Use the following guide to learn how to select courses for registration using the course cart in the new self-service portal.

Begin by logging into MyConcordia portal. Once logged in, click on “My Student Centre” located on the upper left-hand side of the screen to access your self-service dashboard. Click on “Enrolment Course Cart” located under the Academics section. Select desired term and click “Continue”. Click “Search” button to find course(s). Be sure to input at least 2 criteria. Select desired courses and Click “Wait list if Class is full” if you would like to be waitlisted for the course and then click “Next”. Course has been successfully added.

Once you have added courses to your course cart, you may then either enrol, delete or validate any or all courses in the cart.

1. Click on “Enrolment course cart”.

2. Select desired academic term (ex. Fall) and click “Continue”. 
Select at least 2 search criteria and click "Search".
Select the desired course by clicking the ‘Select’ button.

Click “Wait list if Class is full” if you would like to be waitlisted for the course and then click “Next”.

Course has been successfully added to your course cart. Once the course has been added to your course cart, you can either enroll, delete or validate the course.

To continue with enrollment, proceed to Step 8. To remove the course from your cart, proceed to Step 9. To validate the course in your cart, proceed to Step 10.
ENROL FOR A COURSE FROM YOUR CART - select the check box next to the class in your course cart that you would like to register for. (you can select multiple courses at once). Click "Enroll".

Click "Finish Enroling".

You will either receive a message that you have successfully enrolled along with a green check or you will see a red cross and a reason that you could not enrol for this class.
REMOVE A COURSE FROM YOUR CART - select the check box next to the class in your course cart that you would like to remove. (you may select multiple courses at once). Click “Delete”.

The course(s) will be removed from your course cart.
validate a course in your
course cart - select the check box
next to the courses you wish to validate.
you can select multiple courses at once.
click “validate”.

You will see comments in relation to each course as
to whether it is ‘ok to add’ with a green check or
a red cross and the reason why you may not enrol
in the course. to return to your course cart, click
“course cart” button.