Registration Advising Sheet for Chartered Professional Accountancy Students

1. **Registration Dates and Deadlines**
   - The first day of registration will be announced via the CPA Site in Moodle.
   - Please see the CPA Site for the upcoming term's Course Schedule. The Course Schedule contains the ADD, DNE and DISC deadlines as well as the start and end dates of classes.
   - Newly accepted student cannot register for courses in their first term of admission until they have attended one of the orientation sessions. Information on registering for an orientation session is in the Offer of Admission.

2. **Course Withdrawal**

   It is very important for students to properly withdraw from a course that they no longer wish to attend. Students who do not properly withdraw from a course and do not attend the course will get an F grade which may lead to withdrawal from the program.

3. **Program Requirements**

   Students in the Diploma in Chartered Professional Accountancy are required to complete eight (8) courses in order to meet the program requirements to graduate. When registering for courses, students should pay close attention to the terms in which the courses are offered and the prerequisites for the courses.

Core I Module				
Course Code	**Course Title**	**Terms Offered**	**Prerequisite(s)**	**Co-requisite**
ACCO 650	Financial Reporting in Practice (4 credits)	• Summer • Fall • Winter		
ACCO 651	Financial Reporting: Comprehensive Applications (4 credits)	• Summer • Fall • Winter		

Core II Module				
Course Code	**Course Title**	**Terms Offered**	**Prerequisite(s)**	**Co-requisite**
ACCO 652	Business Advisory Services (4 credits)	• Summer • Fall • Winter	*ACCO 650 and 651*	
ACCO 653	Information Systems and Internal Control (4 credits)	• Summer • Fall • Winter	*ACCO 650 and 651*	

Elective Courses:				
Students must choose two of the following four courses, depending on their interests and career aspirations. **Students who plan to practice public accounting must take ACCO 654 and ACCO 655**				
Course Code	**Course Title**	**Terms Offered**	**Prerequisite(s)**	**Co-requisite**
ACCO 654	Assurance and Professional Practice (4 credits)	• Summer • Fall • Winter	*ACCO 652 and 653*	
ACCO 655	Taxation and Decision-Making (4 credits)	• Summer • Fall • Winter	*ACCO 650 and 651*	
ACCO 656	Performance Management (4 credits)	• TBD (view current course schedule)	*ACCO 652*	
ACCO 657	Financial Strategies and Decisions (4 credits)	• TBD (view current course schedule)	*ACCO 652*	

Capstones Courses				
Course Code	**Course Title**	**Terms Offered**	**Prerequisite(s)**	**Co-requisite**
ACCO 658	Capstone I Seminar (2 credits)	• Summer	*ACCO 650, 651, 652, 653 and two elective courses*	
ACCO 659	Capstone II Examination Preparation (4 credits)	• Summer	*ACCO 650, 651, 652, 653 and two elective courses*	*ACCO 658*

4. **Full-time Status vs. Part-time Status**

   Students in the CPA program can register for up to eight credits (two courses) per term. This is considered a part-time load. Therefore, students are advised to have an official status of Part-time in order to have the most amount of time to complete their studies (see the following point for information on time-limits).

5. **Time Limit to Complete Program:**

   Students enrolled in a Graduate Diploma have a deadline by which they must complete their program. Once they have passed the deadline, they will be withdrawn from the program.
   - Students accepted with full-time status have 2 years (6 terms) from the term of admission to complete their studies.
   - Students accepted with part-time status have 4 years (12 terms) from the term of admission to complete their studies.

6. **Time Limit Extensions**

Once the Time Limit has expired, students will be withdrawn from their program unless they request a Time Limit Extension for extra time to complete their studies. A Time Limit Extension has a fee of $600.00 per term above the regular tuition and student fees.

To avoid running out of time to complete their studies, the program recommends that students:

1) Change their official status from full-time to part-time unless there is a specific reason why they must be full-time;
2) Take a Leave of Absence when not registered for courses. When students take a Leave of Absence, their Time Limit is extended by the same amount of terms that they are on Leave (i.e. students on a Leave of Absence for one term will have their Time Limit extended by one term, those on a Leave for 2 terms will be extended for 2 terms, etc.);

Requests for any of these changes may be submitted to dip_registration.jmsb@concordia.ca.

7. **Tutorial courses (T-sections)**

Students who are unsuccessful in their first attempt at a course will be allowed a second attempt. The second attempt is referred to as the Tutorial course.

Students cannot register themselves for Tutorial courses. Students requiring Tutorial Courses will be registered by the degree program and they will be notified when the course is registered. Students may be withdrawn from any courses that require the tutorial courses as prerequisites. Students may also be withdrawn from courses, if they exceed their credit limit for their status.

8. **Problems**

Students who have trouble registering for courses should contact the program at dip_registration.jmsb@concordia.ca with a description of the problem, as soon as possible.