



## You are ready to register for credit courses

**This is done online through the MyConcordia portal**

The [MyConcordia Portal](#) is your key to:

- Tracking your application to a program
- Registering for courses *and* dropping courses
- Requesting your Permanent Code
- Changing your address

You can also find information about:

- Your tuition costs
- Applying for Quebec Residency for the Quebec tuition rate

A screenshot of the MyConcordia portal login page. The header is a dark teal banner with "MYCONCORDIA" in white and a small book icon. Below the banner, there are navigation links: "Class schedules | Your class schedule | Cancelled classes | New Concordia.ca site guide | Current student section | Cspace". The main content area has a light background. On the left, there's a login form with "Netname" and "Password" labels, two input fields, and a "Log in" button. Below the button are links for "Activate Netname" and "Forgot password?". On the right, there's text about "Additional spaces for students, faculty and staff" with two bullet points: "The new section on Concordia.ca for current students" and "Cspace, the university's intranet for faculty and staff." Below that, it says "Questions? Issues? Contact the IITS Service Desk at 514-848-2424, ext. 7613, or email help@concordia.ca."

[www.myconcordia.ca](http://www.myconcordia.ca)

## How do I use the MyConcordia portal?

To start using the MyConcordia portal, you will first need a NetName.

Please follow these 3 steps:

**Step 1:** Go to [www.myconcordia.ca](http://www.myconcordia.ca)

Click on “Activate Netname” (see arrow below).



Class schedules | Your class schedule | Cancelled classes | New Concordia.ca site guide | Current student section | Cspace

The MyConcordia portal provides personalized and confidential information to students, faculty and staff.

Additional spaces for students, faculty and staff

- The new section on Concordia.ca for current students
- Cspace, the university's intranet for faculty and staff.

Questions? Issues?  
Contact the IITS Service Desk at 514-848-2424, ext. 7613, or email [help@concordia.ca](mailto:help@concordia.ca).

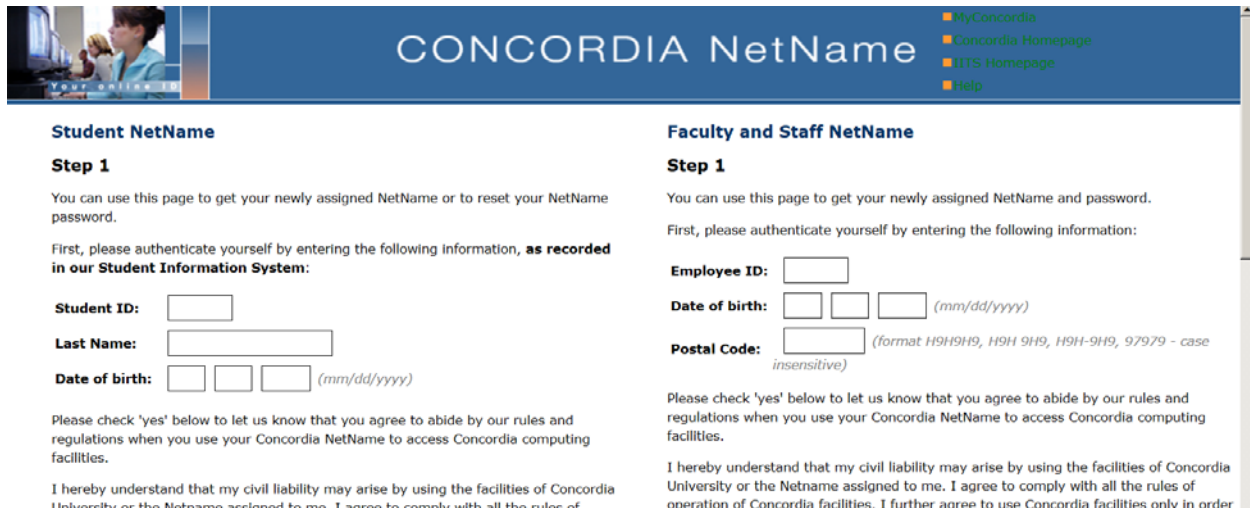
Netname

Password

Log in

Activate Netname | Forgot password?

Follow the step-by-step instructions under the section “**Student NetName**”:



CONCORDIA NetName

- MyConcordia
- Concordia Homepage
- IITS Homepage
- Help

**Student NetName**

**Step 1**

You can use this page to get your newly assigned NetName or to reset your NetName password.

First, please authenticate yourself by entering the following information, **as recorded in our Student Information System**:

**Student ID:**

**Last Name:**

**Date of birth:**    (mm/dd/yyyy)

Please check 'yes' below to let us know that you agree to abide by our rules and regulations when you use your Concordia NetName to access Concordia computing facilities.

I hereby understand that my civil liability may arise by using the facilities of Concordia University or the Netname assigned to me. I agree to comply with all the rules of

**Faculty and Staff NetName**

**Step 1**

You can use this page to get your newly assigned NetName and password.

First, please authenticate yourself by entering the following information:

**Employee ID:**

**Date of birth:**    (mm/dd/yyyy)

**Postal Code:**  (format H9H9H9, H9H 9H9, H9H-9H9, 97979 - case insensitive)

Please check 'yes' below to let us know that you agree to abide by our rules and regulations when you use your Concordia NetName to access Concordia computing facilities.

I hereby understand that my civil liability may arise by using the facilities of Concordia University or the Netname assigned to me. I agree to comply with all the rules of operation of Concordia facilities. I further agree to use Concordia facilities only in order

<https://fcms.concordia.ca/netname/net01.asp>

When you have successfully completed this section, you will be given your NetName and Password which you will use to login to MyConcordia.

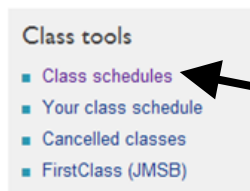
# The Course Registration process

This section will show you:

- how to access the class schedule
- how to search the class schedule
- how to read the course listings and
- how to register for your Complementary Certificate courses.

## How do I access the class schedule?

**Step 1:** Go to [www.myconcordia.ca](http://www.myconcordia.ca) and scroll down.  
Click on “Class Schedules” (see arrow below):



### Featured events

#### Student centres

- A-Z services
- Access Centre for Students with Disabilities
- International Students Office
- International Exchange Program

**Step 2:** A new window will open (see below).  
You can now search the class schedule.



### Class Schedule and Registration Information Academic Year 2014-2015

[Concordia Home Page](#) | [MyConcordia](#)

**Search Class Schedule**

Academic Year: 2014-15    Session: Summer    Level: Undergraduate

FACULTY Department:

Course Name:  (Optional. If entered, will override the Faculty/Department)

Course Number:  (Optional)

Title containing  (Optional. If entered, will override the Faculty/Department)

**Class (main sections only)**

Weekdays  or  single day    Time     Campus

**Registration Information**

**Undergraduate and Graduate**  
[Term Dates & Deadlines \(Standard and Non-Standard\)](#)

<b>Undergraduate</b> <a href="#">U/G Registration Guide</a> <a href="#">Undergraduate Calendar</a>	<b>Graduate</b> <a href="#">Graduate Registration Guide</a> <a href="#">Graduate Calendar</a>
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[Last Year's 2013-14 Term Dates & Deadlines \(Standard and Non-Standard\)](#)

[A work tool to help students see a variety of time table options based on course selections by session](#)

**[How to Read the Course Listings](#)**

*The next section shows you how to search the class schedule.*

## How do I search the class schedule?

### Search Class Schedule

Academic Year: 2014-15 Session: All Sessions Level: Undergraduate

FACULTY Department: SCHOOL OF EXTENDED LEARNING

Course Name: (Optional. If entered, will override the Faculty/Department)

Course Number: (Optional)

Title containing (Optional. If entered, will override the Faculty/Department)

Class (main sections only)  
Weekdays or single day Time Campus

Submit Reset

### Registration Information

Undergraduate and Graduate  
[Term Dates & Deadlines \(Standard and Non-Standard\)](#)

Undergraduate Graduate  
[U/G Registration Guide](#) [Graduate Registration Guide](#)  
[Undergraduate Calendar](#) [Graduate Calendar](#)

[Last Year's 2013-14 Term Dates & Deadlines \(Standard and Non-Standard\)](#)

[A work tool to help students see a variety of time table options based on course selections by session](#)

[How to Read the Course Listings](#)

**Step 1:** Select the **Academic Year**, **Session**, **Level**, and **FACULTY Department**.  
For example:

**Academic Year: 2014-2015**

**Session:**

- If you would like to view the courses being offered in the Summer, select **Summer**.
- If you would like to view the courses being offered in the Fall, select **Fall**.
- If you would like to view the courses being offered in the Winter, select **Winter**.
- If you would like to view the courses being offered in the Fall and Winter, select **Fall & Winter**.
- If you would like to view the courses being offered in the Summer, Fall and Winter, select **All Sessions**.

**Level:** select **Undergraduate**

**FACULTY Department:** select **SCHOOL OF EXTENDED LEARNING**

**Step 2:** Click "**Submit**" and scroll down to view the current courses being offered for that session.

*The next section shows you how to read the course listings.*

## How do I read the course listings?

The following will show you how to read the course listings with an example.

SEL 161	BUS PRAC:THE LAW	3 credits
Prerequisite: SEL151		
Summer	Term: 03 May - 20 June	
/1	Lect AA	-T-J--- (18:00-20:45) SGW H-403 T.B.A.

- Course Name: **SEL**
- Course Number: **161**
- Course Title: **BUS PRAC: THE LAW** (i.e. Business Practices: The Law)
- Credit value of the course: **3 credits**
- Prerequisite: **SEL 151**  
This means you would have needed to complete SEL 151 before registering for SEL 161.  
If no prerequisite is needed to take a course, it will **not** be stated (see example below):

SEL 157	MK PRAC:THE FUNDAMENTALS	3 credits
Summer	Term: 28 June - 10 August	
/1	Lect CA	M-W---- (18:00-20:45) SGW H-403 T.B.A.

- Session:
  - /1 (means the **Summer** session)
  - /2 (Fall)
  - /3 (Fall/Winter)
  - /4 (Winter)

*Continued on the next page*

- Term: **28 June – 10 August** (is the duration of the course)  
Term dates are also listed in [Term Dates and Deadlines](#) (see link below):  
<http://registrar.concordia.ca/webguide/termdates.html>
  
- Lecture: **Lect CA**  
The letter or number that follows the word **Lect** designates the campus on which the course is given.
  - SGW Campus sections are shown with a letter, e.g. A, B, X, AA, **CA**.
  - LOY Campus sections are designated with a number, e.g. 01, 52.
  
- Days: **M-W** (means the class meets on Mondays and Wednesdays)  
M----- Monday  
-T----- Tuesday  
--W---- Wednesday  
---J--- Thursday  
----F— Friday  
-----S- Saturday  
-----D Sunday
  
- Time: **18:00-20:45** (means the class meets from **6:00PM to 8:45PM**)
  
- Campus: **SGW** (SGW means the class will be held downtown, in the SGW campus)
  
- Building Code and Room Number: **H-403** (means the class will be held in the **H** Building in Room **403**).  
\*To obtain a campus map, click on the following link:  
<http://www.concordia.ca/about/contact/campus-map/>
  
- Professor: **T.B.A.** (means **To Be Announced** )

*The next section shows you how to register for your courses.*

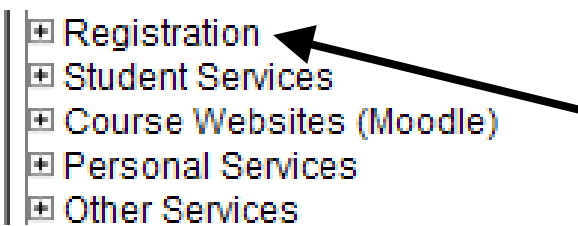
## How do I register for my courses?

### **Step 1:**

Using your NetName and password, login into your MyConcordia portal:  
[www.myconcordia.ca](http://www.myconcordia.ca)

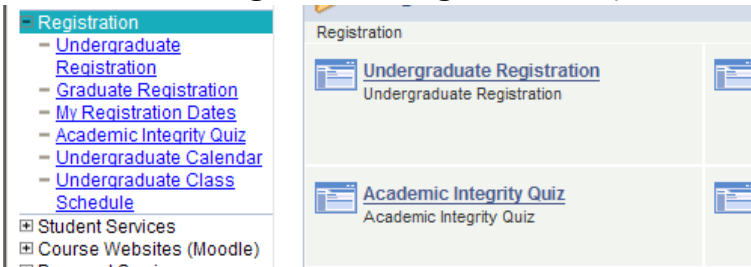
### **Step 2:**

Navigate to the left-hand menu entitled *MyConcordia Menu*.  
Click on “**Registration**” (see arrow below):



### **Step 3:**

Click on “**Undergraduate Registration**” (see arrow below):



### **Step 4:**

You will arrive at a page called “**Program of Study Verification**”. Once you have reviewed your information, click **Continue**.



**Step 5:** Click on the tab “Add a course” and the following window will appear:

[Return to Registration Status Page](#)

**Select course using course name and number**

**Course Name:**  Maximum of 4 characters

**Course Number:**  Maximum of 4 characters

**Session:**  Optional - Enter the **session** of the course where:  
**1** = Summer      **2** = Fall  
**3** = Fall/Winter   **4** = Winter

**Course Section:**  Optional - Maximum of 2 characters

[Return to Registration Status Page](#)

**Step 6**

Type the **Course Name, Course Number, and Session**

This information is found on the *Class Schedule and Registration* website (see pages 3 to 6 of this document for more information).

\*The following is an example of adding the course **SEL 151** for the **winter** session:

**Select course using course name and number**

**Course Name:**  Maximum of 4 characters

**Course Number:**  Maximum of 4 characters

**Session:**  Optional - Enter the **session** of the course where:  
**1** = Summer      **2** = Fall  
**3** = Fall/Winter   **4** = Winter

**Course Section:**  Optional - Maximum of 2 characters

Click on **Submit** to continue



### Step 7

The following window will appear (see below)

Results of Course Selection Search								
Return to Course Selection (Add) Page								
SEL	151	BSNSS PRACTICES:FUNDAMENTALS					3 Credits	
Session	Section	Days	Start Time	End Time	Campus			
/4 Winter	Lecture AA	--W----	18:00	20:45	SGW		<a href="#">Details</a>	<a href="#">Add</a>
Return to Course Selection (Add) Page								

Click on **Add** to continue adding the course -or-

Click on **Return to Course Selection (Add) Page** to cancel adding the course.

### Step 8

When you click on **Add** in **Step 7**, the following window will appear:

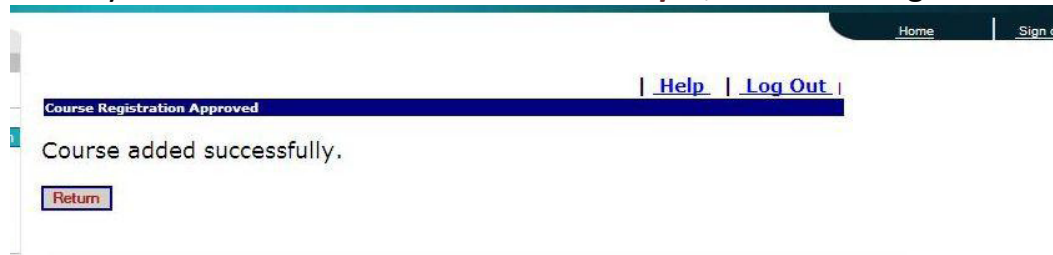
Confirmation of Selection						
Please confirm that you wish to add the course displayed below:						
SEL	151	BSNSS PRACTICES:FUNDAMENTALS				3 Credits
Session	Section	Days	Start Time	End Time	Campus	
/4 Winter	Lecture AA	--W----	18:00	20:45	SGW	
<b>Warning:</b>						
<ul style="list-style-type: none"><li>Please note: You are registering for a Complementary University Credits (CUC) course. Although it can be taken by any student, CUC credits cannot be counted within a degree or faculty certificate program.</li></ul>						
If you still wish to register for the course, click on the <b>Confirm Selection</b> button or cancel the selection by clicking <b>Cancel</b> .						
Confirm Selection			Cancel Selection			

Click on **Confirm Selection** to continue adding the course -or-

Click on **Cancel Selection** to cancel adding the course.

## Step 9

When you click on **Confirm Selection** in **Step 8**, the following window will appear:



Your course has now been successfully added!

### What if I want to drop a course?

You can drop a course but you need to verify the deadlines. The undergraduate **Term Dates & Deadlines** for the academic year are found on the following website:

<http://registrar.concordia.ca/webguide/termdates.html>

### IMPORTANT:

**DNE (did not enter)** - The DNE date is generally one to two weeks after the first day of classes. A withdrawal (drop) **before the DNE** deadline date is treated as if you were never in the course. There will be no entry on your student record for that course and you will not be charged tuition and other fees for that course. If you have already paid for the course, you will receive financial credit for course fees.

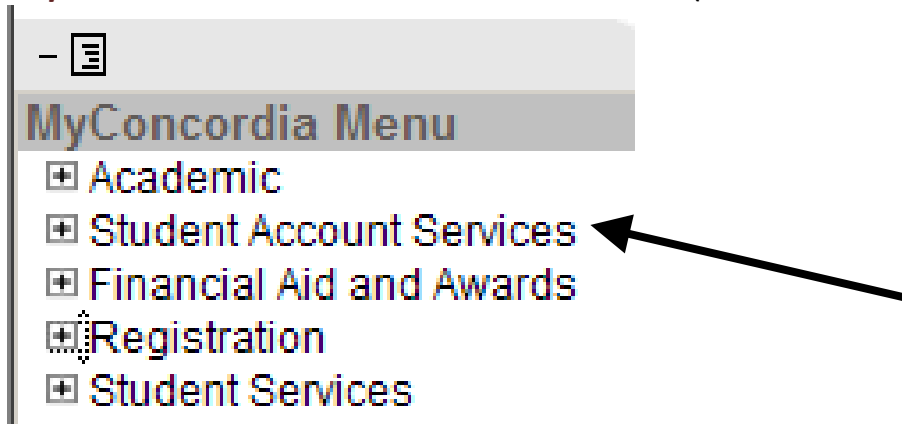
**DISC (discontinue)** - The DISC date is later in the term. A withdrawal (drop) **after the DNE** date, **but before the DISC deadline** date allows you to stop attending that course with no academic penalty. Unlike the DNE, however, the course will remain on your student record with an entry of DISC and you will be held financially responsible for the payment of **100%** of tuition and other fees.

*The next section shows you how to use the MyConcordia portal to view tuition and other fees.*

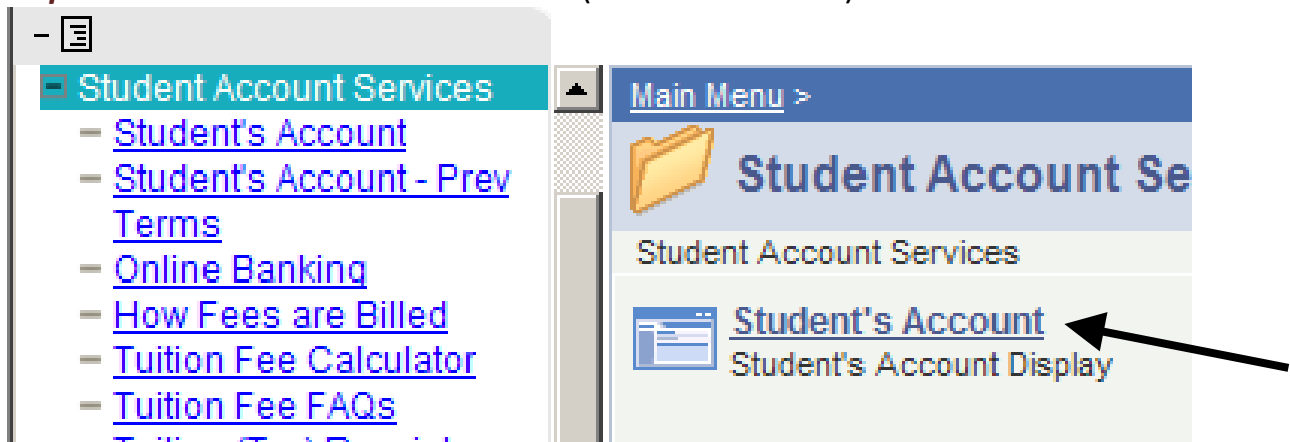
## TUITION AND FEES

**How do I find out the total amount of tuition and other fees being charged to my account?**

**Step 1** – Click on “**Student Account Services**” (see arrow below)



**Step 2** – Click on “**Student’s Account**” (see arrow below)



A detailed description of the courses you have registered for, the tuition costs and other fees will appear.

## How do I pay for my courses?

You may pay for your courses by:

- **Money order** – to be dropped off at the [Birks Student Centre](http://registrar.concordia.ca/SSC/services.html) (<http://registrar.concordia.ca/SSC/services.html>) -or-

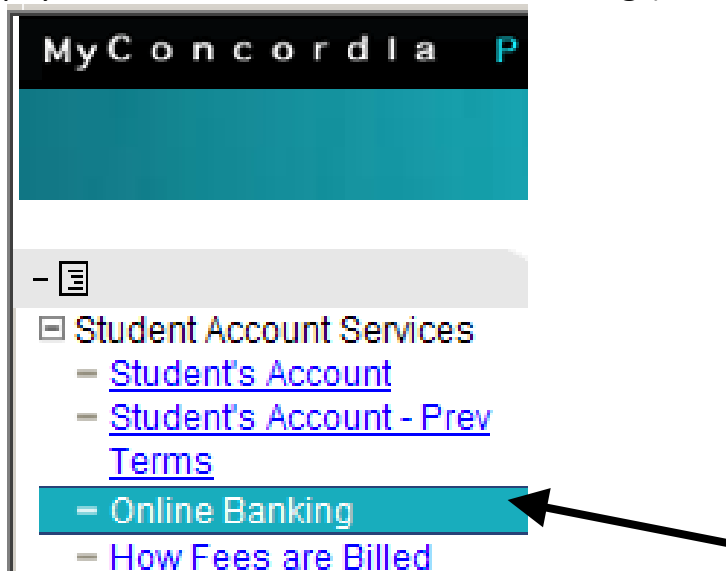
### - On-line banking

You would simply add **Concordia University as a payee** and then add your **7-digit Student ID as your account number**. You can then pay your tuition the way you would any other utility bill.

The following banks currently accept Concordia University as a payee:

- CIBC
- Royal Bank
- Bank of Montreal
- National Bank
- Laurentian Bank
- Scotia Bank
- HSBC
- TD Canada Trust

For more information regarding which banks are compatible with the on-line payment method, click on **Online Banking** (see below):



- **For other payment options** and more information, please refer to the “Methods of payment” section of the following website:

[http://www.concordia.ca/admissions/tuition-and-fees/undergraduate/regulations/obligations/#payment\\_methods](http://www.concordia.ca/admissions/tuition-and-fees/undergraduate/regulations/obligations/#payment_methods)