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Step 1 — Academic advising

Academic advising
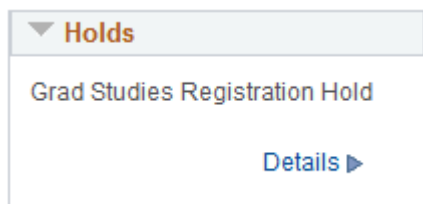
The requirements for advising prior to registration vary according to your program of study. To determine if you require advising refer to the Holds box on your Student Center page or go to your Faculty or School's advising information page by clicking on the appropriate link below.

Remember that if you are required to meet with an advisor before registering, you will not be able to register for classes until you do so.

- Refer to the Graduate Calendar to verify your degree requirements and academic regulations. The Calendar year of reference will be your acceptance year.

- Faculty Advising Information and Registration Start Dates: Find the right person to speak in your Graduate Program for advising information.

- You can also see your advisor information from the homepage of your student center.
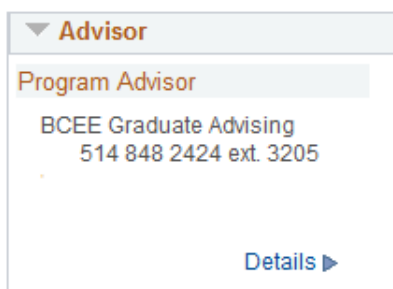
This displays the name of your individual advisor or advising team along with their contact telephone number (if available). If you click on the "details" link, you will see a breakdown of which advisor or advising team relates to each of your plans.

My Advisors

Academic Career	Graduate
Academic Program	Master of Engineering
Course Based	Building Engineering

Advisor Name	Phone
BCEE Graduate Advising	514 848 2424 ext. 3205

Academic Career	Graduate
Academic Program	Qualifying Program
Qualifying Program	Building Engineering

Advisor Name	Phone
BCEE Graduate Advising	514 848 2424 ext. 3205

If available, and depending on the email program you are using, you can click on the link where the name of the advisor or advising team is shown. This will allow you to email your advisor. If there is no link, then no email address has been provided and you should use the contact phone number to reach your advisor.

Step 2 — Accessing registration

The registration system is accessed via MyConcordia with your netname and password. Once in MyConcordia, click on My Student Center and select Enroll.

While most programs offer online registration, there are some programs that require onsite registration within the department. If you have not received information concerning the registration process for your program, please contact your department for more information.

Please refer to the Enrollment Appointment Dates in Step 4 for further information.

Step 3 — Plan your timetable

To assist you in planning your timetable we have included information on how to look for courses three different ways:

A – NEW – Use the Concordia Class Schedule Builder - The Concordia Class Schedule Builder is a tool to assist you to generate a workable personalized class schedule with ease based on the published class schedule

B – Use the Class Search – You can search for a range of classes based on specific criteria you can define.

C – Browse the Course Catalog – This is a comprehensive listing of courses offered at Concordia University. Please note the following:

Time Conflict

You will not be allowed to register for courses where any of the class hours (including labs, tutorials, etc.) overlap with another course. It is important to be prepared in advance with several different schedules and a list of replacement courses in case your original choices are not available.

Test Results

If you plan on registering for ESL (English as a Second Language) courses and have written the placement test, your results will be sent to you by e-mail.

Requisites

- **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, GDBA 534 is an anti-requisite of GDBA 504. To register for GDBA 504, students should not have previously taken and received credit for GDBA 534. 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 should consult the Graduate Calendar to see the requisites for the course in which you want to register. If you receive a message about 'requisites not met' when trying to register for a class, you should ensure that you have met all of the requisites as stated in the Graduate Calendar. If you believe that you have, you will need to speak to your department so that they can look into this matter for you.

Degree students: You are not permitted to register for a course that has a prerequisite if you have not completed that prerequisite. If you have received authorization from an academic adviser to register for a course without the stated prerequisite, the adviser must enter a waiver that will permit you access to the course.

Qualifying programs: Qualifying program courses consist of deficiencies and/or additional course requirements that are not part of the degree program requirements. These courses can be undergraduate or graduate level. All qualifying courses are to be completed in the first 3 terms following your term of admission. If you are in graduate program with qualifying course requirements, these courses must be taken beginning with the first term of your program.

Independent/Visiting students: If you wish to register for courses where the prerequisite was not completed at Concordia, you must contact the relevant Graduate Program Assistant to receive permission.

Reserve Seats in Class

Some classes have seats that are reserved for students in specific programs. This is usually done to ensure that students who need the class as part of their program are able to register for it. Depending on the rules defined by the department that offers the class, they may set all, some, or none of the seats to be reserved. If you try to register for a class and receive a message about 'reserved seats' then you should select another class or consult the department to obtain permission to take the class.

Department Consent

Some classes may require that you first obtain permission to take the class. If you receive a message that states: "Department Consent Required", you will need to speak to the department that offers the class in order to obtain permission to register.

A — Use the Concordia Class Schedule Builder

COPY SECTION FROM UNDERGRAD GUIDE

B — Use the class search

The **Search for classes** function is used to look for information about scheduled classes for a particular term and is generally available in early March. A variety of search criteria may be entered to narrow or broaden a search. Search results provide information such as date and time of classes, location, name of instructor, number of seats available and so on.

| Search | Enroll | My Academics | My Questionnaires |

Search for Classes | Browse Course Catalog
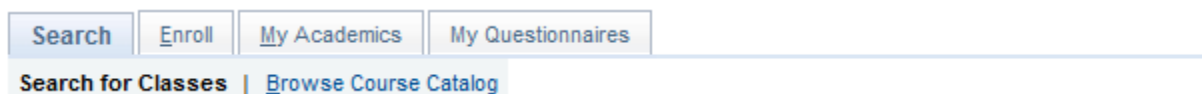
Search for Classes

Term _____ ▼

Select at least 2 search criteria. Select Search to view your search results.

▽ **Class Search**

Course Career   Graduate _____ ▼

[select subject]   _____

Course Number   _____

Course Level   ☐ 200   ☐ 300   ☐ 400
(Credit Course Only) ☐ 500   ☐ 600   ☐ 700   ☐ 800

Department or Faculty _____ ▼

▽ **Additional Search Criteria**

Class Times   _____ to _____ (Example: 13:00)

Days of Week   ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Location   ☐ Sir George Williams (Downtown)
                     ☐ Loyola
                     ☐ Online Courses

Instructor Last Name _____

Course Keyword   _____ ⑦

Class Nbr   _____ ⑦

Mode of Instruction _____ ▼

[Clear]   [Search]

Search Results:

- List of classes that meet the search criteria, including class details, class name and number, section, location, days, times, instructor, term offered, availability, and status.
- If you are searching in a term in which you have already enrolled, your "My Class Schedule" will be displayed.
- If a class in the search results is offered in a career and term that you are active in, then you will be able to use the "select" button next to the class to add it to your Course Cart.
- If you are already enrolled in a class or a class is already in your enrollment course cart, the "select" button will not appear.

BASIC SEARCH CRITERIA

Term   The "Term" drop down refers to the term for which you are searching for class(es).

NOTE: Any terms in the list that end in "(CCE Only)" will only return results for Continuing Education classes.

Course Career

The "Course Career" drop-down menu allows you to select if you want to search for classes offered to Undergraduate students (to search for any QP related courses), Graduate students (to search for courses related to your program), Professional Development (to search for GradProSkills workshops), Research, or classes in Continuing Education.

Select Subject

The green "select subject" button provides an alphabetical listing of all class subjects that have been offered historically (these may not currently be offered). If you already know the abbreviation of the Class Subject, type it into the blank field beside the "select subject" button. For example, type "ENGL" for English classes, or "FINA" for Finance classes.

Course Number

The "Course Number" field narrows the search down further to a specific class. For example, if you want to search for the POLI 601 class, you would enter "POLI" in the 'Select Subject' field above and then enter "601" into the 'Course Number' field.

Course Level

The "Course Level" field allows you to search for classes at a specific level. You can select multiple levels if you wish to view a larger range of results.

NOTE: The Course Level option can only be used for credit courses. This can be combined with the 'Select subject' field or the 'Department or Faculty' field to refine results.

Department or Faculty

The "Department or Faculty" field allows you to search for classes offered by a specific department or faculty.

NOTE: When searching for classes offered by a Faculty, you may have to refine your search by selecting additional criteria.

ADDITIONAL SEARCH CRITERIA

Class Times

The "Class Times" field refers to the class start and end times. Entering a time in the first field will search for all classes starting after the time entered. Entering a time in the second field will search for all classes ending before the time entered. These fields can be used together to search for classes within a desired range.

|	
	NOTE: The times should be entered in a 24-hour format. For example, if you wish to search for 7am, enter "07.00", or for 7pm, enter "19.00".
	You can select any of the checkboxes next to the relevant day(s) of the week to include classes offered on that day in the search.
Days of the week	NOTE: If you select a specific day, the search results will include classes that are scheduled on that day, including any classes that are split between the selected day and another day. *For example, if you select the "Mon" checkbox only, you will see classes scheduled on a Monday only and classes scheduled on a Monday and Wednesday.*
Location	You can use the "Location" field to search for any combination of 'in-person' classes scheduled at the 'Sir George Williams (Downtown)' or 'Loyola' campuses, or for 'Online Courses.
	NOTE: If you search only for Online classes, then any Class Times entered or Days of Week selected will be ignored.
Instructor Last Name	Search for classes taught by a specific instructor by entering the first few letters, the exact last name, or letters contained in the name.
Course Keyword	Search for a class by its title and description. Enter a full or partial keyword to return search results that include all classes with the keyword or partial keyword as part of the title or description.
Class Nbr	Enter the 'Class Nbr' if known. This is a 4 or 5-digit class number that a class is assigned in the Student Information System.
	NOTE: This is not the same number as the "Course Number" field above.

C — Browse course catalog

The Browse Course Catalog feature provides access to a comprehensive listing of information about courses offered at Concordia University.
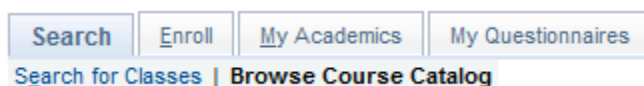
To browse for courses:

1. Course List provides the opportunity to look for a particular academic organization (department) by selecting the first letter of the subject of the course:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Collapse All   Expand All

2. Selecting a letter brings up a list of matching course subjects.

▷ COMP - Computer Sci.

▷ COMS - Comm. Studies

▷ COMU - Communications

3. Selecting a particular course subject will display a list of courses available:

▽ COMP - Computer Sci.

Course Nbr	Course Title
6361	NUMERIC ANALY/NONLINEAR EQUA
6411	COMPARAT.STUDY/PROGRAM.LANG.
6421	COMPILER DESIGN
6461	COMPUTER NETWORKS + PROTOCOL
6521	ADV.DATABASE TECH. AND APPL.
6531	FOUNDATIONS/SEMANTIC WEB

Important Note: the existence of a course on this list does not guarantee that the course is currently offered.

4. If you click on the "Course Nbr" or "Course Title" column you will be able to see the course details:

   The Course Detail page will identify whether or not the course has been scheduled. If it is scheduled, you will be able to "view class sections" to learn how many sections are available and when they are offered.

   If a course does not have a description, please refer to the graduate academic calendar for further details regarding the course.

COMP 6461 - COMPUTER NETWORKS + PROTOCOL

Course Detail

Career	Graduate	
Units	4.00	
Grading Basis	GRAD Standard Grade	
Course Components	Laboratory	Required
	Lecture	Required
Campus		
Academic Group	Traditional	
Academic Organization	Computer Sc. & Software Engin.	

[View Class Sections]

Description

Please see GRAD Calendar

Return to Course List

5. Selecting the View Class Sections link displays the term(s) in which the course is currently being offered. If there is no View Class Sections link, this means that the class is not currently being offered.

Course Schedule

Terms Offered Fall 2017   [Show Sections]

● Open   ☐ Closed   ⚠ Wait List

COMP 6461 sections for Fall 2017

View All   1-4 of 4

Section	Session	Status
EE-LEC (1863)	13W	●

Days	Start	End	Room	Instructor	Dates
Tu	5:45PM	8:15PM	H 553 SGW	Aiman Latif Hanna	05/09/2017 - 04/12/2017

Section	Session	Status
EEEI-LAB (1862)		
EEEI-LAB (1862)	13W	☐

Section Details	Short Desc	Short 2	Description	Instructor	Description - Part 1
Tu	8:30PM	10:20PM	TBA	Aiman Latif Hanna	05/09/2017 - 04/12/2017

Step 4 — Enrollment appointment dates

Enrollment appointment dates
Summer (2181), Fall (2182), Fall/Winter (2183), Winter (2184)

Enrollment appointment date	Category of student
March 12	Returning and newly admitted **thesis** students
March 13	Returning and newly admitted **course-based** students (excl. Engineering & Computer Science)
March 15	Returning **course-based** Engineering & Computer Science students
March 19	Newly admitted **course-based** Engineering & Computer Science students
March 26	Independent and visiting students

Enrollment appointment dates for newly admitted Winter (2184) students

Enrollment appointment date	Category of student
September 10	Newly admitted Winter 2019 (2184) students

The link for enrollment dates will appear in the Enrollment Dates box on your Student Center page.

Click the link to select the term for enrollment date information:

Enrollment Dates

Credit Courses

Select a term then select Continue.

	Term	Career	Institution
○	Fall/Winter 2017-18	Graduate	Concordia University
○	Winter 2018	Graduate	Concordia University
○	Summer 2018	Graduate	Concordia University
○	Fall 2018	Graduate	Concordia University
○	Fall/Winter 2018-19	Graduate	Concordia University
○	Winter 2019	Graduate	Concordia University

Non Credit Courses

Select a term then select Continue.

	Term	Career	Institution
○	Winter 2018	Professional Development	Concordia University
○	Spring 2018	Continuing Education	Concordia University

Clear All   Continue

Example: selecting Fall 2018

Enrollment Dates

To view appointments and enrollment dates for another term, select the term and select Change.

Fall 2018 | Graduate | Concordia University   Change Term

Open Enrollment Dates by Session

Session	Begins On	Last Date to Enroll
13 week	28 February 2018	17 September 2018
Non Standard Session	1 August 2018	3 December 2018

Term Enrollment Limits

Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
13.00	13.00		8.00

Course Cart   Add Classes

This screen offers the capability of determining the student credit limits for each term. *For example, the student above has a maximum limit of 13 credits they can possibly take in Fall 2018.* Other terms can be accessed by using the "*Change Term*" button.

Although the enrollment appointment dates indicate when you will be able to start registering, you can start planning and filling your Course Cart in early March.

The enrollment appointment dates are set based on a standard for all programs. Programs may have a later start date than what is indicated on the Enrollment dates. Qualifying program students can enroll on the Enrollment date indicated. If you do not have the listed pre-requisite for the qualifying courses you will need permission from your graduate program.

Step 5 — System availability

On the enrollment appointment dates, the system is programmed to be available from 8:00 a.m. onward. The registration system may be extremely busy at 8:00 a.m. on each new enrollment appointment date so it is strongly recommended that you wait until later in the day.

Step 6 — Registration

While departmental and faculty advisers and staff are always available to give advice and guidance, you are responsible for the completeness and correctness of your course selection and registration, and for observing the University's regulations and deadlines.

While most programs offer online registration, there are some programs that require onsite registration within the department. If you have not received information concerning the registration process for your program, please contact your department for more information.

1. Program of Study Verification – before starting to register for courses, you should verify your current program of study by using the following navigation:

If the information concerning your program is incorrect you may contact your department to find out how to make corrections. It is important for this information to be correct, as the wrong degree or option may block you from entering courses for which you are eligible.

2. Address Verification – On the Student Center page, you will see your current address. If you need to correct your address or any other piece of personal information, double click on the relevant area under the Personal Information banner and you will be redirected to another screen where you can make the necessary changes.

   Please note that you are responsible for providing the University with your current mailing and e-mail address. You are required to fulfill all financial and administrative obligations within the prescribed deadlines regardless of the validity of your address in our files.

Qualifying Program

Please note that students which are part of a Qualifying Program must complete their deficiency courses in the 3 first terms of study, or will otherwise be blocked from registration.

A — Adding classes

You can add classes to your schedule for the selected term in three easy steps with a couple of restrictions to note:

- If you have a financial hold you will not be able to register in classes until you clear the hold.
- Classes can only be added until the add/drop deadline for a given term.
- For additional information regarding the add/drop deadlines, refer to the **Term Dates and Deadlines** link in the Important Information section of the Student Center page.

Select a specific term from the list of current terms that are displayed in the table.
If you are taking Qualifying courses which are at the undergraduate level, select the
Undergraduate.

Graduate Degree, Qualifying , Independent and Visiting students are able to register for
Graduate Professional Development courses in addition to the their program courses.

| Search | Enroll | My Academics | My Questionnaires |

My Class Schedule | **Add** | Drop | Swap | Term Information

Add Classes

1 — 2 — 3

Select Term

Credit Courses

Select a term then select Continue.

	Term	Career	Institution
○	Fall/Winter 2017-18	Graduate	Concordia University
○	Winter 2018	Graduate	Concordia University
○	Summer 2018	Graduate	Concordia University
●	Fall 2018	Graduate	Concordia University
○	Fall/Winter 2018-19	Graduate	Concordia University
○	Winter 2019	Graduate	Concordia University

Non Credit Courses

Select a term then select Continue.

	Term	Career	Institution
○	Winter 2018	Continuing Education	Concordia University
○	Winter 2018	Professional Development	Concordia University
○	Spring 2018	Continuing Education	Concordia University
○	Summer 2018	Continuing Education	Concordia University

| Clear All | | Continue |

Click the **Continue**. Find a class to add, using one of the options displayed, or, if you know the
class number, enter it into the *Enter Class Nbr* field

- **Class Schedule Builder –** refer to Step 3 A – Use the Concordia Class Schedule Builder
  above if you need further help.
- **Class Search** – refer to Step 3 B – Use the Class Search above if you need further help.

Add Classes

[1]—[2]—[3]

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2018 | Graduate | Concordia University | Change Term |

| | ● Open | ☐ Closed | ⚠ Wait List |

Add to Cart

Enter Class Nbr

[   ] | Enter |

Fall 2018 Course Cart

Your enrollment Course Cart is empty.

Find Classes

◉ Class Search

○ Class Schedule Builder

| Search |

▼ **My Fall 2018 Class Schedule**

You are not registered for classes in this term.

To view details of the course, click on the **Section** to obtain further information about the course.

▼COMP 6461 - COMPUTER NETWORKS + PROTOCOL

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Term	Status	
1801	EE-LEC 13 Wk	Tu 5:45PM - 8:15PM	H 553 SGW	Staff	04/09/2018 - 03/12/2018	Fall 2018	●	Select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Term	Status	
1800	EEEI-LAB 13 Wk	Tu 8:30PM - 10:20PM	TBA	Staff	04/09/2018 - 03/12/2018	Fall 2018	●	Select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Term	Status	
1798	EEEJ-LAB 13 Wk	We 8:30PM - 10:20PM	TBA	Staff	04/09/2018 - 03/12/2018	Fall 2018	●	Select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Term	Status	
1799	EEEK-LAB 13 Wk	Fr 6:00PM - 7:50PM	TBA	Staff	04/09/2018 - 03/12/2018	Fall 2018	●	Select

If satisfied that you wish to enroll in this course, choose **Select**.

Confirm the class information. If the section selected also requires you to register for additional components such as labs, tutorials, conferences, etc. you will be required to make that choice before proceeding further:

My Class Schedule | **Add** | Drop | Swap | Term Information

Add Classes

1 — 2 — 3

1. Select classes to add - Related Class Sections

Fall 2018 | Graduate | Concordia University

COMP 6461 - COMPUTER NETWORKS + PROTOCOL

Lecture selected   Section EE

Tu 5:45PM - 8:15PM   H 553 SGW

	● Open	■ Closed	▲ Wait List

Select Laboratory section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
○	1800	EEEI	Tu 8:30PM - 10:20PM	TBA	Staff	●
●	1798	EEEJ	We 8:30PM - 10:20PM	TBA	Staff	●
○	1799	EEEK	Fr 6:00PM - 7:50PM	TBA	Staff	●

Cancel	Next

Once you have selected the laboratory, tutorial or any related class section, press **Next**.

1 — 2 — 3

1. Select classes to add - Enrollment Preferences

Fall 2018 | Graduate | Concordia University

COMP 6461 - COMPUTER NETWORKS + PROTOCOL

Class Preferences

COMP 6461-EE	Lecture	● Open		**Wait List** ☐ Wait list if class is full
COMP 6461-EEEJ	Laboratory	● Open		**Grading** GRAD Standard Grade

Session 13 week   **Units** 4.00

Career Graduate   **Tuition**   0.00

Cancel	Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
EE	Lecture	Tu 5:45PM - 8:15PM	H 553 SGW	Staff	04/09/2018 - 03/12/2018
EEEJ	Laboratory	We 8:30PM - 10:20PM	TBA	Staff	04/09/2018 - 03/12/2018

Review your selection and click **Next**. You will receive confirmation that the course has been added to your Course Cart.

Add Classes

1 ─ 2 ─ 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ COMP 6461 has been added to your Course Cart.

Fall 2018 | Graduate | Concordia University   [Change Term]

🟢 Open   🟦 Closed   ⚠ Wait List

Add to Cart

Enter Class Nbr

[____] [Enter]

Find Classes

◉ Class Search

○ Class Schedule Builder

[Search]

Fall 2018 Course Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	COMP 6461-EE (1801)	Tu 5:45PM - 8:15PM	H 553 SGW	Staff	4.00	🟢
	COMP 6461-EEEJ (1798)	We 8:30PM - 10:20PM	TBA	Staff		🟢

[Proceed to Step 2 of 3]

At this point, you may continue to add further courses to your Course Cart.

Once you have added all your required courses, you will need to click **Proceed to Step 2 of 3** in order to go to the final confirmation page.

Add Classes

1 ─ 2 ─ 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2018 | Graduate | Concordia University

🟢 Open   🟦 Closed   ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
COMP 6461-EE (1801)	COMPUTER NETWORKS + PROTOCOL (Lecture)	Tu 5:45PM - 8:15PM	H 553 SGW	Staff	4.00	🟢
COMP 6461-EEEJ (1798)	COMPUTER NETWORKS + PROTOCOL (Laboratory)	We 8:30PM - 10:20PM	TBA	Staff		🟢

[Cancel]   [Previous]   [Finish Enrolling]

To complete enrollment, click **Finish Enrolling.** If your registration was successful you will see the following message:

If it was unsuccessful you will receive an error explaining what the problem is and what you must do to rectify the situation. For example, a message informing you that Departmental Consent is required before you can register. It would be necessary for you to contact the relevant Department to obtain the necessary consent. In other instances, you may be denied registration in a course that appears to still have seats available. This is generally caused by the Department/Faculty having reserved seats for students in a particular department or program of study.

Remember to register for Summer, Fall, Fall/Winter and Winter terms at the same time – do not wait until later in the Fall to register for your Winter courses as you may find them filled to capacity.

B — Dropping classes

Please note: If you only want to change sections of the same course see Step 6, C – Swapping classes.

There are three easy steps to dropping a class from your schedule but there are two different types of course withdrawals and both are controlled by deadline dates shown in the **Term Dates and Deadlines** link under the Important Information section of the Student Center page.

Please note the following important details:

- **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. For Master and PhD students, tuition and other fees are billed on a per term basis regardless if registered in course credits. 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, including the Winter portion of a full-year course. For Master and PhD students refer to the Academic dates for further information.
- Not attending classes, or informing an instructor of an intent to withdraw, does not constitute official withdrawal, nor does it entitle a student to a refund of fees or cancellation of registration. Without formally dropping the course by the appropriate academic withdrawal deadline, non-attendance of a class will result in the assignment of a failing grade.
- If you enroll in a fall term course that is a prerequisite for a winter course and later drop the fall course, the Faculty/Department involved will run a process at the beginning of the winter term to ensure that all students registered in a course with prerequisites have successfully completed that prerequisite.
- Once the add/drop deadline for a term has passed, you will not have the option to select that term.
- If you have a financial hold, you will be able to drop classes, but you will *not* be able to add classes. If you intend to replace a dropped class with a new class, ensure that all financial holds are cleared. For Master and PhD students, certain programs will drop your courses also.
- For additional information regarding the add/drop deadlines, refer to the **Term Dates and Deadlines** link in the Important Information section of the Student Center page.

Select a specific term from the list of current terms that are displayed in the table.

Drop Classes

1—2—3

Select Term

Credit Courses

Select a term then select Continue.		
Term	**Career**	**Institution**
○ Fall/Winter 2017-18	Graduate	Concordia University
○ Winter 2018	Graduate	Concordia University
○ Summer 2018	Graduate	Concordia University
○ Fall 2018	Graduate	Concordia University
○ Fall/Winter 2018-19	Graduate	Concordia University
○ Winter 2019	Graduate	Concordia University

Non Credit Courses

Select a term then select Continue.		
Term	**Career**	**Institution**
○ Winter 2018	Professional Development	Concordia University
○ Spring 2018	Continuing Education	Concordia University

Clear All   Continue

Once the add/drop deadline for a term has passed that term will no longer be available for selection from the table.

Click the **Continue** button.

All registered classes for the term will be displayed in a grid. Multi-component classes will display all registered sections.

Select the class(es) you want to drop and click the **Drop Selected Classes** button. Note that you are able to drop multiple courses at once if you wish to do so.

Click the **Finish Dropping** to view result.

Drop Classes   1─2─3

3. View results

View the results of your enrollment request. Please review the messages below and make changes if necessary.

Fall 2018 | Graduate | Concordia University

| ✔ Success: dropped | ✖ Error: unable to drop class |

Class	Message	Status
COMP 6461	**Success:** This class has been removed from your schedule.	✔

[Make a Payment]   [My Class Schedule]

Select the **My class Schedule** button to retrieve your class schedule and confirm that the class(es) correctly show the status as Dropped or DISC.

C — Swapping classes (including Section changes)

You can swap one course for another or one section for a different one. The process is a combination of add and drop. The swap function allows you to verify the availability of another course or section of the same course before you make a decision. There is, therefore, no risk of losing the section you have if another section is not available.

DO NOT, UNDER ANY CIRCUMSTANCES, use the drop and add features to accomplish a section change. If you drop the section that you are currently registered for and then find out that no spaces are available in other sections, you may not be able to get back into the section you were originally registered in as another student may have taken your place once you dropped the course.

There are some restrictions attached to swapping classes:

- If you have a financial hold you will not be able to swap any classes until you clear the hold.
- Classes can only be swapped until the add/drop deadline for a given term.
- For additional information regarding the add/drop deadlines, refer to the **Term Dates and Deadlines** link in the Important Information section of the Student Center page.
- If you are not enrolled in any classes you will not have access to swap classes.
- To swap a component of a multi-component class while keeping one or more of the other components (for example, swap ECON 521 for ECON 561 while keeping the same lecture) see the section entitled **Swapping Multi-Component Classes**.

Select a specific term from the list of current terms that are displayed in the table.

Click the **Continue** button.

The first grid on this page called, *Swap This Class*, displays a list of classes in which you are currently enrolled.

The next section, called *With This Class,* allows you to search for a class using the class search feature, or to select from your Course Cart, or to enter the Class Nbr if you already know it.

Swap a Class   1 — 2 — 3

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2018 | Graduate | Concordia University   [Change Term]

Swap This Class
Select from your schedule   BLDG 6701: BUILDING ENVIRONMENT   ▾

With This Class
Search for Class   Class Search   ▾   [Search]
------ OR ------
Enter Class Nbr [   ]   [Enter]

Select the class that you wish to swap from with the *Swap This Class* grid.
Select the class that you want to swap to using the *With This class* grid.

If you use the search feature and identify a course, you will be asked to choose the section you want by using the "select class" button and you are then re-directed to the Confirm your selection page.

If you select from your Course Cart, using the select button next to that option takes you to the Confirm your selection page.

If you use the Enter Class Nrb feature and press enter you will eventually reach the Confirm your selection page.

Confirm your selection and click the **Finish Swapping** button.

If the swap is unsuccessful either follow the instructions in the error message or try another course by selecting SWAP from the menu bar:

View **My Class Schedule** to verify the status of your swap transaction:

My Class Schedule

L
Select Display Option   ⦿ List View   ○ Weekly Calendar View   ○ View in Class Schedule Builder

Fall 2018 | Graduate | Concordia University   [Change Term]

▼ **Class Schedule Filter Options**

☑ Show Enrolled Classes
☑ Show Dropped Classes
☑ Show Waitlisted Classes

[Filter]

BLDG 6701 - BUILDING ENVIRONMENT

Status		Units	Grading	Grade	Deadlines
Enrolled		4.00	GRAD Standard Grade		📅ℹ️

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
9331	L	Lecture	We 2:45PM - 5:30PM	H 631 SGW	Staff	04/09/2018 - 03/12/2018

CIVI 6451 - PAVEMENT DESIGN

Status		Units	Grading	Grade	Deadlines
Enrolled		4.00	GRAD Standard Grade		📅ℹ️

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
8070	V	Lecture	Th 2:45PM - 5:30PM	H 401 SGW	Staff	04/09/2018 - 03/12/2018

CIVI 6671 - FATE+TRANSP./CONTAMIN./ENVT.

Status		Units	Grading	Grade	Deadlines
Enrolled		4.00	GRAD Standard Grade		📅ℹ️

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1518	W	Lecture	Mo 5:45PM - 8:15PM	H 633 SGW	Staff	04/09/2018 - 03/12/2018

Swapping multi-component classes (while keeping one or more of the other components)

1. Search for the class using the search function in the *With this class* grid. You will be prompted to make a selection for all required components even if you want to keep the same sections in which you are already enrolled.

2. Confirm your selection. All related components of a class will be displayed.
3. Verify the swap transaction.
4. View **My Class Schedule** to ensure that the class has been swapped in your registration.

    PLEASE NOTE – If you try to swap one of your components for another one that is currently on a waitlist, then you will be placed on the waitlist for ALL components of the class and potentially lose your place in the class. If you do not want to take this risk, then do not use the swap feature to swap components if your preferred component is on a waitlist.

    For example:
    You are currently enrolled in COMP6461Lecture U, Tutorial U UA and Laboratory UI-X. You want to stay in Lecture U and Laboratory UI-X, but swap the tutorial for U UB (which is on a waitlist). If you attempt to do this using a swap, you will lose your existing places in Lecture U, Tutorial U UA and Laboratory UI-X and be placed on the waitlist for Lecture U, Tutorial U UB and Laboratory UI-X.

D — Wait listing classes

Once all seats in a course have been filled it may still be possible for you to add your name to a wait list. Academic departments have the choice of offering wait list seats or not. To determine which courses will allow you to add your name to a wait list:

1. Search for Classes
2. Select the term
3. Select the subject
4. Select the course number
5. Search

Once the results of the search are displayed, click on the **Section** hyperlink:

You are now on the Class Detail page which indicates whether or not a Wait List is available for the course selected and it is also indicated what the wait list capacity is for the course and the Wait List total.

This tells you that 35 students can add their name to a wait list after the class capacity of 85 has been reached.

There are two scenarios under which you may add your name to a wait list.

1. You have not yet enrolled in your maximum course load so that if a seat becomes available you would be eligible to add it to your other courses for that term.
2. You have enrolled in your maximum course load but you set-up your name on a wait list using the swap feature so that if a seat does become available, you would swap one course for another.

Scenario 1

Example: you start the registration process by trying to register for a course but the course is full and you get the following error message:

Error: Class [#] is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list option and resubmit your request.

You use the class search described above to see the detail of the course and determine that a wait list is available and that there is still room for you to add your name. Knowing this, you select the course again and tick the box labelled **Wait list if class is full** and select next.

You will see the resulting message:

Class [#] is full. You have been placed on the wait list in position number 1.

If a seat opens up in this course and you satisfy all the necessary requirements you will be registered automatically and notified via e-mail accordingly. The registration in this course could take place as late as one day before the deadline to drop courses (DNE) without financial penalty.

Scenario 2

If you are permitted to enroll in 9 or 12 credits in the fall term and you have already reached that capacity but still want the possibility of entering COMP 6461 you would use the *Swap This*

Class grid to identify which of your courses you would swap. You would then go to the *With This Class* grid and enter the course. You will then follow the normal steps to get to the point where you identify that you want to "**Wait list if class is full**".

If a seat opens up in this course and you satisfy all the necessary requirements you will be swapped from one course to the other automatically and notified via e-mail accordingly. The registration in this course could take place as late as one day before the deadline to drop courses (DNE) without financial penalty.

Some tips about wait lists

1. You can wait list for a maximum of 6 units per term.
2. If you want to go on a waitlist for another section of a class you are already enrolled in, you **must** use the swap feature otherwise you will never be enrolled into your preferred section.
3. You can be wait listed for two sections of the same course, if available and, if eligible, you will be enrolled into the 1st one in which sufficient space becomes available (at that point you will be removed from the waitlist for the other section).
4. You can remove your name from a wait list by using the **drop** feature.

Note: Adding your name to a waitlist does NOT guarantee that you will get into the class.

IMPORTANT NOTE: If you are on a waitlist for a course, it does not mean that you are actually registered for the course. You will only be registered into the course if a seat becomes available and the system registers you into the class based on your waitlist position.

Step 7 — Verify your courses

From your Student Center page you can choose weekly schedule.

The resulting "My Class Schedule" page allows you to select the term for which you wish to verify your registrations. After selecting the term, press continue. You then have the choice of seeing your schedule in a list view, a weekly calendar view or in the Concordia Class Schedule Builder software.

The **list view** is as follows:

Change Term

▼ **Class Schedule Filter Options**

☑ Show Enrolled Classes

☑ Show Dropped Classes

☑ Show Waitlisted Classes

Filter

BLDG 6701 - BUILDING ENVIRONMENT

Status			Units	Grading		Grade	Deadlines	
Enrolled			4.00	GRAD Standard Grade			📅	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
9331	L	Lecture	We 2:45PM - 5:30PM	H 631 SGW	Staff	04/09/2018 - 03/12/2018

CIVI 6451 - PAVEMENT DESIGN

Status			Units	Grading		Grade	Deadlines	
Enrolled			4.00	GRAD Standard Grade			📅	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
8070	V	Lecture	Th 2:45PM - 5:30PM	H 401 SGW	Staff	04/09/2018 - 03/12/2018

CIVI 6671 - FATE+TRANSP./CONTAMIN./ENVT.

Status			Units	Grading		Grade	Deadlines	
Enrolled			4.00	GRAD Standard Grade			📅	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1518	W	Lecture	Mo 5:45PM - 8:15PM	H 633 SGW	Staff	04/09/2018 - 03/12/2018

The **weekly calendar view** is as follows:

PLEASE NOTE:

- The weekly calendar view of your class schedule will not show any classes that occur on a national or university holiday.
- Any online classes that you are enrolled in will appear at the bottom of the calendar.

Show Week of 25/09/2018 📅 | Start Time 8:00AM | End Time 11:00PM | Refresh Calendar

Schedule

Time	Monday 24 Sep	Tuesday 25 Sep	Wednesday 26 Sep	Thursday 27 Sep	Friday 28 Sep	Saturday 29 Sep	Sunday 30 Sep
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM			BLDG 6701 - L Lecture 2:45PM - 5:30PM Hall Building 631	CIVI 6451 - V Lecture 2:45PM - 5:30PM Hall Building 401			
4:00PM							
5:00PM							
6:00PM	CIVI 6671 - VV Lecture 5:45PM - 8:15PM Hall Building 633						
7:00PM							
8:00PM							
9:00PM							

The Concordia Class Schedule View is as below:

Once you have selected the term in the Concordia Class Schedule Builder, you will see the classes that you are enrolled in, are on the waitlist for, or have in your enrollment course cart.

Step 8 — How to obtain help

If you encounter faculty-related difficulties (prerequisites, co-requisites, anti-requisites; permission of the department required; closed class, etc.) while using the Registration system, please contact your graduate program.

Should you experience technical difficulties, please contact the Concordia Service Desk at:

- By phone: 514-848-2424, ext. 7613
- Via email at: help@concordia.ca
- By opening a ticket

Step 9 — Obtain your account balance and verify payment deadlines

Information regarding your account balance is available from the Student Center page under the Finances banner:

Payment Deadlines:

- **Due Now** – this is the amount that you owe for the tuition and fees for the current term. An amount may show as 'Due now' before the final payment deadline. *For example, the tuition fees for a Fall term are generally due at the beginning of September but you are allowed until the end of September to pay them without financial penalty. These fees will show as 'Due Now' in your Student Centre from the beginning of September.*

- **Future Due** – this is the amount that you will have to pay for the upcoming term(s), including tuition and fees for classes you have enrolled in for any upcoming term(s). *For example, if you are enrolling in Winter classes before the beginning of January, the tuition fees for these classes will show as 'Future Due' in your Student Centre until the beginning of January.*

PLEASE NOTE – if you have recently enrolled or dropped some classes and you would like to see your updated tuition balance, you can click on the "Account Inquiry" link in the top-left of the Finances section. This will trigger a recalculation of your tuition fees and update your balance accordingly.

For more information about tuition fees and payment deadlines, please visit the *Tuition and Fees* page.