

## FAQ for New Undergraduates

1. [Please visit our website](#) for the common questions that newly admitted undergraduates ask us. Please read it to see if your question is addressed. If your question is not on the document nor in the Orientation Videos, please email your question to [polisci.assist@concordia.ca](mailto:polisci.assist@concordia.ca)
2. Here is a link to all of our forms: <https://www.concordia.ca/artsci/polisci/student-life/students.html#forms>  
  
\* Use the Degree Requirement form that corresponds to your admission year (Admit Term Year). You will use this form constantly; it is your main worksheet! Keep a copy and refer to it persistently. It explains exactly what courses you will need to take to complete your degree.
3. We cannot offer one-on-one advising for new students at this time. Instead, all new students must attend a Mandatory Touchstone Orientation. Please Sign up for the next session: <https://www.concordia.ca/artsci/students/sas/new-student-advising/touchstone-presentations.html#polisci>
4. You will also find many other useful resources and recommendations on getting started, including a link to our Orientation Guide. It is mandatory that you **watch all the videos** regarding your first year: <https://www.concordia.ca/artsci/polisci/student-life/current/undergraduate.html>
5. You will find more information as you navigate through the Concordia Website. The lookup button is very useful and will help you navigate to anything specific you are searching for.

## FAQ for Current Undergraduates

1. To book an advising appointment please go to our Website under [Academic Advising](#), you will be redirected to our MS Bookings page:  
<https://www.concordia.ca/artsci/polisci/student-life/current/undergraduate.html - advising>

If you encounter any problems while making a booking, please contact [polisci.assist@concordia.ca](mailto:polisci.assist@concordia.ca)

2. You may be trying to register in a course that appears to have available seats and are receiving this error message: *"You are unable to enroll in this class at this time. Available seats are reserved for students in specific programs and according to the rules defined by the department, you do not meet these criteria. For Fine Arts, Arts & Science or Gina Cody School of Engineering & Computer Science courses, please consult the department offering this course to obtain permission to register or select another class."*  
This means that all seats reserved for students in your program (Polisci) are full. In this case you will need to register for the wait list and wait until a seat for which you are eligible opens up.  
For example: POLI 388/2/A has 45 seats reserved for POLI students, 10 seats reserved for students with a minor in Human Rights and 5 seats reserved for students in Law and Society. All 45 seats for POLI students could be taken and only 5 seats are left in Law and Society, therefore POLI students would not be able to register at this time and would need to get on the waitlist.
3. Your ability to register for POLI courses is dependent on your student status. Visiting and Independent students will not be able to take some 200-level, all 300 and 400-level POLI courses at this time. The Department will choose to open certain courses to non-program students closer to the start of the semester. In the meantime, students are strongly encouraged to sign up for the waitlists where possible.
4. If you need prerequisites waived in order to take a course that is part of your degree requirements, please fill out the Prerequisite Waiver Request Form: <https://www.concordia.ca/artsci/polisci/student-life/students.html#forms>  
Email it along with a copy of your unofficial transcript to: [polisci@concordia.ca](mailto:polisci@concordia.ca)

5. For Law and Society students, please contact Ms. Alycia Manning: [alycia.manning@concordia.ca](mailto:alycia.manning@concordia.ca) for access to POLI courses that are part of your minor.
6. For Sustainability students, please contact Dr. Rebecca Tittler: [rebecca.tittler@concordia.ca](mailto:rebecca.tittler@concordia.ca) for access to POLI courses that are part of your minor.
7. To add a minor in Human Rights or Political Science, please fill out the concentration change request form and return it to [polisci@concordia.ca](mailto:polisci@concordia.ca)  
  
<https://www.concordia.ca/content/dam/artsci/polisci/docs/Students2022/ConcentrationChangeForm2324.pdf>
8. Please note that if the course is not part of your degree requirements you will not be given access to take the POLI course. The department may decide to open the intro level courses to non- program students, usually during the first week of classes. Please check back a week before classes for an update on this.
9. None of the courses in Political Science can be taken as an elective at this time. Please refer to the SAS website with a list of electives:  
<https://www.concordia.ca/artsci/students/advising-registration-withdrawal/elective-courses.html>
10. To help us answer your course registration questions, please ensure to include your student ID number and the complete course information which you are inquiring about (i.e. POLI 206/2/A) in your correspondence. Email your inquiry to: [polisci@concordia.ca](mailto:polisci@concordia.ca)

### **FAQ for Undergraduates General Inquiries**

1. You can access all departmental forms on our website under "Resources for Current Students":  
<https://www.concordia.ca/artsci/polisci/student-life/students.html>  
  
Including:  
Concentration Change requests  
Student Requests  
Degree Requirement forms  
Professor Note
2. Please submit all forms to: [polisci@concordia.ca](mailto:polisci@concordia.ca)
3. Here is the Political Science Department main page:  
<http://www.concordia.ca/artsci/polisci.html>
4. Please see the website for important academic dates:  
<https://www.concordia.ca/events/academic-dates.html>
5. This is a link to all our courses and groups:  
  
<https://www.concordia.ca/academics/undergraduate/calendar/current/section-31-faculty-of-arts-and-science/section-31-240-department-of-political-science/political-science-courses.html>  
  
<https://www.concordia.ca/academics/undergraduate/calendar/current/section-31-faculty-of-arts-and-science/section-31-240-department-of-political-science/political-science-course-groups.html#11942>

## Office Hours and Correspondence

The Political Science Department is open Monday to Friday from 9am until 5pm and is located in the Hall building on the 12<sup>th</sup> floor at 1455 De Maisonneuve Blvd. W. in Montréal.

Our phone number is: 514-848-2424, ext. 2105

For email correspondence and general inquiries, please email: [polisci.assist@concordia.ca](mailto:polisci.assist@concordia.ca)

Please include your student ID # and take note that emailing all the Political Science staff the same question at once will delay response time.

