FAQ for Undergraduates Regarding Registration

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. The advising appointments are done
   over phone, email and Zoom where necessary. The available times are listed on our website,
   but please note that the appointments fill up fast so your preferred times may not be
   available: https://www.concordia.ca/artsci/polisci/student-life/students/undergraduate.html#advising

2. POLI 489/2/AA, Advanced Seminar in Public Policy: Minding the Gap is a practical look at how
   policy is made in Canada and Quebec. It will be taught by our former Public Administration
   Scholar in Residence, David Heurtel.

   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 in the Political Science
   major or Honours program. This course will by available by application only. Information will be
   sent out in June on how to apply.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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)

FAQ for Undergraduates General Inquiries

1. Please refer to the website for updates regarding Covid-19.

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) 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  
f. Late Completion  
g. Academic Re-evaluation

3. Please submit any forms to polisci@concordia.ca

**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: The last day for academic withdrawal (DISC) from two-term and winter-term courses has been extended to April 15\(^{th}\).

2. For information regarding the Pass/Fail option, please see the website:  
   [https://www.concordia.ca/admissions/covid-19/passfail.html](https://www.concordia.ca/admissions/covid-19/passfail.html)  
   a. You should have received an email from the University with instructions on how to apply for a Pass notation. Please follow the instructions provided.

3. Please refer to the website for information about online exams:  
   [https://www.concordia.ca/online/exams/students.html](https://www.concordia.ca/online/exams/students.html)  
   [https://www.concordia.ca/content/dam/concordia/online/exams/guidelines_procedures_exams_winter_2020.pdf](https://www.concordia.ca/content/dam/concordia/online/exams/guidelines_procedures_exams_winter_2020.pdf)

4. Political Science staff will be working remotely from 9-5, Monday to Thursday and 9-1 on Fridays until August 14th. We will respond to your inquiries as soon as possible.  
   a. Please refrain from emailing all the Political Science staff the same question at once, but wait for a response for at least 3 days. When students email all the Political Science staff with the same question, it slows the process down for you and for other students. All accounts are being monitored and your message will be seen.