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.
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.

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

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

On the ‘My Class Schedule’ page, select the ‘View in Class Schedule Builder’ option at the top right.
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 for Classes](image)

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**Concordia University**

Course Registration

29/05/2018
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.
| Department or Faculty | The “Department or Faculty” field allows you to search for classes offered by a specific department or faculty.

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.
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:

   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.

<table>
<thead>
<tr>
<th>Course Nbr</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6361</td>
<td>NUMERIC ANALYSIS/NONLINEAR EQUATION</td>
</tr>
<tr>
<td>6411</td>
<td>COMPARATIVE STUDY/PROGRAMS AND LANG.</td>
</tr>
<tr>
<td>6421</td>
<td>COMPILER DESIGN</td>
</tr>
<tr>
<td>6461</td>
<td>COMPUTER NETWORKS + PROTOCOL</td>
</tr>
<tr>
<td>6521</td>
<td>ADVANCED DATABASE TECH. AND APPL.</td>
</tr>
<tr>
<td>6531</td>
<td>FOUNDATIONS/SEMANTIC WEB</td>
</tr>
</tbody>
</table>

**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.

   COMP 8481 - COMPUTER NETWORKS + PROTOCOL

   Course Detail

   Career: Graduate
   Units: 4.00
   Grading Basis: GRAD Standard Grade
   Course Components: Laboratory: Required, Lecture: Required
   Campus: Traditional

   Description

   Please see GRAD Calendar

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.