



INFORMATION AND ADVICE FOR STUDENTS

HELPING YOU REGISTER FOR CLASSES




You can find out how to do a number of tasks in your Student Centre by checking out the How-To guides on the Student Hub at concordia.ca/your-sis

BEFORE YOU GET STARTED

- If you have just accepted your **Offer of Admission** and paid your **Confirmation Deposit Fee** then you will need to wait up to **24 hours** before you can register. (See the guide: *How to Accept Your Admission Offer*)
- If you are a newly admitted Undergraduate **John Molson School of Business** program student, you will need to watch the **JMSB Advising Video** before you can register. (See the guide: *How to complete the JMSB Video Requirement*)
- If you are a newly admitted Undergraduate student in **Applied Human Sciences, Mathematics and Statistics, Political Science, Chemistry and Biochemistry, Theological Studies, History, Liberal Arts College, Geography, Planning & Environment, Exercise Science, Classics, Modern Languages & Linguistics, Sociology and Anthropology, General Arts and Science Certificate** and the **Science Foundations**; you will need to watch the **Arts & Science Advising Video** before you can register.
- Check to see if you have any holds on your file that may prevent you from registering, including those for **advising, non-payment of fees** or **academic standing** (See the guide: *How to view the holds (restrictions) on your account*)
- If appropriate, make sure that you consult your **department or faculty advisor** to discuss which classes are required for your program. You can find out more information about advising at concordia.ca/registration
- Please consult the **Undergraduate** or **Graduate Calendar** or consult with your advisor for the stated **prerequisites** for your class.
- Please ensure your email address is **up to date** in the system to ensure that any messages are sent to the correct address, including automated emails confirming your enrollment into a class from a waitlist (See the guide: *How to update your email address*)

TIPS TO HELP YOU SEARCH FOR CLASSES

- Make sure you select the correct **academic term** (The example below uses the **2016-2017** academic year):
 - **ALL TERMS (2016-2017)** will display all classes offered in the **2016-17** academic year.
 - **Fall 2016** will display all single-term classes offered in the **Fall 2016** term only.
 - **Fall/Winter 2016-17** will display all full-year classes offered. **It will not show any single-term classes for Fall 2016 or Winter 2017.**
 - **Winter 2017** will display all single-term classes offered in the **Winter 2017** term only.
- Know what the **Class Status** symbols mean:

 Open	 Closed	 Wait List
The class has seats available (<i>please be aware that some of the seats may be reserved for students in specific programs</i>).	The class has no seats available or is full and there is no waitlist available.	The class is full but you can opt to put yourself on the waitlist in case a seat becomes available.
- For more information, you can refer to the guide: *How to search for a class*

FREQUENTLY ASKED QUESTIONS ABOUT REGISTRATION • GENERAL

QUESTION	ANSWER
I am trying to choose a class to register in, why is there no 'Select Class' button next to it?	This could be because the class is already in your course cart or you may have already enrolled in it. If this is not the case, you will need to speak to your department as you may not have been activated for registration.
When I click 'Enroll' from My Student Centre, I do not have any options to select a term under 'Credit Courses'.	If it has been more than 24 hours since you accepted your offer of admission AND paid your confirmation deposit fee then you will need to speak to your department to assist you further.

GENERAL continued

QUESTION	ANSWER
I dropped a class from my schedule but the tuition is still showing as owed in my Student Centre. How do I get this removed?	If you select the Account Inquiry link at the top of the Finances section, your tuition will be recalculated and updated to reflect the dropped course. Please note that certain fee calculations are only updated over the week-end and reflected on your student account the next Monday.
The class I am trying to register in shows as 'Open' with seats available, but I get a message that the available seats are reserved. What does this mean?	This is because some or all of the seats in the class are reserved for students in specific programs. If you need the class for your program then you will need to speak to the department or your advisor.
I am an Independent student, why do I not have the option to register for any credit classes?	To be an Independent student, you must apply and be accepted. If you have not yet applied then you can visit: concordia.ca/apply If you have applied, then refer to the letter you received for the contact information of your admissions counsellor.
I have registered in an eConcordia course, how do I access the course material?	You should have received an email from eConcordia providing you with a link to sign up for your class. You can visit econcordia.com to register and view your classes. You can also contact eConcordia by email: helpdesk@econcordia.com or by phone: 514-848-8770
I'm trying to register but I get a message that says that I am not permitted to as it would 'exceed the total credit limit for my status'. I'm only registered for one class this term though so why would I be unable to register for more?	There may be a few reasons why you would receive this message. You may be registered in some full-year courses. The credits for these are split equally between the Fall and Winter terms (for example, a 6-credit full year course would add 3 credits to your Fall load and 3 credits to your Winter load). It may also be that the classes in your course cart exceed your credit limit (when added to any classes you are already registered in) as the system will try to enroll you in all courses in your course cart. If you have checked the above and are still receiving this message then you will need to speak to your department or advisor.
Can I register for more credits than my assigned limit?	The system will not allow you to register for more credits than you have been assigned for the academic term or year. If you want to register in additional classes you will need to speak to your department or advisor. To view your 'Max Total Units', see Step 2 of the guide: How to find information about your enrollment dates



CLASS SCHEDULE

QUESTION	ANSWER
I registered for a class, why does it not show in my class schedule?	You must ensure that you complete all of the necessary steps when registering for a class. Adding a class to your course cart DOES NOT mean that you are enrolled in it or that a seat is reserved for you. You must complete the enrollment process to be registered. Courses in which you are successfully enrolled will appear in your schedule. See the guide: How to register for a course
I have registered for a class but the location still says "TBA", where do I go for my class?	For online classes: If you have signed up for an online class, it will always show as TBA (To Be Announced). You can confirm this is an online course by viewing the class details. For In Person classes: If the location is still showing as TBA, the room has not yet been assigned. You can check if the location has been updated in your Class Schedule . If it has still not been updated by the start of classes then speak to your department for further information. See the guide: How to view your weekly class schedule

REQUISITES & PERMISSION TO REGISTER

QUESTION	ANSWER
I would like to repeat a course I have previously taken, but when I try to enroll I get a message that states that I have not met the requisites. Why is this?	You should first check the Undergraduate or Graduate Calendar to ensure you that you have met all required requisites for the class. If the course is prerequisite to other courses and you have completed a higher level course in the sequence since your last attempt, you may also receive this message. If you have any concerns about why you have not met the requisites for the course, you should speak to your department.
I was advised by the department that I had been given permission to register for a class but am still getting an error message when I attempt to enroll. Why is this?	If the error message you are getting is the same as previously then you will need to speak to the department or your advisor again to ensure they assigned the permission correctly. If the message is different, then you can refer to the ' Messages You Might Encounter ' section below for more information.
I want to register for a class but it says I do not have the pre-requisite(s). I'm registered for the pre-requisite class currently and will complete it before the other class starts. Why can I still not register?	If you are currently registered in a class that is a pre-requisite for a class you are trying to enroll in for a future term, you may receive the ' requisites have not been met ' message. You will need to speak to your department or advisor.
I was given permission to enroll in a class but have since dropped it. I now want to enroll in the class again but I am getting an error message. Why is this?	The permission the department granted for registration is a one-time use. If you used the permission to register for the class but then dropped it, you will need to speak to the department again.



SWAPPING CLASSES

QUESTION	ANSWER
I am registered for a class but I would prefer to be in a different section of this class, how can I switch sections?	Yes, you can switch sections of the same class or even switch from one class to a different class using the SWAP feature. See the guide: How to swap a course
I used the SWAP feature to go on a waitlist for a class but have since changed my mind and would like to keep the class I asked to SWAP out of. How can I do this?	You can simply remove your name from the waitlisted class and this will cancel the swap. See the guide: How to remove your name from a waitlist for a class
I swapped one of my classes but now I've changed my mind, can it be undone?	If the swap has been completed, so that you have been dropped from your original class and registered in the new class, then you are unable to undo this registration action. If you used the SWAP feature to identify a course to drop, in order to place yourself on the waitlist for a preferred class, then you can remove your name from the waitlisted class and this will cancel the swap. This will only work if you are still on the waitlist and have not been automatically enrolled into the course. See the guide: How to view your weekly class schedule See the guide: How to remove your name from a waitlist for a class
Can I use the SWAP feature to switch to a different laboratory, tutorial or conference for the same class?	If you are swapping to a different laboratory, tutorial or conference that is currently open  then you will be able to use the SWAP feature. You cannot currently use the SWAP feature if your preferred laboratory, tutorial or conference is on a waitlist  . Should you use the SWAP feature to switch to a waitlisted section, you will be dropped from your current lab, tutorial or conference to be placed on the waitlist of your preferred section. See the guide: How to swap a course

WAITLISTS








QUESTION	ANSWER
I put myself on the waitlist for a class, when will I be enrolled in the class?	Enrollment from a waitlist is not guaranteed . You will only be enrolled if enough seats become available in the class. If you are successful, then you will receive an automated email advising you that you have been registered in the class.
I was on a waitlist for a class, but when I check my class schedule, it is no longer showing as a wait listed course. Why does it no longer appear?	You should ensure that when you view your Class Schedule in the List View , you have the filters set to show your waitlisted classes. If a hold has been assigned to your account after you have placed your name on a waitlist (such as a hold for Outstanding Balance), you may be removed from the waitlist. Once you have resolved the reason for the hold, you can choose to put yourself back on the waitlist, however, you will lose your original position. See the guide: How to view the holds (restrictions) on your account
I'm still on the waitlist for a class but the term has started, should I attend the class or not?	If you are on the waitlist, you are not officially enrolled in the class . You will not be credited or enrolled in the class even if you attend unless a seat becomes available and you are officially registered before the registration deadlines for the term.
I received an email informing me that I had been auto-enrolled from a waitlist for a course that I no longer wanted to be in. How can I remove myself from this course?	You can drop the course the same way that you usually would – see the How to Drop a Course guide in the Registration Section of the Student Hub . The process that automatically enrolls students from waitlists is turned off at 4:00 pm on the Did Not Enter (DNE) deadline for a term. This is to ensure that you have enough time before the deadline to drop a course you were enrolled into from a waitlist if you have changed your mind. You should keep track of those courses that you are on the waitlist for and remove yourself from the waitlist if you no longer want to be in the course. You can remove yourself from the waitlist the same way you would drop a course. You can view your waitlisted courses in your Class Schedule(List View) . You can see your waitlisted classes in your Class Schedule (List View) . See the guide: How to remove your name from a waitlist for a class
I am on the waitlist for a class, how can I see what waitlist position I am in?	You can view your waitlist position in your Class Schedule . Ensure that you change the display to List View . See the guide: How to view your weekly class schedule
I have been at position number 1 on a waitlist for a few weeks. I can see spaces available, why am I not being enrolled?	This could be because the spaces which have become available are reserved for students in specific programs. If you do not meet those program requirements you will not be enrolled. You will only be enrolled if a seat for non-program students becomes available. This could also be because you have a full course load. If you are already enrolled in your maximum allowable credits, you will not be enrolled from the waitlist. To prevent this, you must put yourself on a waitlist using the SWAP feature. This allows you to identify which course you would like to be dropped from should a seat become available in the class you are waitlisted for.
I am currently registered for lecture section A of a class. I put myself on the waitlist for lecture section B of the same class. I would prefer section B, but I'm not getting in the waitlisted class even though there is a seat available. Why is this?	If you did not use the SWAP feature when placing yourself on the waitlist for your preferred lecture section, this will not work. You will not be automatically enrolled in the waitlisted section of the class because you are already in another section of the same lecture. You cannot be enrolled into a course multiple times. See the guide: How to swap a course
I have been watching my waitlist position for a class and I have moved down the list (e.g. I was in position 1 but am now in position 2). Why would this happen?	Departments can manually change a student's position on the waitlist if necessary. This can be for a variety of reasons, including moving a student higher on the waitlist if they require the class in order to graduate. If you have any concerns about a waitlist position which has changed, you should speak to your department.

WAITLISTS continued

















QUESTION	ANSWER
I am trying to register for a class that is showing as Closed  how can I get on to the waitlist?	If a class is displayed with a blue square, this means the course is full and either there is not a waitlist offered or the waitlist capacity has been reached. In these cases you would not be able to put your name on the waitlist unless a seat becomes available on it. This would be signified by a yellow triangle symbol next to the class. 
I have signed up for a full course load, but am on the waitlist for another class. How can I choose which class I want to drop if a seat becomes available in the waitlisted class?	If you did not use the SWAP feature when you put yourself on the waitlist for the preferred class, then unfortunately you are unable to go back and indicate which class you would like to drop if a seat becomes available in the waitlisted class. You would need to remove your name from the waitlist for your preferred class and then use the SWAP feature to put yourself back onto the waitlist. Please be aware you will lose your current place on the waitlist by doing so. See the guide: How to swap a course

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MESSAGES YOU MIGHT ENCOUNTER

ERROR OR WARNING MESSAGE	WHAT SHOULD YOU DO				
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MESSAGES YOU MIGHT ENCOUNTER continued

ERROR OR WARNING MESSAGE	WHAT SHOULD YOU DO				
<div data-bbox="212 281 924 426"> <p>Message</p> <p>Registration credit limit (23100.3)</p> <p>You have exceeded the credit limit per term specified by a faculty. Please refer to section 61.140 of the Undergraduate Calendar for more details on the enrollment limits for non business students.</p> <p>OK</p> </div>	<p>You may receive this message if you are a non-JMSB program student who is trying to register in more than 6 credits of JMSB classes in a term.</p>				
<p>1. Select classes to add</p> <p>To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.</p> <div data-bbox="228 625 901 682" style="border: 1px solid red; background-color: #ffe6e6; padding: 5px;"> <p> You do not have a valid enrollment appointment at this time.</p> </div>	<p>Registration does not open for all students on the same date. Your individual appointment date (when you may start registering for classes) can be found in your Student Centre in the 'Enrollment Dates' box on the right-hand side. <i>See the guide: How to find information about your enrollment dates</i></p> <p>Registration appointment dates are also available on the Concordia Registration site for Undergraduate and Graduate</p>				
<table border="1" data-bbox="289 842 849 972"> <thead> <tr> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Error: Department Consent Required. You must obtain permission from your department to take this class. Please contact your advisor or the Student Academic Services unit in your faculty.</td> <td style="text-align: center;"></td> </tr> </tbody> </table>	Message	Status	Error: Department Consent Required. You must obtain permission from your department to take this class. Please contact your advisor or the Student Academic Services unit in your faculty.		<p>You will need to speak to the department that offers the class in order to obtain permission to register.</p>
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*Requisites include:

Pre-requisites – These are usually either specific classes you must have taken or a minimum amount of credits that you will need to have obtained before you can register for a given class.

Co-requisites – These are classes that need to be taken at the same time (or previously) in order to be able to register for a given class.

Anti-requisites – These are other classes for which you must not have previously received credit (including any transfer credit or exemptions) in order to be eligible to register for a given class. For example, **MARK 495** is an anti-requisite of **MARK 301**. To register for **MARK 301**, students should not have previously taken and received credit for **MARK 495**. The reason for these types of requirements are to stop students taking courses out of sequence or taking a higher level course and then trying to take a lower level course that may have similar content.

You can find out how to do a number of tasks in your Student Centre by checking out the How-To guides on the Student Hub at concordia.ca/your-sis