FAQ for Undergraduates Regarding Registration

1. All advising appointments that were scheduled between March 16 and March 29 are cancelled for the time being as the University will be closed. To reschedule your appointment, please email polisci.assist@concordia.ca

2. POLI 489/1/AB is by application only. There is a mandatory lab component for this class. Please email amy.poteete@concordia.ca for more information. An email will go out soon to all eligible students on how to apply.

3. POLI 489/2/AA is a unique course that is taught by our Public Administration Scholar in Residence, David Heurtel. Advanced Seminar in Public Policy: Minding the Gap is a practical look at how policy is made in Canada and Quebec. While this is largely a graduate class (for the Masters in Public Policy and Public Administration), there are five seats reserved for highly qualified undergraduate students. This course will by available by application only. Information on how to apply will be sent out soon.

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 and email it along with a copy of your unofficial transcript to polisci@concordia.ca
   a. For Law and Society students, please contact Alycia Manning Alycia.manning@concordia.ca for access to POLI courses that are part of your degree requirements.
   b. For Sustainability students, please contact Rebecca Tittler Rebecca.tittler@concordia.ca for access to POLI courses that are part of your degree requirements.
   c. 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 does often 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.

2. 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 that are updated regularly.

5. To help your requests, please ensure to include your student ID number and the complete course information to which you are inquiring about. (i.e. POLI 206/2/A)

6. You can access all departmental forms on our website under “Resources for Current Students”

7. If you cannot enroll into a course that appears to have available seats and are receiving the 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 are full. In this
case you will need to enroll on the wait list and wait until a seat for which you are eligible opens up.

   a. 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.

FAQ for Undergraduates General Inquiries

1. Please refer to the website for updates regarding Covid-19. 
   [https://www.concordia.ca/covid19info.html#mar13](https://www.concordia.ca/covid19info.html#mar13)

2. You can access all departmental forms on our website under “Resources for Current Students”. 
   ([https://www.concordia.ca/artsci/polisci/student-life/students.html](https://www.concordia.ca/artsci/polisci/student-life/students.html)) This includes:
   a. Change of Concentration Form (please allow 2 weeks for processing)
   b. Prerequisite Waiver Request Form
   c. Undergraduate Student Request Form
   d. Degree Requirements
   e. Orientation Guides

FAQ for Undergraduates for End of Term

1. Please see the website for important academic dates: 
   [http://www.concordia.ca/events/academic-dates.html](http://www.concordia.ca/events/academic-dates.html)
   a. Note: March 23rd is the last day for academic withdrawal (DISC) from two-term and winter-term courses.

2. Please refer to the update on the Covid-19 FAQ for information regarding final exams. The University is working to accommodate students, and we are waiting on more information.

3. Please submit any forms to [polisci@concordia.ca](mailto:polisci@concordia.ca)

4. Political Science staff will be working remotely from 9-5, Mon-Fri. Please expect a delay in response time to inquiries – we will get to you as soon as we can.