



STUDENT ACADEMIC SERVICES / OFFICE OF THE DEAN

# INFORMATION AND ADVISING GUIDE FOR NEWLY ADMITTED STUDENTS



[concordia.ca/encs](http://concordia.ca/encs)



FACULTY OF ENGINEERING  
AND COMPUTER SCIENCE

WELCOME TO CONCORDIA!

We are delighted to have you as a new member of the Faculty of Engineering and Computer Science—or ENCS, as you'll soon be calling it. We are confident that you will grow to hold a deep appreciation for ENCS, as you become part of a student body defined by a vibrant mix of curiosity, generosity, diversity, excellence, and determination.

As you complete your first year here, you'll come to appreciate our innovative programs that will provide you with the skills necessary to put you on a great career path. Ours is a challenging field: your dedication and commitment to your area of study will help keep you focused through the many lectures, tutorials, lab assignments and practical experiments which will define your first year with us.

If ever you should need a little help along the way, don't hesitate to turn to your professors and peers. Another wonderful resource to keep in mind is the Engineering and Computer Science Association (ECA), which is run by students for students. The ECA executive organizes lots of great events throughout the year, which will give you wonderful opportunities to make new friends within the faculty, while helping you plan your future in this exiting field.

This guide was made with YOU in mind and looks to help you through your first year with ENCS. If ever you have any questions about any of the information you find here—or suggestions on how to make this guide even more helpful!—please don't hesitate to contact the Student Academic Services office. You can find them on the second floor of the EV Building, EV-2.125.

You can reach them by phone at 514-848-2424 ext. 3055 or email [sas-front-desk@encs.concordia.ca](mailto:sas-front-desk@encs.concordia.ca).

We wish you great success in your studies and in your time here at Concordia!

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## WHAT TO DO FIRST

To begin your studies at the Faculty of Engineering and Computer Science, you need to:

**Step 1:** Carefully read your entire offer of admission and follow the steps of the [Guide-to-First-Year](#).

**Step 2:** Please refer to our Faculty's [Information and Advising Guide for Newly Admitted Students](#).

**Step 3:** Sign-up for one of our [Academic Advising Sessions](#).

**Step 4:** Consult the [Student Hub](#) for information on how to use the system for registration.

Check if there are any conditions that must be met as part of your acceptance. If you do not meet the conditions outlined in your offer of admission, please contact the admission advisor that has signed the last page of your offer of admission as soon as possible.

It is important that students arrive in Montreal **BEFORE** the commencement of the term.

If you are an international student who is not able to make it on time due to visa complications and would still like to study at Concordia, please contact the person who signed the last page of your offer of admission to have your admission deferred to the following term, no later than December 31 (for those admitted to the Winter term) or August 31st (for those admitted to the Fall term).

### Advising for Newly Admitted Students

We invite you to attend a Faculty Academic Advising Session. Sign up using the link in your Offer of Admission or visit [concordia.ca/encs/students/new-students](http://concordia.ca/encs/students/new-students)

Sessions are held in EV-2.184 and EV-3.309 (1515 St. Catherine St. W.) The closest metro station is Guy-Concordia

Students who are unable to attend any of the Advising sessions may contact either the Student Academic Services at 514-848-2424 ext. 3055 or email [sas-front-desk@encs.concordia.ca](mailto:sas-front-desk@encs.concordia.ca) or their Undergraduate Departmental Assistant to arrange for an alternate session.

### Faculty Calculator Policy

Students studying in the Faculty of Engineering and Computer Science must use an approved calculator during exams. *You will not be permitted to complete an exam with a calculator not on the approved list.* Approved models are listed on the [approved calculator list](#).

### Concordia University Calendar

The Undergraduate Calendar contains all of the rules and regulations with which undergraduate students at Concordia must comply. It also contains program requirements, course descriptions and important dates such as examination periods, deadlines to withdraw from classes.

The University Calendar is available online at: [concordia.ca/academics/undergraduate/calendar](http://concordia.ca/academics/undergraduate/calendar)

## COURSE REGISTRATION

The steps for course registration can be found at: [concordia.ca/students/registration](http://concordia.ca/students/registration)

\*\*You do not need to wait to arrive in Montreal to register for courses. You should register online as soon as possible. \*\*

### Course Sequences

**IMPORTANT:** 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.

Get your course sequence here: [concordia.ca/encs/students/sas/undergrad-program-info/course-sequences](http://concordia.ca/encs/students/sas/undergrad-program-info/course-sequences)

Students accepted to Engineering programs, who have completed all required prerequisites, follow a sequence that would lead to graduation after four years (8 terms) of study.

Students accepted to Bachelor of Computer Science programs, who have completed all required prerequisites, follow a sequence that would lead to graduation after three years (6 terms) of study.

Students accepted to the ECP or MEP program in Engineering who study on a full-time basis will normally complete their degree after five years (10 terms) of study. ECP or MEP full-time students in Computer Science will normally complete their degree after four years (8 terms) of study.

Contact your department advisor with any questions about registration (see page 14 for a list of advisors).

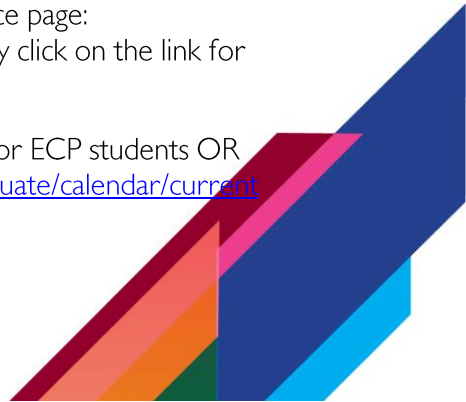
**IMPORTANT:** All 200-level courses within the program which are prerequisites for other courses must be completed with a C- or higher. A 200-level course in which a student has obtained a D+ or lower must be repeated before attempting a course for which it is a prerequisite. See the Undergraduate Calendar for details: [concordia.ca/academics/undergraduate/calendar/current/sec71/71-10](http://concordia.ca/academics/undergraduate/calendar/current/sec71/71-10)

### Mature Entry (MEP) and Extended Credit (ECP) Program

Students accepted to the Mature Entry Program (MEP) or the Extended Credit Program (ECP) are required to complete all prerequisites before commencing the regular Engineering sequence in their department. Your Offer of Admission indicates if you are admitted to either of these programs. Please ensure that you register for the courses specified in your Offer of Admission.

\*\*There is a suggested course sequence for your first year on the course sequence page: [concordia.ca/encs/students/sas/undergrad-program-info/course-sequences](http://concordia.ca/encs/students/sas/undergrad-program-info/course-sequences). Simply click on the link for Mature Entry and Extended Credit.

Computer Science students: Please pay particular attention to the requirements for ECP students OR MEP students of the Undergraduate Calendar: [concordia.ca/academics/undergraduate/calendar/current](http://concordia.ca/academics/undergraduate/calendar/current)



## General Education Elective for Engineering and Computer Science Students

To fulfill the requirements of the General Education Elective or General Electives, students may choose the courses from the lists below:

[concordia.ca/academics/undergraduate/calendar/current/sec71/71-110](http://concordia.ca/academics/undergraduate/calendar/current/sec71/71-110)

Computer Science students may be required to take General Electives as part of their degree depending on their option: [concordia.ca/academics/undergraduate/calendar/current/sec71/71-70](http://concordia.ca/academics/undergraduate/calendar/current/sec71/71-70)

Students in the Bachelor of Engineering Extended Credit Program (ECP) or the Mature Entry Program (MEP) or any other students who have been assigned credits in Humanities and Social Sciences must select those credits from the list: [concordia.ca/academics/undergraduate/calendar/current/sec71/71-110](http://concordia.ca/academics/undergraduate/calendar/current/sec71/71-110)

Those credits cannot be chosen from the list of Other Complementary Studies.

## Certificate in Science and Technology

The Certificate in Science and Technology is a non-degree program that caters to students who wish to prepare for admission to a degree program in engineering or computer science. It is not intended for students who wish to prepare for admission to a science program.

The certificate requires the successful completion of 30 credits. Students enrolled in the certificate program may request a transfer into a degree program in the Faculty of Engineering and Computer Science after the completion of at least 18 credits with a minimum GPA of 2.50.

For advising and registration, students should contact Mr. Steve Clark at 848-2424 ext. 7024 or [steve@encs.concordia.ca](mailto:steve@encs.concordia.ca).

Please refer to the Undergraduate Calendar for further information:  
[concordia.ca/academics/undergraduate/calendar/current/sec71/71-10](http://concordia.ca/academics/undergraduate/calendar/current/sec71/71-10)

## Changing your Program of Study

Students who wish to be considered for a different program in engineering must wait until final grades are available for 12 or more Concordia credits before they will be considered for a change in concentration. Contact Student Academic Services for further information.

Students who wish to change to a different degree (i.e. outside of Engineering), including changing between a Bachelor of Computer Science and a Bachelor of Engineering, must apply on line:  
[concordia.ca/content/dam/concordia/docs/your-sis/SIS-Apply-for-Degree-Transfer.pdf](http://concordia.ca/content/dam/concordia/docs/your-sis/SIS-Apply-for-Degree-Transfer.pdf)

For details regarding criteria to transfer and application deadlines:  
[concordia.ca/admissions/undergraduate/requirements-transfer-students](http://concordia.ca/admissions/undergraduate/requirements-transfer-students)

If you believe that you should have been accepted to a different program in engineering at the time of admission contact the advisor that has signed the last page of your offer of Admission prior to the start of classes.

## Transfer Credits and/or Exemptions

Students with post-secondary education from an accredited institution might be eligible for transfer credits and/or exemption. If you believe that you are entitled to transfer credits and/or exemptions, you should complete the Request for University Transfer Credits for Newly Admitted Students by following the link in your Offer of Admission. The form should be returned as soon as possible to the Faculty of Engineering and Computer Science along with official course descriptions, to the attention of the person who signed your offer of admission. You may submit your form in person, by mail or by email. Detailed instructions are on the form. Please be advised that the number of transfer credits may be limited for engineering programs due to Canadian Engineering Accreditation Board (CEAB) regulations.

If you did not receive a copy of this document, and you believe that you are entitled to transfer credits and/or exemptions contact the advisor who signed the last page of your letter.

Students have only one attempt at requesting transfer credits and/or exemptions that should be submitted no later than the end of the first term. Second requests will not be considered.

Students who believe that they have completed any or all prerequisite courses but have only have been awarded a secondary education diploma are advised that they can elect to write placement tests. Please follow the link in your Offer of Admission for further details. Please note that these exams take place in the first week of class

## SCHOLARSHIPS, LOANS AND BURSARIES

While Entrance Scholarships are awarded to the highest ranking students without any post-secondary education at the time of admission, students are reminded that a number of in-course bursaries and special scholarships/awards are available through this office. Some of the bursaries also take into account the financial need of a student.

Visit or call the Financial Aid and Awards Office for more information:

[concordia.ca/offices/faao](http://concordia.ca/offices/faao)

Guy-Metro Building (1455 Boul. de Maisonneuve W.), GM-220  
514-848-2424 ext. 3507

Information may also be found on the ENCS website:

[concordia.ca/encs/future-students/scholarships](http://concordia.ca/encs/future-students/scholarships)

## ENGINEERING WRITING TEST (EWT)

The Engineering University Writing Test (EWT) is an undergraduate degree requirement. It is not an exit exam. Students who fail to demonstrate sufficient fluency in their written expression will be assisted in improving their writing skills early in their programs so that the positive effects of competent written expression may be reflected in subsequent course work. The Faculty of Engineering & Computer Science is committed to ensuring that its undergraduate students possess good writing skills.

All students admitted to the Faculty of Engineering & Computer Science at Concordia University can meet the writing skills requirement by either:

Passing the Engineering Writing Test (EWT)

OR

Completing ENCS 272: Composition and Argumentation for Engineers with a grade of C- or better

For further details, please see the Undergraduate Calendar:

[concordia.ca/academics/undergraduate/calendar/current/sec71/71-10.html#b71.20.7](http://concordia.ca/academics/undergraduate/calendar/current/sec71/71-10.html#b71.20.7)

To register, visit [concordia.ca/encs/students/new-students/writing-test](http://concordia.ca/encs/students/new-students/writing-test)

### Students requiring English as Second Language (ESL) Courses

You must register for ESL courses as outlined in your Offer of Admission. Make sure to write the placement test (the ConCEPT) prior to the start of the term, as outlined in your offer of admission. The results of the placement test can potentially exempt you from one or both ESL courses. Students must take the lowest level ESL course in the first term of the First Year and the next level(s), if any, in the subsequent terms.

For help registering for ESL courses contact Nina Padden (ESL Coordinator) with the Department of Education: [npadden@education.concordia.ca](mailto:npadden@education.concordia.ca) or 514-848-2424 ext. 2453.

For more information on ESL courses: [concordia.ca/artsci/education/programs/esl](http://concordia.ca/artsci/education/programs/esl)



## CO-OPERATIVE EDUCATION PROGRAMS

### What is co-op?

Co-operative Education is an educational model in which a student alternates periods of formal academic study with on-the-job practical experiences in private industry, not-for-profit organizations, and government agencies. Co-op work terms are usually four months long. Co-op enables students to maximize their educational experience and to bridge the gap between what the employer considers to be the necessary job skills and what the university considers necessary to prepare a well-educated individual.

What are the benefits of Co-op for you?

- Identify academic and professional strengths and areas to improve.
- Gain the skills to perform a professional job search.
- "Test the waters" in a chosen field and assess the suitability of one's academic and career choices before entering the workforce full-time.
- Acquire program relevant work experience and make use of academic training before graduation.
- Earn a salary to help finance education.
- Gain important soft skills (such as communications, team work, cooperation, and interpersonal skills) essential to today's work environment.

Co-op option is available in all ENCS programs for FALL entry ONLY.

Co-op students must follow the Co-op sequence. Those students who are unable to commit to a co-op program, may be interested in an Industrial Experience opportunity, available during the summer semesters only.

Students admitted in a term other than the fall, or students who have course deficiencies (MEP or ECP students, etc.), may contact Co-op for an application form at 514-848-2424 x3950 or [coopinstitute@concordia.ca](mailto:coopinstitute@concordia.ca) by March 1st of their first year of studies to discuss the possibility of entering Co-op in the following fall term.

For more information on co-op:

[concordia.ca/encs/academics/co-op](http://concordia.ca/encs/academics/co-op)

Guy-Metro Building (1455 Boul. de Maisonneuve W.), GM-430  
514-848-2424 ext. 3950  
[coopinstitute@concordia.ca](mailto:coopinstitute@concordia.ca)

## ECA – ENGINEERING AND COMPUTER SCIENCE ASSOCIATION

The letters E-C-A stand for the Engineering and Computer Science Association.

In short, ECA is your student organization. But we need your help. A student organization is nothing without the students, so get out, get involved, get in touch with us, and have fun. You're bound to find something interesting!

The Engineering & Computer Science Association has 11 active societies and 1 competitive team.

The ECA provides a rich variety of societies that they encourage students to participate in. The societies and competitive teams also plan events and weekly lizard lounges throughout the semester for all ENCS students to take part in. So whether you're interested in academics, competitions, humanitarian work, etc... don't hesitate to join a society that feels right for you.

University life isn't just about getting the degree, it is also about being active and enjoying your time during your studies.

Check out the website for details. [ecaconcordia.ca](http://ecaconcordia.ca)

## INTERNATIONAL EXCHANGES

Would you like to study in another country and have your courses credited at Concordia? The International Student Exchange Program offers a unique opportunity for both undergraduate and graduate students to study overseas and benefit from this cultural and educational experience. The term "Exchange" means that there is a formal agreement for exchange students between your Home University and other universities.

And what better opportunity than now when the Ministry of Education for the Province of Quebec offers special funding in the form of a bursary (MEQ Student Mobility Bursary) for Undergraduate eligible outgoing Quebec exchange students!

See our website for details, including eligibility criteria:  
[concordia.ca/encs/academics/visiting-exchange](http://concordia.ca/encs/academics/visiting-exchange)

**Concordia International - Study Abroad Office**

[concordia.ca/students/exchanges/csep](http://concordia.ca/students/exchanges/csep)

514-848-2424 ext. 4986

[studyaway@concordia.ca](mailto:studyaway@concordia.ca)

For ENCS-specific information, please contact:  
Salvatore Colavita with Student Academic Services  
848-2424 ext. 3254  
[sal@encs.concordia.ca](mailto:sal@encs.concordia.ca)

## STUDENT SUCCESS CENTER

The Student Success Center offers a variety of FREE help in math and problem solving-based courses. They offer individual math tutoring, math drop-ins, workshops for problem solving-based courses, and information on the Engineering Writing Test (EWT).

For details and for a complete list of services offered by the Student Success Center, including writing assistance and workshops designed especially for first year Engineering and Computer Science students, please refer to this website: [concordia.ca/students/success](http://concordia.ca/students/success)

If you would like more learning strategies or study tips, make an appointment with Haleh Raissadat, Learning Specialist for students in Science and Engineering.

Drop by Student Learning Services in room H-440 (SGW) or AD-103 (LOY) or call 514-848-2424 Ext. 3545 (SGW) or Ext.3555 (LOY) to schedule your appointment.



## TIPS FOR SUCCESS IN ENGINEERING & COMPUTER SCIENCE

### Keep up

- Learn to manage your time and avoid procrastinating
- Do some work on every course every week; learn as you go
- Ask questions about what you don't understand every week
- If you fall behind, jump in where the teacher is and backtrack later

### Be an active learner

- Before class, go over notes from the previous class and preview the textbook chapter
- After class, go over your notes and fill in missing info; work the problems the teacher did in class; get help if you don't understand
- After solving a problem, summarize the steps in words
- After solving a series of problems at the end of a chapter, organize problems by types and procedures

### Read actively

- Preview the chapter by reading the table of contents and skimming the text
- Pay close attention to the sample problems
- Summarize the procedure for those types of problems in the margin of the text or in your notes
- Try a few problems similar to the examples in the chapter

### Study smart: Quality time is more important than quantity time

- Spend time on value activities, i.e. spend more time doing problems.
- Be selective; focus on priorities in a course
- If you get stuck on a problem, get help, then or later; don't spend too long trying to figure it out yourself
- Prepare for an exam by doing problems without your notes in a time limit

### Use as many resources as possible

- Get to know other students in your class and work with them
- Get to know your teacher and use his/her office hours
- Check out other textbooks or self-help material from the library or book store if you are having difficulties
- Get other students' phone numbers or email addresses so you can contact them easily when you have difficulty or miss class
- Use Counselling and Development, including Student Learning Services

## CONTACT INFORMATION

### Explore Our Campuses

Take a self-guided tour of our campuses:

[concordia.ca/content/dam/concordia/docs/admissions/SelfGuidedTour.pdf](http://concordia.ca/content/dam/concordia/docs/admissions/SelfGuidedTour.pdf) Many ENCS offices and classes are given in the following buildings:

H - Henry F. Hall Building located at 1455 Boul. de Maisonneuve W.

LB - J.W. McConnell & Library Building located at 1400 Boul. de Maisonneuve W.

EV - Integrated Engineering, Computer Science and Visual Arts Complex Building,  
located at 1515 Ste. Catherine W.

The closest Metro stop for all Buildings on the Sir George Williams campus is Guy-Concordia.

For the location of all buildings on the Sir George Williams campus and a map of the Loyola Campus please consult: [concordia.ca/maps/sgw-campus](http://concordia.ca/maps/sgw-campus)

### Student Academic Services Office

The Student Academic Services Office is an integral part of the Dean's Office and the Faculty. Our team is there to provide you with comprehensive academic and administrative services that will facilitate your studies at Concordia University.

Questions regarding your letter of admission should be addressed to the admissions advisor that signed your letter.

EV Building, EV-2.125

514-848-2424 ext. 3055

[sas-front-desk@encs.concordia.ca](mailto:sas-front-desk@encs.concordia.ca)

Office Hours\*: Monday to Friday 09:00 – 12:00 & 13:00-16:30

\*During the summer months the office closes at 12:30 PM on Fridays.

Students may visit the Student Academic Services Office any time during our hours of operation. In order to book an appointment with an advisor in Student Academic Services, you may drop by the reception desk, call or email.

## Faculty and Department Contacts

Your program advisor can answer any questions about your program or which courses to take.

### Building, Civil and Environmental Engineering

EV Building: EV-6.139

[concordia.ca/encs/bcee](http://concordia.ca/encs/bcee)

Undergraduate Program Director: Dr. L. Amador

Department Advising:

Debbie Walker: 514-848-2424 ext. 7800 or [Debbie@bcee.concordia.ca](mailto:Debbie@bcee.concordia.ca)

Elnaz Aghdami: 514-848-2424 ext. 7785 or [elli@encs.concordia.ca](mailto:elli@encs.concordia.ca)

### Electrical and Computer Engineering

EV Building: EV-5.139

[concordia.ca/encs/electrical-computer](http://concordia.ca/encs/electrical-computer)

Undergraduate Program Director: Dr. P. Valizadeh

Department Advising:

Maria Fasciano: 514-848-2424 ext.3102 or [mariaf@encs.concordia.ca](mailto:mariaf@encs.concordia.ca)

### Mechanical, Industrial & Aerospace Engineering

EV Building: EV-4.139

[concordia.ca/encs/mechanical-industrial](http://concordia.ca/encs/mechanical-industrial)

Undergraduate Program Directors

Mechanical Engineering: Dr. M. Hojjati

Industrial Engineering: Dr. Onur Kuzgunkaya

Aerospace Engineering, Option A & B: Dr. Paraschivoiu

Aerospace Engineering, Option C: Dr. L. Rodriguez

Department Advising:

Sabrina Poirier: 514-848-2424 ext. 3133 or [mie-upa@encs.concordia.ca](mailto:mie-upa@encs.concordia.ca)

### Computer Science and Software Engineering

EV Building: EV-4.139

[concordia.ca/encs/computer-science-software-engineering](http://concordia.ca/encs/computer-science-software-engineering)

Undergraduate Program Directors

Computer Science: Dr. G. Butler

Software Engineering: Dr. P. Rigby

Department Advising:

Kayla Donovan: 514-848-2424 ext. 3053 or [kayla.donovan@concordia.ca](mailto:kayla.donovan@concordia.ca)