INFORMATION FOR UNDERGRADUATE STUDENTS

Need information? Start with Concordia University's webpage!

Concordia University's webpage

- ✓ Use Quick Links (top right-hand **Quick links ⌄** corner)
- ✓ Use Class Schedules
- ✓ View Class Detail listings
- ✓ Learn about support services and student groups

The Undergraduate (Academic) Calendar is an official University document. It contains everything you need to know about being a student at Concordia. Its length can be a challenge, but remember that not all of it applies to you, considering that it includes descriptions of all programs and courses offered at the university:
https://www.concordia.ca/academics/undergraduate/calendar.html

User account

All Gina Cody School (GCS) students have an email address associated with their ENCS account. Students are responsible for checking their ENCS email, either directly or by forwarding it to another address.
Link: https://www.concordia.ca/it/services/encs-user-account.html. (Main form of communication with your Program Advisor)

Important Term Dates and Deadlines

Please be informed of all important dates and deadlines. These dates are posted online:
https://www.concordia.ca/events/academic-dates.html

It is the student's responsibility to meet all deadlines and follow all necessary steps to withdraw from a course or courses, or from the University. Not attending classes or informing an instructor of intent to withdraw does not constitute withdrawal. Students who do not properly withdraw before the published deadlines, and who do not complete assigned work, tests or exams, will receive failing grades (Undergraduate Calendar, Section 16.1.5).

Degree Requirements

Degree Requirements for the Bachelor of **Computer Science:** Undergraduate Calendar, Sections 71.70.1 & 71.70.2; ECP Section 71.70.3; MEP Section 14.2.3 Students in a Bachelor of Computer Science must follow the academic calendar for the year to which they have been admitted /readmitted.	Degree Requirements for the Bachelor of **Software Engineering:** Undergraduate Calendar, Sections 71.70.8 & 71.70.9; ECP Section 71.20.2; MEP Section 14.2.3

Course Registration

- For a step-by-step guide, "How to request an Undergraduate degree transfer", please visit:
  https://www.concordia.ca/students/your-sis/degree-transfer.html

- Please consult the Undergraduate Calendar for all undergraduate course descriptions. This will also include all prerequisites, and co-requisites (previously and concurrently).

- It is crucial that students consult the approved course sequences given on the following webpage: https://www.concordia.ca/ginacody/computer-science-software-eng/programs/course-sequences.html

- When registering for courses that have related components (i.e. tutorial, lab), all components must be available for enrolment or all must have space on the waitlist. If one enrolment component is waitlisted, you will be waitlisted for all components should space allow. Please check the Class Detail listings.

- For registration assistance for courses other than COMP, SOEN, ENGR, ENCS, please contact the respective Departments i.e. MATH & MAST courses: Department of Math and Stats, PHYS courses: Department of Physics, CHEM courses: Department of Chemistry and Biochemistry, HIST courses: Department of History.

⚠ It is the student's responsibility to ensure that their course selection meets the program requirements for their graduation.

⚠ Sections may restrict course registration to students of a specific program (i.e. SOEN). Students are advised to check the Notes block of the Class Detail listing to ensure that they are permitted to register in a given section.

Approved Course Sequence

Students should follow their program course sequence as closely as possible. Failure to do so may result in scheduling problems, the unavailability of courses, or ultimately an extension in the time period to complete their program (Undergraduate Calendar, section 71.10.7).

Writing Skills Requirements

All students admitted to the Gina Cody School of Engineering and Computer Science must meet the writing skills requirement. To do this, students can write the Engineering Writing Test (EWT), or take ENCS 272 (which will not count towards your Degree Program) and earn a grade of C- or better (Undergraduate Calendar, section 71.20.7).

Student Record & Offer of Admission

The student record (unofficial transcript) is a comprehensive report of a student's academic history at the University. It is a complete academic record and includes all courses followed at Concordia (Undergraduate Calendar, section 16.1.10). The Offer of Admission outlines all the details of your admission to Concordia University. You should read it carefully [and keep for future reference] to ensure you understand your admission fully and to ensure you are aware of any and all actions that you are required to take.

General Electives, General Education Elective, ECP Electives

An ESL course or an introductory course that deals with the acquisition of a language will not be considered as a General Education elective or a General Elective. Should students wish to take a course not listed, they must receive written

permission from the Student Academic Services Office of the Gina Cody School of Engineering and Computer Science prior to taking the course. (Undergraduate Calendar, section 71.110).

Registration Regulation: The C- Rule

All 200-level courses within the program [including admission/ECP/MEP requirements] which are prerequisites for other courses must be completed with a C- or higher. A 200-level course in which a student has obtained a D+ or lower must be repeated before attempting a course for which it is a prerequisite (Undergraduate Calendar, Section 71.10.4).

Registration Regulation: The '200-level before 400-level' Rule

Students must complete [with a posted final grade] all 200-level courses required for their program [including admission/ECP/MEP requirements] before registering for any 400-level courses. (Undergraduate Calendar, Section 71.10.4).

Repetition of Courses

A student may repeat a failed course only once. A student who fails a required course twice may appeal for permission to take the course a third time. A student who has received a passing grade for a course may repeat the course for personal reasons only once. The grade corresponding to the latest attempt of the course will be used for calculating the cumulative grade point average (CGPA) (Undergraduate Calendar, section 16.2.6).

Grading System

Just passing courses required to fulfill curriculum requirements is not sufficient to qualify a student to graduate. Although a "C" grade is designated as Satisfactory, a weighted grade point average (WPGA) of 2.00 is required for Acceptable Standing in the Gina Cody School of Engineering and Computer Science. A WGPA of at least 1.50 but less than 2.00 will be placed in Conditional Standing. Those who fail to meet the criteria for acceptable or conditional standing, or remaining in conditional standing over two consecutive assessments will be placed in Failed Standing. Failed students may apply for readmission through the Dean's Office – Student Academic Services (Undergraduate Calendar, section 16.1.11).

Academic Performance

Students are required to maintain an acceptable standard of scholarship. An assessment grade point average (AGPA) for each student is calculated at the end of each academic year (including the summer, fall and winter terms), provided that the student has attempted a minimum of 12 credits. The cumulative grade point average (CGPA) is the running total of the GPA since a student was admitted to the most recent degree program (Undergraduate Calendar, section 16.3.10).

Graduation Regulations

Students must satisfy all program requirements, be in acceptable standing, and have a minimum final graduation GPA of 2.00. The standings of potential graduates who have attempted less than 12 credits since their last assessment are determined on the basis that these credits constitute an extension of the last assessment period.
(Undergraduate Calendar, section 71.10.5). When you're nearing the completion of your degree, you must apply (through the myconcordia portal) to graduate before the specified deadline:

Semester/Term*	Deadline	Convocation date
Winter	January 15	Spring
Summer	July 15	Fall
*The semester/term you complete your degree requirements		

For more information, please visit the following link: http://www.concordia.ca/graduation-convocation/students.html

Email Etiquette

Always include your full name and Concordia student number when communicating with the University. If you have received an automatic reply (junk/spam?), please read it carefully as the answer to your question may be included. Do not send multiple emails. Consult your Offer of Admission, Student Record and Advisement Report, and check what is required of you (i.e. prerequisites, rules and regulations) beforehand.

Contact Information

Contact	Name	E-mail
Software Engineering Director	Dr. Chen	tse-hsun.chen@concordia.ca
Computer Science Director	Dr. Popa	ugpd-compsci@concordia.ca
COOP Director	Dr. R. Jayakumar	jayakumar@cse.concordia.ca
Program Assistants**	Kayla Donovan Natallia Lapko	cse-ugrad@concordia.ca

*The official phone number for Concordia University is 514-848-2424 followed by the extension number.
**Please book an appointment: https://app.acuityscheduling.com/schedule.php?owner=18004019

NOTE: during peak registration periods (when registration opens in March, and before courses begin and up until the DNE deadline for each term, responses will be delayed.

Student Services & Centers	
### Birks Student Service Centre 1400 de Maisonneuve Blvd. West, LB 185 http://www.concordia.ca/students/birks.html - Request forms, attestation letters, transcripts - Final exam special requests - Obtain information for graduation application	### Student Academic Services (SAS) 1515 St. Catherine St. West, EV 2.125 https://www.concordia.ca/ginacody/students/academic- services.html sas-front-desk@encs.concordia.ca Fill out the Student Request form if you need to: - Request a credit overload - Take 300/400 level course - Take a course a 3rd time - Substitute a course - Transfer credits - Return to Full-time status

Student Success Centre	Campus Wellness & Support Services
1455 de Maisonneuve Blvd. West, H 745 http://www.concordia.ca/students/success.html They offer academic, personal and professional support from your first year to your graduation. The Student Success Centre is a welcoming support network of resources and opportunities to engage and empower you as a student to realize your individual, academic and long-term goals – bridging academic experience with personal and professional development. They provide Learning Support, Career and Planning Services, Student Advocacy and much more.	http://www.concordia.ca/offices/cwss.html See a nurse or a doctor, talk with a therapist, get help from an accessibility professional and more. They promote accessibility, foster resilience, health and well-being by creating inclusive, supportive and collaborative environments. - Access Centre for Students with Disabilities (ACSD) http://www.concordia.ca/students/accessibility.html (GM 300) Students with a variety of disability conditions can use the ACSD. Some examples are: vision, mobility, hearing, chronic medical conditions, learning disabilities, attention deficit disorder, mental health conditions, temporary conditions due to illness, etc. - Health Services (GM 200) http://www.concordia.ca/students/health.html - Counselling & Psychological Services (GM 300) http://www.concordia.ca/students/counselling.html

Undergraduate Calendar – a few important regulations to know

71.10.4   Registration Regulations

1. Students in the Gina Cody School (GSC) of Engineering and Computer Science who have been absent from their program for six consecutive terms or more will be officially withdrawn from their program by the GCS and must submit a new application for admission through the Concordia website: concordia.ca. Students in failed standing at the time of their last registration must submit a new application if absent for more than nine consecutive terms or if the equivalent of 12 credits or more have been attempted at another institution.
2. Except for students registered for the co-operative format, the maximum load in the summer sessions is 14 credits, with no more than eight credits in either of its terms. In the fall and winter terms, the maximum load is 19 credits, except for students registered in the co-operative format. Students taking any of the Capstone courses (AERO 490, BLDG 490, CIVI 490, COEN 490, ELEC 490, INDU 490, MECH 490 or SOEN 490) are limited to 14 credits in each of the fall and winter terms exclusive of the Capstone course.

Prerequisites

1. Students are responsible for ensuring that they have successfully completed all prerequisites to a course before attempting to register for the course.
2. Students must complete all 200-level courses required for their program before registering for any 400-level courses.
3. All 200-level courses within the program which are prerequisites for other courses must be completed with a C- or higher. A 200-level course in which a student has obtained a D+ or lower must be repeated before attempting a course for which it is a prerequisite.
4. The GCS reserves the right to withdraw a student who has registered for a course without satisfactorily completing all prerequisites.

71.10.5   Graduation Regulations

Students must satisfy all program requirements, be in acceptable standing, and have a minimum final graduation GPA of 2.00. The standings of potential graduates who have attempted less than 12 credits since their last assessment are determined on the basis that these credits constitute an extension of the last assessment period. Students who fail to meet acceptable standing but meet conditional standing will have the following options:

a.   register for 12 credits and meet the criteria for acceptable standing;
b.   register for fewer than 12 credits. In this case, standing will be determined on the basis that these credits constitute an extension of the last assessment period.

71.10.6   Availability of Programs

Full-time students in the Engineering program normally follow an eight-term sequence. In general, introductory level courses are offered in both day and evening. Subject to the Registration Regulations in §71.10.4 above, a student may register on a part-time basis. Further information on sequencing may be found in the Undergraduate Program Guide issued by the Dean's Office.

71.10.7   Curriculum Requirements and Course Sequences

All students in Engineering programs are required to meet the Canadian Engineering Accreditation Board (CEAB) standards. Students are required to graduate having met the substantial equivalent of the curriculum in force in the winter term prior to degree conferral. It is the student's responsibility to ensure that their course selection meets the program requirements for their graduation. To accommodate this requirement, students are provided with course equivalencies and course sequences on the Student Academic Services website at concordia.ca/encs/students/sas. Engineering students should follow the outlined cohort sequence for their program. Failure to do so may result in scheduling problems, the unavailability of courses, or ultimately an extension in the time period to complete their program.

16.3 EVALUATION, ADMINISTRATIVE NOTATIONS, EXAMINATIONS, AND PERFORMANCE REQUIREMENTS

16.3.7   Examinations

Examinations are an important part of university life. Review the following link carefully and you'll successfully navigate your way through this academic rite of passage: https://www.concordia.ca/students/exams.html

Have questions for the Exams Office? (*including during exam periods*)

Please email at **examsoffice@concordia.ca**

16.1.5   Withdrawal – 5. Lapsed Program Status

Students in the Faculty of Engineering and Computer Science who have been absent from their program for six consecutive terms or more will be withdrawn from their program and must submit a new application for admission through the Admissions Application Centre.