

DESIGN & COMPUTATION ARTS ORIENTATION GUIDE

IMPORTANT CONTACT INFORMATION

Department Offices: 1515 St. Catherine Street, West, 6th floor, EV-6.761

University Switchboard: 514-848-2424

Email Address: designandcomputationarts@concordia.ca

Mail Room Drop Off: EV-6.777

- Department Chair: pk langshaw, EV-6.773, Ext: 5020
(pk.langshaw@concordia.ca)
- Department Assistant (student services): Kathy McAleese, EV-6.761, Ext: 4626
(designandcomputationarts@concordia.ca)
- Department Coordinator (room bookings, finances): Mich Sardella, EV-6.771, Ext: 4789, (michelina.sardella@concordia.ca)
- Undergraduate Program Director (Design): Christopher Moore EV-6.751, ext: 4256, (christopher.moore@concordia.ca)
- Undergraduate Program Director (Computation Arts): Jonathan Lessard EV-6.757, ext: 4749, jonathan.lessard@concordia.ca

ORIENTATION (GETTING SET UP)

Student I.D.: Your student I.D. card can be picked up in the main lobby of the McConnell Library Building (1450 de Maisonneuve West). This service is available to all students for the first three weeks of the semester. A photo will be taken and your card presented to you on the same day.

MyConcordia Portal: This website provides access to many of your student needs such as registration, transcripts, financial and personal services, grades etc. Access the portal and create your NetName at: <http://myconcordia.ca>.

Code Permanent: The Quebec Ministry of Education requires all Quebec Universities to have a permanent code for each registered student for whom the University receives funding. If you have attended a cégep or a university in Quebec, you have one. If you have never attended these in Quebec, you do not have one. For information and forms related to Quebec Ministry of Education Requirements visit: <http://permanentcode.concordia.ca/>. It is very important that you complete this form during the first week of the semester otherwise, the additional fee on your account will remain and you will have to pay it.

CREPUQ: CREPUQ which stands for Conférence des recteurs et principaux des universités du Québec and who recently changed their name to BCI (Bureau

Coopérative Interuniversitaire is a private organization comprising, on a voluntary basis, Quebec's 18 universities. This service allows you to register for courses in other universities and check out library books in any Québec library. In order to receive your CREPUQ card, go to the circulation desk at the Webster Library (located in the library building on Maisonneuve) with your student I.D. You will receive a green card that then needs to be presented at whatever library you wish to use. To check out books at McGill University, you will need to present your CREPUQ card at the circulation desk in the Humanities and Social Sciences library (3459 McTavish Street, corner of Sherbrooke St.) in order to receive a McGill library card. Note that circulation policies will differ based on each individual university library. (<http://www.bci-qc.ca>)

Libraries: Concordia has two main libraries: Webster (1400 de Maisonneuve Blvd. West) on the Sir George William Campus (downtown), and Vanier (7141 Sherbrooke St. West) on the Loyola campus. You can order books that are located at the Vanier campus online with a library PIN number. For information on how to create your unique PIN code, please visit this website: <http://library.concordia.ca/> . It usually takes 1-2 days for the books to circulate from Vanier to Webster. If you wish to go directly to one of the other campus libraries (sometimes it's faster), you can take a shuttle bus that runs between Concordia downtown (SGW Campus) and the Loyola campus. The stop is located directly in front of the Hall building at 1455 de Maisonneuve St. West, and the schedule can be viewed at: <http://www.concordia.ca/about/contact/campus-map/shuttle-bus-schedule/>.

International Students Office (ISO): The International Students Office offers a wide variety of informative, useful and essential information sessions and workshops for international students. See <http://supportservices.concordia.ca/iso/> for more details and for downloadable copies of the ISO student handbook.

FACILITIES AND TECHNICAL RESOURCES

FACULTY AND DEPARTMENT FACILITIES

EV Building (EV): Also known as the Engineering and Visual Arts Complex, the EV building is where the Faculty of Fine Arts and the Department of Design and Computation Arts are located (civic address, 1515 St. Catherine Street West). This building is also connected to the Guy-Concordia Metro Station at Sub-Level S-2.

Centre for Digital Arts (CDA): The CDA depot (<http://cda.concordia.ca>) is located in EV-5.760 (5th floor, behind the garage door, tel: 514-848-2424 x: 3438). It is a central facility for all students in the Faculty of Fine Arts, providing services such as workshops, equipment borrowing, A/V studios/suites, web accounts and web hosting (up to 2GB), printing facilities and the like. In order to use CDA facilities, students pay an annual access fee of \$90.00 (\$45.00 per semester). Payment can be made on this website: <https://stores.concordia.ca/supplies/fine-art-fees.html>. Students will

receive an email confirmation once payment is made. Debit cards or cash is in person at the Concordia Bookstore (SGW-LB).

Design and Computation Arts Fees: Students also pay an annual fee of \$50.00 for the Design and Computation Arts Department within the first two weeks of classes. This fee covers material costs, equipment maintenance in the EV Depot-and the labs. Non-payment will prevent students from being able to borrow audio-visual equipment, access the Sensor/Computation/Visual Communication Labs and Documentation room. Payment can be made <https://stores.concordia.ca/supplies/fine-art-fees.html> through the Concordia Bookstore (SGW-LB). Students will receive an email once payment is made. Debit cards or cash is in person at the Concordia Bookstore (SGW-LB).

Core Technical Centres (CTC): The faculty-wide Core Technical Centre offer a series of workshops and training sessions for all wood/metal/rapid prototyping facilities. Dates for the fall workshops will be advertised at the end of September. Signup sheets are posted on the entrance doors to the facilities on the 8th floor of the EV building (Wood: EV-8.745, Metal: EV-8.635, Maquette/Rapid Prototyping: EV-8.705). Please note that these facilities are open to all faculty, graduate and undergraduate students in the Faculty of Fine Arts, so you will need to book ahead to secure an appointment with one of the technicians. On the CTC website, you will find further information on the Centre's policies and procedures:

<https://www.concordia.ca/finearts/facilities/studio-support/core-technical-centres.html>

Sensor Lab (S-Lab): The Sensor Lab (EV-7.765) is a central Department resource for electronics and sensing technologies. The S-Lab provides facilities to Design and Computation Arts students working on class-related projects that involve analogue/digital electronics, physical computing, and simple textile construction. The lab is staffed by the Sensor Lab Coordinator (Elio Bidinost) who conducts tutorials and workshops, and assists with development of specific project components. The lab has a range of equipment (oscilloscopes, power supplies, sewing machines and prototyping tools) that may be used onsite. For more information, see the website <http://slab.concordia.ca> or email sensor.lab@concordia.ca.

Computation Lab (C-Lab): A companion facility to the S-Lab, the Computation Lab (EV-7.760), offers programming advice, support and workshops specifically in the area of programming-intensive projects. The Computation Lab Coordinator (Sabine Rosenberg) offers individual consultations, workshops on Computation Arts topics, project development workspace, and reference books. For more information, see the website <http://clab.concordia.ca> or email computation.lab@concordia.ca

Visual Communication Lab (VC-Lab): The Department's newest lab is the Visual Communication Lab, coordinated by one of our students. Co-located with the S-Lab (EV-7.765), the VC-Lab focuses on printed matter, bookbinding, and related finishing

equipment. For further information on the resources available, see <http://vclab.concordia.ca/> or email visual.communication.lab@concordia.ca.

Sewing Lab: The Department's sewing lab is coordinated by one of our students. Co-located with the S-Lab (EV-7.765), the Sewing Lab focuses on wearables, patterning, eco fashion and textiles and soft surfaces. For further information on the resources available, see <http://vclab.concordia.ca/> or email tba.

DART/CART Room Bookings: To book individual studio spaces in rooms which are managed by the department, please see Mich Sardella (see contact info on page 1).

Fine Arts Reading Room: The reading and reference room provides students with all of the articles on reserve from Fine Arts instructors, and offers a comfortable study and reading space with computers for Internet research. The Reading and Reference room is located in EV-2.785, and is networked to local galleries and independent artists. They also run a student-directed website, Portfolio, which showcases the work of current students and alumni.

Digital Image and Slide Collection: The Fine Arts Slide Library holds 300,000 circulating slides, making it one of the largest collections in North America. The collection includes a large variety of slides, ranging in subject from pre-historic cave paintings right up to the most contemporary images. The collection focuses on the 20th century, with 80,000 slides in this category. Also included are slides of manuscripts, photographs, fibre works, decorative arts, and design. Access to the library is open to all members of the Concordia community, including faculty, staff, graduate and undergraduate students, for the purpose of borrowing slides to illustrate lectures and presentations in classrooms on campus. All are welcome to visit and browse (EV-3.741). Moreover, the slide library currently has a database of 130,000 digital images, which are accessible online at: <http://www.concordia.ca/finearts/facilities/digital-image-slide-collection.html>.

FOFA Gallery: The FOFA Gallery presents work showcasing the range and quality of artistic media and concerns as practiced by its current and past faculty, staff, and students. In addition, the Gallery will from time to time present work by artists from outside the Concordia community when it enhances, amplifies or informs the pedagogic goals of the Faculty. See: <http://fofagallery.concordia.ca>.

Concordia Art Supply Store: Concordia has a comprehensive store in the LB building at LB-119 (McConnell Library next to the Mackay street entrance). They stock essential materials at reasonable prices and can special order supplies that are not commonly available. (There is an Omer deSerre Store at 1500 Atwater avenue, local S-30 (Atwater Metro level))

Café X: (EV-7.750) located on the 7th floor of the EV building, is a student-run initiative serving organic, vegan, and other specialty foods and beverages.

OTHER RESOURCES

Career and Planning Services: Build the career you want! Looking for part-time jobs, internships or full time jobs? Unclear about your career goals or what to do with your degree? Find the resources you need to help you research careers, get ready for the job market, and connect with employers.

<http://www.concordia.ca/students/success/career-planning-services.html>

Counselling & Psychological Services: Stressed, anxious, relationship problems, in the wrong major? If these or any other issues are affecting your life or your studies, then the office of Counselling and Psychological Services can help. Professional licensed psychologists, psychotherapists and counsellors will collaborate with you to achieve psychological health, wellness and student success.

<http://www.concordia.ca/students/counselling.html>

Student Hub: Consult calendars or schedules, find job opportunities, manage money, look up events, join clubs, or play sports. Stay on top of the latest news, take advantage of all the services or visit one of our offices. <http://www.concordia.ca/students.html>

Student Association Tutorials: In the past, the undergraduate student associations have offered free tutorials each semester in a variety of off-the-shelf software tools such as Flash, ActionScript, Photoshop, Illustrator, Max/MSP, Jitter, PHP, etc. These sessions are useful if you wish to brush up on software skills or introduce yourself to these tools. Keep an eye out for email notifications via the department.

Studio XX Workshops: Studio XX is an artist-run centre in the Mile End that offers intensive technology training in a variety of hardware and software applications. Their workshops are typically several weeks in length and are reasonably priced. If enough individuals are interested, they can also arrange special classes tailored to the interests of the group. For more information, see:

<http://www.studioxx.org/en/ateliers>.

FUNDING

Financial Aid and Awards: While the Department does not provide funding for the realization of projects, there are a number of other competitive resources available for project support, both internal to the university and through external agencies.

<http://faao.concordia.ca/main/>.

Faculty of Fine Arts Student Association (FASA): (VA-025) provides special funding for student-initiated projects. All Concordia Fine Arts graduate and undergraduates are eligible. For more information contact them at ext: 5057.

Concordia Student Union (CSU): The CSU (H-711) provides competitive funding for special projects. See: <https://csu.qc.ca/>

Alumni Association: The Faculty of Fine Arts artists, historians, and creative minds have produced exceptional graduates and secured our reputation as one of the top fine arts schools in North America. To support student activities, the Alumni Association offers modest funding for special project proposals.
<http://www.concordia.ca/alumni-friends/benefits-services/student-programs.html#funding>

Sustainable Concordia: This university-wide organization supports projects with outcomes that improve the social, economic, and/or environmental sustainability of the Concordia community through the Sustainability Action Fund. For further information and examples of past projects, see: <http://sustainable.concordia.ca>.

Concordia Council on Student Life: CCSL makes funds available to support projects that enhance or contribute to the quality of student life at Concordia. Events, projects or initiatives that enhance student life are ones that seek to positively raise awareness or engage the student body in a social, political, educational or cultural context. See: <http://deanofstudents.concordia.ca/funding-and-awards/ccsl-special-projects/>.

Concordia University Small Grants Program: The CUSGP supports special activities that enhance the educational experience, including conference events, speakers, and community-based initiatives. <http://www.concordia.ca/students/financial-aid-awards/small-grants-program.html>.

TECHNICAL REFERENCES

Website Portal: <http://cda.concordia.ca/>
Location: 5th floor, EV building

Services: The Centre for Digital Arts (CDA) is dedicated to providing computer and audio-visual services to Fine Arts faculty, staff, and students.

Simple steps to obtain your membership

1. Pay your fees at <https://stores.concordia.ca/supplies/fine-art-fees.html>. The account takes about two hours to be created.
2. Email your receipt to evdepot.finearts@concordia.ca
3. For new accounts, go and login to reset your password here: "[My CDA Account](#)". If you already had an account, you can use your old password.
4. If you encounter problems, go to EV5-770 to get help with your account

A temporary account is given to your teacher for the first week of class, but it will not work the second week. CDA Accounts are purchased online only. Payment is no longer accepted at the Concordia Bookstores.

CONNECT TO CONCORDIA WIFI

Wireless Account: One of the first things you will need is access to the university wireless network. For information on how to connect to the Concordia Wi-Fi network via your laptop, smartphone, or portable devices, visit: <http://www.concordia.ca/it/get-started.html> these services are administered under IITS (Instructional and Information Technology Services); please contact them directly with questions (see URL address on last page). You may also visit them in person during office hours to assist with configuring your wireless settings. They are located on the 9th floor of the Hall building (H-925).

ACCESS TO CLASS SHARES AND PERSONAL [HOME] DIRECTORIES

The Class Shares are an online system of folders assigned to individual courses that are used to distribute class materials and submit assignments. By registering for a CDA account, you will have access to this directory, along with a Home folder for storing files. In order to access these folders, do one of the following:

From the Lab:

- Shortcuts are automatically mounted to the desktop of each CDA machine (CDA account required for login)

Connect to Server on Campus Using Your Laptop:

- Full information and instructions: <http://www.concordia.ca/finearts/cda/support/faq/connect-servers.html>
- Mac: Click the “Go” menu from the Finder and select “Connect to Server...” and enter one of the following addresses:
 - <smb://cdaftp.concordia.ca>
 - <smb://132.205.138.32>
 - <smb://cda-goliath>
 - Enter your CDA username and password, then select either the “Class Shares” or “Home” folder
- PC: Type one of the following into the address bar of any window:
 - <\\cda-goliath>
 - <\\132.205.138.32>

Connect to Network from Off-Campus Using FTP or your web browser:

- Full information and instructions: <http://www.concordia.ca/finearts/cda/support/faq/ftp.html>

More FAQs on how the labs work can be found here:

<http://www.concordia.ca/finearts/cda/support/faq.html>

Support:

For any troubleshooting issues related to accounts, Class Shares, Moodle, Wi-Fi access or lab technologies, contact <http://www.concordia.ca/it/support/open-a-ticket.html> to open a support ticket.

COURSE MATERIALS

You will soon discover that your professors use different systems for organizing class materials, readings, and assignment submissions. Some use personal websites, some have textbook requirements, and others use Moodle—an educational content management system.

View Textbook Requirements:

- Go to: <https://stores.concordia.ca/>
 - Under “Student Booklist” at the bottom of the page, enter your student I.D. to generate a personalized list of textbooks for your registered courses

Accessing Moodle:

- Go to: <http://myconcordia.ca>
 - Enter your Netname and password OR NetName
 - Select the appropriate department and then course code, term, and instructor
 - Once in the course Moodle, you should be able to click on the appropriate weekly link to access readings, activities, forums, and assignment submission guidelines (the available tools will vary depending on the professor)

Accessing Library Reserve Materials:

- Supplementary readings and resources are frequently made available as reserves through the Concordia Library. View online materials in pdf form at: <http://clues.concordia.ca/search/r>
 - Enter the course number into the search field; you will be prompted to enter your 14-character library number (located on side of your ID card)

- You will need to create a unique PIN before accessing materials:
https://mercury.concordia.ca/screens/login_help.html#login
- Click on titles to view documents.
- Physical materials may be picked up from the Reserve Room in the Webster Library.

FORMATTING

Email: Always use proper subject lines that include the course name. This helps your professor to efficiently sort and prioritize messages. Examples:

- Subject: DART 261: Assignment 2, Draft Text

Assignments:

- When uploading files to a CDA ClassShares/Dropbox, please label your files appropriately with your name and the assignment number. Use the format lastname. Firstname X.
 - Example: “Smith.John_2”
- Note: You CANNOT upload to any subfolders within the Dropbox. Simply drag your folder into the main directory. Subdirectories may be used for archiving purposes, only.

USEFUL LINKS

- CDA (Center for Digital Arts): <http://cda.concordia.ca>
- Concordia Libraries: <http://library.concordia.ca>
- CREPUQ Cards: <http://library.concordia.ca/find/bci-card.php>
- Financial Aid and Awards Office: <http://faao.concordia.ca/main/>
- Instructional & Information Technology Services (IITS):
<http://iits.concordia.ca/>
- International Student's Office (ISO):
http://supportservices.concordia.ca/iso/?referID=cs_tab_li
- Concordia Maps: <http://www.concordia.ca/maps.html>
- Counselling and Life Skills:
<http://www.concordia.ca/students/counselling.html>
- Shuttle Bus Schedule: <http://www.concordia.ca/maps/shuttle-bus.html>
- University Calendar: <http://registrar.concordia.ca/calendar/>
- Academic Dates: <http://www.concordia.ca/events/academic-dates.html>
- Clinical, mental health, and health promotion, through Health Services ;
<http://www.concordia.ca/students/health.html>
- Counselling and Psychological Services:
<http://www.concordia.ca/students/counselling.html>
- Mentoring from upper-level, successful students from each Faculty
<http://www.concordia.ca/students/success/mentoring.html#finearts>
- Learning support <http://www.concordia.ca/students/learning-support.html>
- Life skills workshops <http://www.concordia.ca/students/success/learning-support/workshops.html>
- The Sexual Assault Resource Centre
<http://www.concordia.ca/students/sexual-assault.html>
- Multi faith Chaplaincy: Workshops, discussion groups, pastoral and spiritual counselling <http://www.concordia.ca/students/spirituality.html>
- Emergency Food Fund
<http://www.concordia.ca/students/multifaith/emergency-food-fund.html>

- Office of Rights and Responsibilities;
Assistance in identifying and managing disruptive behaviours, including discrimination, harassment, and threatening behaviours
<http://www.concordia.ca/students/rights.html>
- Ombuds Office” Problem-solving and conflict resolution related to university policies, rules and procedures through the
<http://www.concordia.ca/offices/ombuds.html>
- An increased sense of community and belonging, through the Dean of Students Office <http://www.concordia.ca/offices/dean-students.html> including the Live (Leadership, Initiative, Volunteer Engagement) Centre
- Advocacy and Support Services Office assists you whenever you face difficult situations and helps you understand Concordia’s rules and regulations.
<http://www.concordia.ca/offices/advocacy.html/>
- Access Center for Students with Disabilities,
<http://www.concordia.ca/students/accessibility.html>
- Aboriginal Students Resource Centre,
<http://www.concordia.ca/students/aboriginal.html>
- Concordia University Student Parents Center (CUSP),
<http://www.concordia.ca/offices/cusp.html>
- Concordia Student Union (CSU) Activities and socializing, as well as help with common student challenges including Housing, Job Bank and Legal Clinic
<https://csu.qc.ca/>
- Emergency & affordable food
<http://www.concordia.ca/students/parenthood/affordable-food.html>
- Concordia University Security <http://www.concordia.ca/campus-life/security/services.html#accompanying>
- Nonviolent Crisis Intervention (NVC) Training
<http://www.concordia.ca/campus-life/security/prevention/training.html>
- Rape Aggression Defense (RAD) training <http://www.concordia.ca/campus-life/security/prevention/training.html#rad>
- What to do in an emergency <http://www.concordia.ca/campus-life/emergency/what-to-do.html>