



# *History Department*

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*New Student Advising*

*Summer 2018*

# Who We Are

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- Gavin Taylor, Undergraduate Program Director (Majors, Minors & Specialization)
  - [Gavin.taylor@concordia.ca](mailto:Gavin.taylor@concordia.ca)
- Matthew Penney, Undergraduate Program Director (Honours & Exchange)
  - [Matthew.penney@concordia.ca](mailto:Matthew.penney@concordia.ca)
- Nancie Jirku, Administrative Assistant
  - [Nancie.jirku@concordia.ca](mailto:Nancie.jirku@concordia.ca)
- <http://history.concordia.ca>
- <http://www.concordia.ca/artsci/history/student-life/advising.html>



# 1. Letter of Acceptance

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- This 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

## 2. Degree Requirements

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- Program versus Degree requirements (e.g.: our Major programs are worth 42 credits but your degree requires 90 credits)
- General Education Requirements
  - <http://www.concordia.ca/artsci/history/programs/undergraduate/requirements.html>

# History Major

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- 42 History credits total
- At the 200 level
  - 6: HISW classes
  - 3: History of Asia or Africa
  - 3: History of the Americas
  - 3: History of Europe
  - 3: elective
- 18: any 300-level course
- 6: any 300- or 400-level course



# History Skills Workshop (HISW)

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- Lecture section and conference section
- Discussion of course readings
- Development of research, writing, and analytical skills

# History Specialization

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- 60 History credits total
- At the 200 level:
  - 6: HISW classes
  - 6: History of Asia or Africa
  - 6: History of the Americas
  - 6: History of Europe
  - 3: elective
- 27: any 300-level course
- 6: any 300- or 400-level course

# Honours

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- 60 History credits total
  - A. Essay Option
  - B. Seminar Option
  - C. Public History with Internship Option
- <http://www.concordia.ca/artsci/history/programs/undergraduate/ba-history/honours.html>





# Public History

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- History beyond academic contexts: museums, documentaries, websites, oral histories, commemorations, etc.
- <https://www.concordia.ca/artsci/history/research/public-history.html>
- <http://capsl.cerev.ca/>
- <http://www.concordia.ca/research/migs.html>



# Prerequisites

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- You may not take 300-level History courses until you have completed 24 credits (of any kind)
- 400-level courses are only open to Honours students or students with a 3.3 GPA or higher, with the permission of the department

# 3. Registration Questions

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- What courses should I take?  
Refer to your course plan
- Where do I find course descriptions?  
Undergraduate Program Calendar
- How do I know when courses are offered?  
Undergraduate Class Schedule  
Browsing the Course Catalogue

How do I register?

- Through your Concordia portal
- Until when can I make changes to my schedule?  
The deadlines are printed in the Academic Calendar
- What if I pass the drop deadline and I am doing poorly in my course?  
You have the option of withdrawing before the printed deadline. This is called “discontinuing” or “DISC’ing” a course



# How to Read the Class Schedule

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- Fall classes are listed with “/2” suffix; winter classes are listed as “/4”
- SGW=Downtown campus
- LOY=Loyola campus
- HISW: You must take 2 during your time at Concordia (listed as HISW in the calendar)



# Degree Audit

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- You can use the Degree Audit through SIS to determine which courses you have completed toward your degree and which ones you have remaining, although it's best if you consult with an advisor



# Waitlists

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- If a History course is full, you may put yourself on the waitlist (up to 10 spots), and you will be automatically added if a spot opens up.



# Full-Time and Part-Time Status

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- If you are registered for four or more courses in a semester, you are considered a full-time student
- If you take three or fewer courses, you are considered part-time
- Some bursaries may require you to be a full-time student



# Re-taking Classes

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- It is possible to take a class for a second (or third) time, but you will not receive any additional credits
- The grade that you receive will replace the previous one in the calculation of your CGPA, but the first course will remain on your transcript



## 4. Grades and GPA

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- Grade/letter equivalents:  
<http://www.concordia.ca/artsci/history/student-life/advising.html> (see “Grading Norms”)
- GPA Calculator:  
[http://gradecalc.info/ca/qc/concordia/gpa\\_calc.pl](http://gradecalc.info/ca/qc/concordia/gpa_calc.pl)



# Grade Notations

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- DNW: Did not write final exam
- FNS: Failed, no supplemental examination
- INC: Incomplete, may complete missing work after end of term
- NR: Not reporting
- IP: In progress

## 5. What Options Do I Have?

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- The Honours Program: 3.3 GPA, 30 credits
- Can I switch programs in the course of my studies? Yes:
  - You need to complete 24-30 credits before applying to another program
  - Please contact the department you wish to switch into for info on what is required to be admitted; prerequisites and GPA
- Yes, you can take these prerequisites while you are enrolled as a HIST program student



# Student Exchange Program

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- Must have completed 24 credits
- May spend 1-2 semesters abroad
- Minimum CGPA of 2.7
- Bursaries available
- <http://www.concordia.ca/students/exchanges/csep.html>

# Credits from Other Quebec Universities

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- Must receive prior permission by using the Interuniversity Agreement (INTU) form from CREPUQ
- <https://mobilite-cours.crepuq.qc.ca/4DSTATIC/ENAc cueil.html>



# Transfer Credits from Outside Quebec

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- Must complete a Student Request Form
- Submit to Student Academic Services all relevant information (credit value, course description, credit hours, etc.)
- Should be made prior to registration



# Academic Probation

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- Conditional Standing: annual GPA between 1.50 and 1.99
- Failed Standing: annual GPA below 1.50, or second consecutive Conditional Standing; must apply for readmission
- <https://www.concordia.ca/students/success/students-in-failed-standing.html>
- <https://www.concordia.ca/artsci/students/gpa-assessment-academic-standing.html>



## 6. Steps to Success

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- Do not ignore problems
- Talk to your professors (office hours)
- Talk to an academic advisor
- Seek help at the services available at Concordia
- Maintain academic integrity





## 7. Departmental Advisor

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- Department academic advising available every week; check schedules and drop in on a first-come, first-served basis
- What we can help you with:
  - ❖ Course selection
  - ❖ Difficulty with courses or program
  - ❖ Graduation Requirements
  - ❖ Late Registration and Withdrawal
  - ❖ Signature for Student Requests
  - ❖ International Exchange Program

# 8. Undergraduate Advising Guide

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Faculty of Arts and Science Student Academic Services:

<http://www.concordia.ca/artsci/students/sas.html>

<http://www.concordia.ca/content/dam/artsci/docs/A/RSC-orientation-guide.pdf>

Academic advising numbers for all departments

- How to read your transcript
- Language placement tests
- Academic terms and regulations
- How to calculate a Grade Point Average (GPA)
- Important academic deadlines
- Readmission procedures
- Graduation check list
- Academic assistance

## 9. Additional Student Services at Concordia

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### **Student Success Centre,**

<http://www.concordia.ca/students/success.html>

- Study Skills
- Computer Lab and Vocational Testing
- Career Planning

### **Counselling & Psychological Services,**

<http://www.concordia.ca/students/counselling.html>

- Personal and Psychological Counselling Services



# More Services

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## **Career and Placement Services (CAPS)**

SGW: EN-109, 2070 Mackay, ground floor, (514) 848-2424 ext: 7345

Loyola: AD-103, 7141 Sherbrooke St. West, (514) 848-2424 ext: 3555



# More Services

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## **Access Centre for Students with Disabilities**

<http://www.concordia.ca/offices/acsd.html/>

Location: Guy-De Maisonneuve Building,  
GM-300

Exam accommodations, physical access to facilities, auxiliary aids (e.g., note taker)



# Sexual Assault Resource Centre

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[concordia.ca/sarc](https://concordia.ca/sarc)

Location: Hall Building, H-645

- Sexual assault (contact without voluntary consent) or sexual harassment (unwanted behavior of a sexual nature and/or based on gender, gender identity, and/or sexual orientation)

# Students of History at Concordia

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- [shac@asfa.ca](mailto:shac@asfa.ca)
- [www.shaconline.wordpress.com](http://www.shaconline.wordpress.com)
- [http://www.facebook.com/home.php?sk=group\\_72084332300](http://www.facebook.com/home.php?sk=group_72084332300)
- *Historiae*