

Course Registration:

Plan your timetable

A – 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.

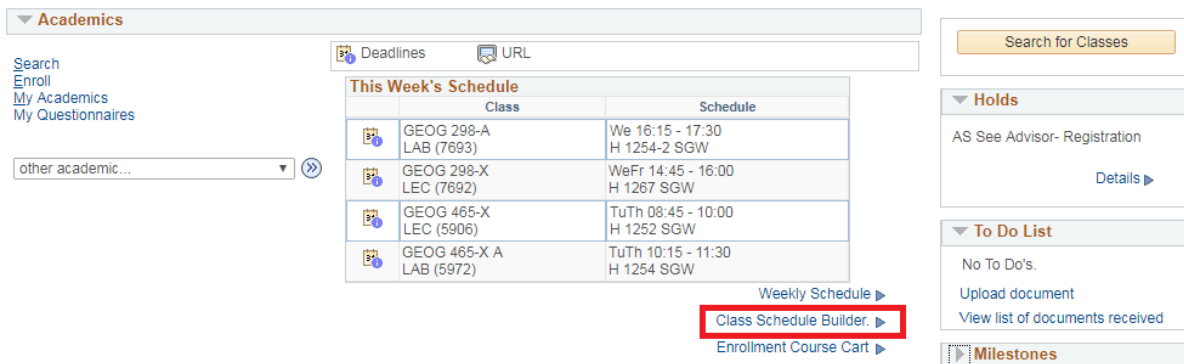
***Note:** the tool does not register you for any courses, but will allow you to add courses directly to your enrollment course cart. You will then need to follow the instructions from the registration guide to add classes.

For more information about how to use the Concordia Class Schedule Builder, [please watch the instructional video available on the Student Hub](#).

There are four ways to access the Class Schedule Builder:

1) Student Centre Homepage

Log into the Student Information System and navigate to the Student Centre. Click the “**class schedule builder**” link shown in the image below.



The screenshot shows the Student Centre homepage with the following elements:

- Academics** dropdown menu with links: Search, Enroll, My Academics, My Questionnaires, and a search box for "other academic...".
- Deadlines** and **URL** search boxes.
- This Week's Schedule** table:

	Class	Schedule
	GEOG 298-A LAB (7693)	We 16:15 - 17:30 H 1254-2 SGW
	GEOG 298-X LEC (7692)	WeFr 14:45 - 16:00 H 1267 SGW
	GEOG 465-X LEC (5906)	TuTh 08:45 - 10:00 H 1252 SGW
	GEOG 465-X A LAB (5972)	TuTh 10:15 - 11:30 H 1254 SGW

- Weekly Schedule** link
- Class Schedule Builder** link (highlighted in a red box)
- Enrollment Course Cart** link
- Search for Classes** button
- Holds** section: AS See Advisor- Registration, **Details** link
- To Do List** section: No To Do's, Upload document, View list of documents received
- Milestones** section

2) Class Search Page

Log into the Student Information System and navigate to the Student Centre. Click the “SEARCH FOR CLASSES” button on the top right of the page.

The screenshot shows the 'Academics' section of the Student Information System. On the left, there are links for 'Search', 'Enroll', 'My Academics', and 'My Questionnaires'. Below these is a dropdown menu labeled 'other academic...'. In the center, there is a 'Deadlines' and 'URL' section, followed by a table titled 'This Week's Schedule'.

	Class	Schedule
	GEOG 298-A LAB (7693)	We 16:15 - 17:30 H 1254-2 SGW
	GEOG 298-X LEC (7692)	WeFr 14:45 - 16:00 H 1267 SGW
	GEOG 465-X LEC (5906)	TuTh 08:45 - 10:00 H 1252 SGW

On the right side of the page, there is a red-bordered button labeled 'Search for Classes'. Below it are several other buttons: 'Holds', 'To Do List', 'Milestones', and 'Enrollment Dates'.

On the Search for Classes page, click the “SEARCH WITH CLASS SCHEDULE BUILDER” button.

The screenshot shows the 'Search for Classes' page. At the top, there are navigation tabs: 'Search', 'Enroll', 'My Academics', and 'My Questionnaires'. Below these are two buttons: 'Search for Classes' and 'Browse Course Catalog'. The main heading is 'Search for Classes'. Below the heading, there are two input fields for search criteria, separated by the word 'or'. A red-bordered button labeled 'Search with Class Schedule Builder' is positioned to the right of the second input field. Below this is a section titled 'Search for Classes' with a dropdown menu for 'Term'. Below the dropdown is the instruction: 'Select at least 2 search criteria. Select Search to view your search results.' Underneath is a section titled 'Class Search' with a dropdown menu for 'Course Career' and a button labeled 'select subject'. There are also two empty input fields below the 'select subject' button.

3) Enrollment Course Cart page

Log into the Student Information System and navigate to the Student Centre. Then either click the 'Enroll' or 'enrollment course cart' links. Then on the next page select the relevant term and click CONTINUE.

The screenshot shows the 'Academics' section of a student information system. On the left, there is a navigation menu with 'Enroll' highlighted in a red box. Below it is a search bar with the text 'other academic...'. In the center, there is a table titled 'This Week's Schedule' with columns for 'Class' and 'Schedule'. The table lists four classes: GEOG 298-A LAB (7693), GEOG 298-X LEC (7692), GEOG 465-X LEC (5906), and GEOG 465-X A LAB (5972). Below the table are three links: 'Weekly Schedule', 'Class Schedule Builder', and 'Enrollment Course Cart', with the last one highlighted in a red box. On the right side, there are three panels: 'Search for Classes', 'Holds' (No Holds), and 'To Do List' (No To Do's). Below these are 'Milestones' (No Milestones).

Once in the enrollment course cart, select the 'Class Schedule Builder' option (shown below) and click 'search'.

Add Classes to Course Cart

Use the Course Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Fall 2018 | Undergraduate | Concordia University

Change Term

The screenshot shows the 'Add Classes to Course Cart' page. At the top, there are three status indicators: 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). Below this is a section titled 'Add to Cart' with an 'Enter Class Nbr' input field and an 'Enter' button. Underneath is a 'Find Classes' section with two radio buttons: 'Class Search' and 'Class Schedule Builder', with the latter selected and highlighted in a red box. Below the radio buttons is a 'Search' button, also highlighted in a red box. To the right of the 'Add to Cart' section is a 'Fall 2018 Course Cart' section with a message: 'Your enrollment Course Cart is empty.' At the bottom, there is a 'My Fall 2018 Class Schedule' section with a message: 'You are not registered for classes in this term.'

4) Class Schedule page

Log into the Student Information System and navigate to the Student Centre. Select the 'Class Schedule' option from the drop-down list in the Academics section. Then on the next page select the relevant term and click CONTINUE.

The screenshot shows the 'Academics' section of a web application. On the left, there is a navigation menu with links for 'Search', 'Enroll', 'My Academics', and 'My Questionnaires'. Below these is a dropdown menu with 'Class Schedule' selected and highlighted with a red box. To the right of the dropdown are fields for 'Deadlines' and 'URL'. Further right is a 'Search for Classes' button. Below the search fields is a table titled 'This Week's Schedule' with columns for 'Class' and 'Schedule'. The table lists four classes: GEOG 298-A LAB (7693), GEOG 298-X LEC (7692), GEOG 465-X LEC (5906), and GEOG 465-X A LAB (5972). To the right of the table are three links: 'Weekly Schedule', 'Class Schedule Builder', and 'Enrollment Course Cart'. On the far right, there are three sections: 'Holds' (No Holds), 'To Do List' (No To Do's, Upload document, View list of documents received), and 'Milestones' (No Milestones).

On the 'My Class Schedule' page, select the 'View in Class Schedule Builder' option at the top right.

The screenshot shows the 'My Class Schedule' page. At the top, there is a header 'My Class Schedule'. Below it, there is a 'Select Display Option' section with three radio buttons: 'List View', 'Weekly Calendar View', and 'View in Class Schedule Builder'. The 'View in Class Schedule Builder' option is highlighted with a red box. Below the radio buttons, there is a text string 'Fall 2018 | Undergraduate | Concordia University' and a 'Change Term' button. Below this is a message box that says 'You are not registered for classes in this term.' At the bottom left, there is a 'Go to top' link.

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

Course Number

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

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

Class Nbr

Mode of Instruction

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	<p>The “Term” drop down refers to the term for which you are searching for class(es).</p> <p>NOTE: Any terms in the list that end in “(CCE Only)” will only return results for Continuing Education classes.</p>
Course Career	<p>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.</p>
Select Subject	<p>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.</p>
Course Number	<p>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.</p>
Course Level	<p>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.</p> <p>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.</p>
Department or Faculty	<p>The “Department or Faculty” field allows you to search for classes offered by a specific department or faculty.</p>

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”.

Days of the week

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.

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.

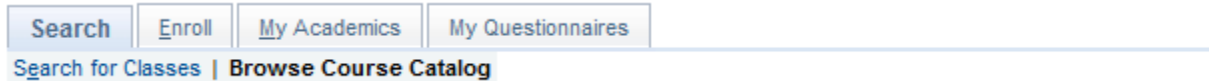
Class Nbr

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

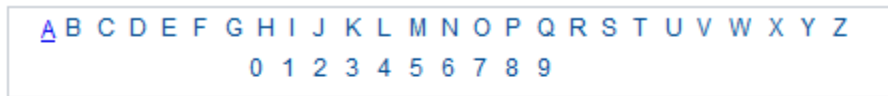
C — Browse course catalog

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:



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

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

- 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.

COMP 6461 - COMPUTER NETWORKS + PROTOCOL

Course Detail

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

Description

Please see GRAD Calendar

[Return to Course List](#)

- 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](#)