

# FACULTY OF FINE ARTS

## 2015 - 16 Information for New Students

### MAJOR in FILM PRODUCTION

Congratulation on your admission to the Faculty of Fine Arts. We have prepared the following guide to help you in the next stages of advising and registration for your courses. **Please READ this guide thoroughly!**

#### 1) Confirm your acceptance

Programs in the Faculty of Fine Arts are competitive and have fixed quotas. Failure to confirm and pay your confirmation deposit can, and often will, result in the rescinding of your admission to the program. In addition, you will not be permitted to register for courses until the confirmation deposit is paid. To confirm your place in the program, follow the link provided to you in your letter of admission.

#### 2) Advising and Course Selection

You are **NOT REQUIRED** to obtain advising prior to your registration. Although advising is not required, students wishing to see an academic advisor may arrange an appointment with the School of Cinema at 514 848-2424 extension 4335 or 4666. If you are attending an advising appointment, please be sure you have all of your relevant admission documents with you at the appointment. Please also note that advising during the months of July and August is limited. Also, don't wait to register before seeing an advisor. The registration process is ongoing and dynamic. You can make changes to your course selection after your advising appointment if you desire.

Once you have consulted an advisor and/or reviewed the recommended first year courses for this program (see below), you should then prepare for your registration by consulting the **Class Search/Browse Catalog** tab in your My Student Centre portal. This will give you all relevant information you will need about the courses being offered in a particular term/year.

### First- Year Recommended Courses: Major in Film Production

#### Full-Time

6 crs FFAR 250  
6 crs FMST 211  
6 crs FMPR 231  
3 crs FMPR 339 & 3 crs of "free" electives  
6 crs "General Education" elective

#### Part-Time

18 crs or fewer chosen from:  
6 crs FMST 211  
6 crs FMPR 231  
3 crs FMPR 339 & 3 crs of "free" electives

Please register for FMPR 231 before attempting to register for FMPR 339 or the system will not permit the registration of FMPR 339.

Note: Students admitted to a Fine Arts minor (in combination with their major or specialization) can obtain the first-year recommended courses for their minor by clicking on that minor from the online list of programs.

## What are the specific requirements I need to complete my BFA Degree?

Step 1: You need to know the total number of credits required for you to complete your BFA degree. This number is specified in your Letter of Admission. The number of credits (ie. 90, 108, or 120) is determined based on your previous educational studies.

Step 2: Your degree will be composed of the following:

- A) Major or Specialization requirements:  
The specified credits required in your Major or Specialization (and Minor if applicable).
- B) FFAR 250 (Keywords: Reading the Arts Across the Disciplines - 6 credits)  
All BFA students are required to complete the FFAR 250 course. It is recommended that students take this course in their first year. There is, however, limited enrollment in the Fall/Winter section of the course. Students unable to register for FFAR 250 during the Fall/Winter term may take the course in their second year of study. The course is taught in English but the mandatory tutorials are offered in French or English. **BE SURE TO REGISTER FOR A SECTION OF THIS COURSE WITH THE APPROPRIATE LANGUAGE TUTORIAL.**
- C) General Education Requirements (6 credits)  
All BFA students must satisfy this requirement by completing a minimum of 6 credits from course offerings **OUTSIDE** the Faculty of Fine Arts. (*Please note that the courses FLIT 382, COMS 301, 302, 303, 304, 306, 416, 417 and 434 cannot be applied as electives from outside the Faculty of Fine Arts and therefore do NOT fulfil the General Education Requirement. This list is subject to modification.*)
- D) Free electives  
All programs (excluding Major/Minor combination programs) offer the opportunity to take some free electives of your choosing. Free electives can be chosen from course offerings in any Faculty including additional courses within your own program or other courses from within the Faculty of Fine Arts. Please be aware that although any course can be applied as a free elective, many courses are reserved for students in that program and are therefore not available to students outside of that program. If you wish to take a course from another department that you are blocked from registering into, contact that department to see if special permission can be obtained.

The final page of this document is a **Program Guide** which outlines the course requirements you must fulfil in order to graduate with your degree. **It is strongly recommended that you become familiar with the requirements of your BFA degree.**

## What is the difference between an EXEMPTION and a TRANSFER CREDIT?

If you have been granted any exemptions or transfer credits, you will see this in your Letter of Admission. Receiving an exemption from a course means that, based on courses you have taken or skill level you have demonstrated in your portfolio or audition, you are exempted from (not required to take) the exempted course. **An exemption does not count as credits towards your degree.**

If you are given an exemption for a course that is required in your program, you do not have to take that course but you must replace it with another course (generally one from the same discipline). Be advised you will not be restricted from registering for a course for which you have received an exemption. **HOWEVER**, you will **NOT** receive credit for it upon completion of the course.

**Transfer credits do count as credit towards your degree** and, in many cases, reduce the length of your program. However in some cases, due to specific program requirements, not all transfer credits awarded to you may be used in your degree. **We strongly advise all students who have received transfer credits to contact Student Academic Services (see contact coordinates below) to confirm the placement of these transfer credits within their program.**

## What is my status and how many credits should I register for?

Full-time study: - minimum of 24 credits per year (12 credits per term)  
- maximum of 30 credits per year (15 credits per term)  
- **maximum of 18 credits per year of “studio” courses (DRAW, PTNG, SCUL, CERA, FBRS, PRIN, ARTX, PHOT, IMCA)**

Note: Students who receive loans and/or bursaries from the Quebec government must be registered for a minimum of 24 credits per year in order to remain eligible. These credits MUST be equally distributed between the Fall and Winter terms (ie 12 credits per semester). For more information, please contact the Financial Aid and Awards Office at 514 848-2424 extension 3507.

### 3) Registration

Registration is done online in your My Student Centre portal. The portal is your entry to all online student administrative services. You can access the portal by visiting <https://www.myconcordia.ca> or via the links found on the Concordia website. If you need assistance accessing the portal, call the Helpline at 514 848-2424 ext. 7613 or send an email to [help@concordia.ca](mailto:help@concordia.ca)

**YOU MAY START REGISTERING FOR YOUR COURSES BEGINNING April 20th. DO NOT DELAY YOUR REGISTRATION.** Course availability is limited. In order to get the courses that you want, in the timeslots you prefer, you MUST register as early as possible. And if a course you want is full, keep trying! The registration cycle is on-going and dynamic - the course that is unavailable now may become available later in the cycle.

Be sure to register for both the **FALL, FALL/WINTER, AND WINTER** terms. If you wait until later, it is likely there will be no courses available for you.

### Course Withdrawals

The moment you have pressed confirm to a course selected in the registration system, you have registered yourself into that course. This means you have committed to being both academically and financially obligated. If you change your mind about taking a course, it is very important to remember that it is **YOUR RESPONSIBILITY** to withdraw yourself from the course. **Once you have registered for a course, you are contractually obligated to pay for this course UNLESS you officially withdraw within the appropriate deadline.** In order to avoid failed grades and/or costly financial obligations, you must become familiar with the types of course withdrawals.

**DNE (did not enter):** Courses dropped by the DNE deadline will never appear on your record and you will NOT be responsible for payment of tuition and fees for the course.

**DISC (discontinued):** Courses dropped after the DNE deadline, but before the DISC deadline, will remain on your record with the notation of “DISC”. There will be no academic penalty associated with discontinued courses (no fail grade) BUT you will be responsible for ALL TUITION and FEES associated with the course (including the winter term fees for any full-year courses). After the DISC deadline, courses cannot be dropped.

2015-16 Fall/Winter Registration/Withdrawal Deadlines				
Term	Term Dates	Last day to Register	DNE Deadline	DISC Deadline
Fall courses /2	Sept 8 – Dec 7	September 21	September 21	November 8
Fall/Winter courses /3	Sept 8 – April 12	September 21	September 21**	March 13
Winter courses /4	January 6– April 12	January 19	January 19	March 13

**\*\* Please note that you are obligated to pay for the ENTIRE 6 credits of a full year /3 course if you withdraw from it after the DNE deadline**

## Maintaining “Acceptable Standing” in your Program

Each spring the university assesses your academic performance for the year (provided you have attempted a minimum of 12 credits during the academic year). The assessment is based on your annual (GPA).

Acceptable Standing: Students with an annual GPA of 2.00 or better are in acceptable standing and may continue in their studies.

Conditional Standing: Students with an annual GPA between 1.50 and 2.00 are in conditional standing. Students in conditional standing are permitted to continue in their studies but are required to meet with their department advisor to discuss their academic standing. Furthermore, they will be required to attain a minimum GPA of 2.00 at their next assessment in order to remain in their degree. If this is not attained, the student will be in failed standing.

Failed Standing: Students with an annual GPA of less than 1.50 are in failed standing. They will not be permitted to continue in their program. If the failed standing is the result of extenuating circumstances, students may apply for readmission to their degree.

For more information, see sections 16.3.11 and 81.20.4 of the Undergraduate calendar.

## Student Academic Services

The Student Academic Services advisors and staff are here to provide you with comprehensive academic and administrative information and services to facilitate your studies at Concordia. Please feel free to call or visit us anytime.

Location: 1515 St. Catherine West, EV 2<sup>nd</sup> floor, Room 705  
Telephone: 515 848-2424 ext. 4612  
Office Hours: Monday to Thursday 9:00 – 5:00  
Friday 9:00 – 4:30

STUDENT NAME: \_\_\_\_\_

I.D.#: \_\_\_\_\_

Please note that it is your responsibility to fulfill all your program and degree requirements. Exceptional substitutions to these requirements must be approved via Student Request prior to graduation, and permission to register for a course does not constitute approval of a substitution. In addition to the following course requirements, the Concordia University Residency requirement stipulates that you must complete a minimum of 45 credits at Concordia, and the specific Major in Film Production Program Residency Requirement stipulates that you must complete a minimum of 27 credits from the concentration requirements at Concordia University.

BFA DEGREE REQUIREMENTS (108 and 120 credit programs)		Completed/ In Progress	To Be Completed
<b>ECP *</b> 30 credits to be completed by students admitted into 120-credit program only	<b>MEP</b> 18 credits to be completed by students admitted into 108-credit program only	Free elective	6 CRS
		Free elective	6 CRS
		Free elective	6 CRS
		Free elective	6 CRS
		Free elective	6 CRS

\* Please note that all High School transfer credits awarded can only be applied towards fulfilling the ECP requirements.

BFA DEGREE REQUIREMENTS (90, 108 and 120 credit programs)		Completed/In Progress	To Be Completed
6 CRS	FFAR 250 <sup>6</sup>	6 CRS	
<b>MAJOR IN FILM PRODUCTION (54 crs)</b>			
6 CRS	FMST 211 <sup>6</sup> (to be taken as part of the first 30 credits)	6 CRS	
6 CRS	FMST 212 <sup>6</sup> (to be taken as part of the first 30 credits)	6 CRS	
6 CRS	FMPR 231 <sup>6</sup>	6 CRS	
6 CRS	FMPR 332 <sup>6</sup>	6 CRS	
3 CRS	FMPR 338 <sup>3</sup>	3 CRS	
3 CRS	FMPR 339 <sup>3</sup>	3 CRS	
3 CRS	FMPR 340 <sup>3</sup>	3 CRS	
6 CRS	FMST electives (excluding FMST 200)	6 CRS	
15 CRS	chosen from Cinema electives (may include up to 12 credits from FRAN 373, 374, FLIT 382, COMS 301, 302, 303, 304, 306, 416, 417, 434, VDEO 300, 350)	6 CRS	
		6 CRS	
		3 CRS	
<b>ELECTIVE COURSES (30 crs)</b>		<b>Completed/In Progress</b>	<b>To Be Completed</b>
6 CRS	chosen from outside the Faculty of Fine Arts (excluding FRAN 373, 374, FLIT 382, COMS 301, 302, 303, 304, 306, 416, 417, 434)	6 CRS	
24 CRS	free electives	6 CRS	
		6 CRS	
		6 CRS	
		6 CRS	

COURSES TAKEN ABOVE DEGREE REQUIREMENTS: \_\_\_\_\_

ADVISOR'S SIGNATURE (if applicable): \_\_\_\_\_ DATE: \_\_\_\_\_