

FAQ for New Undergraduates

1. We have put together a [FAQ document](#) 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 five Orientation Videos, please email your question to 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 in order 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 Q&A Orientation Session. Sign up information is on our website:

<https://www.concordia.ca/artsci/polisci/student-life/students/undergraduate.html#orientation>

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.

4. 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 schedule an advising appointment, please email polisci.assist@concordia.ca with:

- a. your full name,
- b. your email address,
- c. your phone number,
- d. your student ID number,
- e. current program of study,
- f. reason for appointment (be as detailed as possible)
- g. and preferred times.

The Service Assistant will contact you to set up a time. During the gradual return to campus Fall 2021 term, the advising appointments are available in person, via Zoom or by phone when necessary. The available times are listed on our website; ensure you choose your preference for an in person appointment or via Zoom. Please note, that the appointments fill up fast and some appointment slots may already be booked:

<https://www.concordia.ca/artsci/polisci/student-life/students/undergraduate.html#advising>

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 up certain courses to non-program students closer to the start of the semester. In the mean-time, 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
5. For Law and Society students, please contact Ms. Alycia Manning: alycia.manning@concordia.ca for access to POLI courses that are part of your minor.
6. For Sustainability students, please contact Ms. Rebecca Tittler: rebecca.tittler@concordia.ca for access to POLI courses that are part of your minor.
7. 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.
8. 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>
9. To help us answer your course registration questions, 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) in your correspondence. Email your inquiry to: polisci@concordia.ca

FAQ for Undergraduates General Inquiries

1. Please refer to the website for updates regarding Covid-19.
<https://www.concordia.ca/coronavirus.html>
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>

Including:
Concentration Change requests
Student Requests
Degree Requirement forms
Professor Note
3. Here is the Political Science Department main page:
<http://www.concordia.ca/artsci/polisci.html>
4. Please submit all forms to: polisci@concordia.ca
5. Please see the website for important academic dates:
<https://www.concordia.ca/events/academic-dates.html>
6. This is a link to all of our courses and a breakdown of what the requirements are:
<http://www.concordia.ca/academics/undergraduate/calendar/current/sec31/31-240.html>

4. Office Hours and Correspondence:

The Political Science staff will be working in combinations of in person and remotely from:
9am - 5pm, Monday to Friday starting this Fall Term 2021.

For more immediate assistance, we would recommend that you book an appointment with whom you would like to communicate with.

For email correspondence, please expect a delay in response time to inquiries, but rest assured that we will respond to you as soon as we can. We have been able to get to most student inquiries in a 1-3 day response time.

Please note that emailing all the Political Science staff the same question at once will delay response time. When students email all the Political Science staff with the same question, it creates confusion as to who will respond to your query.

All accounts are being monitored and your message will be addressed at the earliest possible time.