) A good schedule for your first year might look something like this (keep in mind that this is just a suggestion):

Fall

3 crs	HISW course (this consists of a lecture AND a conference/workshop)*
3 crs	Chosen from History of Asia or Africa courses**
3 crs	Chosen from History of the Americas courses**
3/6 crs	Elective courses

Winter

3 crs	HISW course (this consists of a lecture AND a conference/workshop)*
3 crs	Chosen from History of Europe courses**
3 crs	Any 200-level History courses
3/6 crs	Elective courses

*: HISW courses - you must sign up for both the Lecture and the 45 minute conference (which is a tutorial attached to the lecture). When registering, you first choose the lecture and then a corresponding conference. For instance: HIST 206 Lecture X, Conference A. As a result, you must arrange your schedule while keeping the conference in mind.

****:** Please refer to your program guide for a detailed list of the courses that fall within this category.

Tip: It's best to take a maximum of 4 courses in the Fall session to see how you do. You can register for 5 courses for the Winter session, but then drop one if you find that, after your first semester, 4 is more than enough. Many students coming from college/CEGEP will have taken 7 or 8 courses each term, and will think that they can easily manage 5 courses; however, be advised that university courses are far more demanding and will require much more time. For each course, you should dedicate about 10 hours per week.

At all costs, protect your GPA – this will follow you throughout your academic career and may hinder future academic pursuits. If you feel overwhelmed, or don't understand the expectations, please speak to your instructors before things get out of hand. Be aware of the DNE (Did Not Enter – dropping a class with a full refund) and the DISC (Discontinue a class with no academic repercussions, but **no** refund) deadlines. These dates can be found under Quick Links → Important Academic Dates on the main concordia.ca webpage, as well as on the portal.

The Student Success Centre provides many services to help new students navigate everything from finding your way around as well as providing learning support and everything in between. They can be reached at: SGW: (514) 848-2424, ext. 3921; LOY: (514) 848-2424, ext. 3555

As well, please feel free to come to us with any questions you might have about your progress, any difficulties you might be experiencing, etc.... If we can't help you, we'll try to point you in the right direction so that you can get the assistance you need.

Best wishes for a successful start to your undergraduate degree!