Step 2 — Plan your timetable
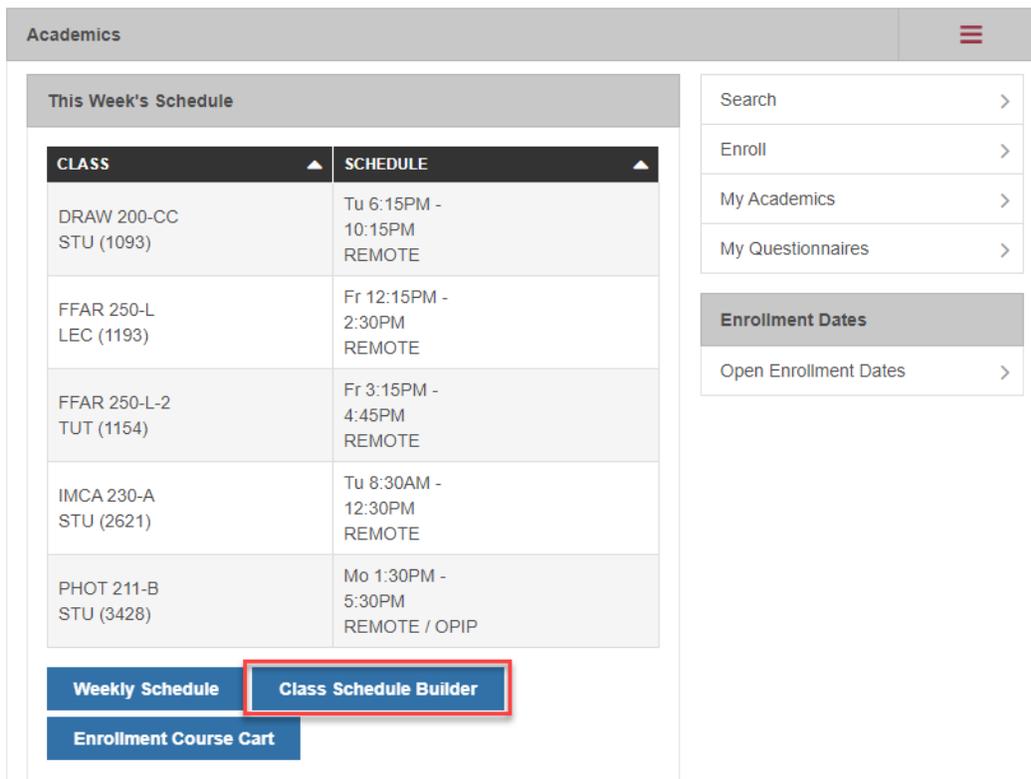
A — Use the Concordia Class Schedule Builder

The Concordia Class Schedule Builder is a tool to assist you to generate a workable personalized class schedule with ease based on the published class schedule.

Note that the tool does not register you for any courses but will allow you to add courses directly to your enrollment course cart. You will then need to follow the instructions further down this page in Step 3A – Adding Classes.

You can access the Concordia Class Schedule Builder from four different places in your student centre:

1. Student Centre Homepage

Log into the Student Information System and navigate to the Student Centre. Click the "**class schedule builder**" link shown in the image below.
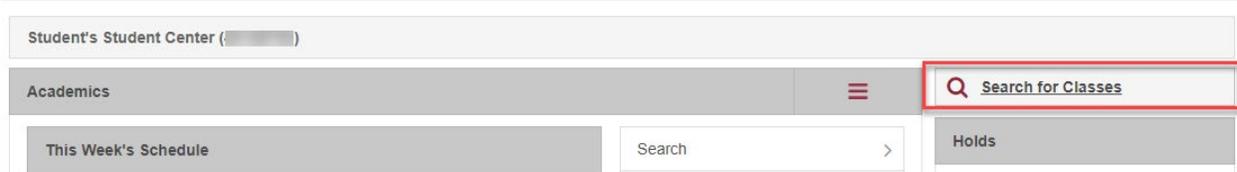
2. Class Search Page

Log into the Student Information System and navigate to the Student Centre. Click the "SEARCH FOR CLASSES" button on the top right of the page.

On the Search for Classes page, click the "SEARCH WITH CLASS SCHEDULE BUILDER" button.
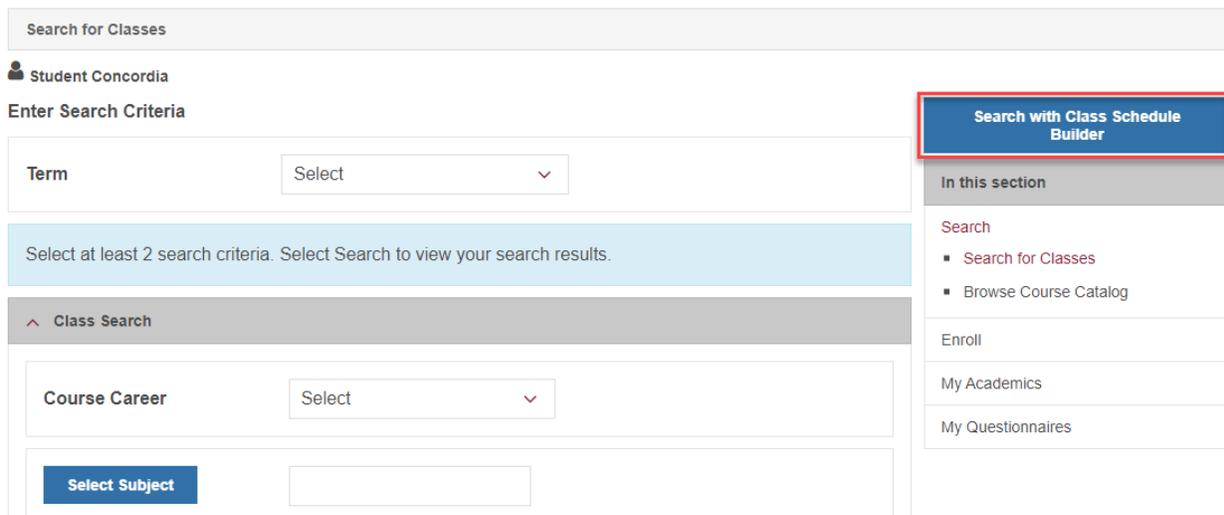
3. Enrollment Course Cart page

Log into the Student Information System and navigate to the Student Centre. Then either click the 'Enroll' or 'enrollment course cart' links. Then on the next page select the relevant term and click CONTINUE.

Once in the enrollment course cart, select the 'Class Schedule Builder' option (shown below) and click 'search'.

4. Class Schedule Page

Log into the Student Information System and navigate to the Student Centre. Click on the hamburger menu and then on "Class Schedule". Then on the next page select the relevant term and click CONTINUE.

On the 'My Class Schedule' page, select the 'View in Class Schedule Builder' tab at the top.

B — Use the class search

The **Search for classes** function is used to look for information about scheduled classes for a particular term and is generally available in early March. A variety of search criteria may be entered to narrow or broaden a search. Search results provide information such as date and time of classes, location, name of instructor, number of seats available and so on.

To search for classes:

1. Select the desired term from the drop-down menu.

Enter Search Criteria

Term	Select ⌄

Select at least 2 search criteria. Select Search to view your search results.

⌃ Class Search

Course Career	Select ⌄

Select Subject	

Course Number	

Course Level	☐ 200 ☐ 300 ☐ 400 ☐ 500
	☐ 600 ☐ 700 ☐ 800

Department or Faculty	Select ⌄

⌃ Additional Search Criteria

Class Times	[ ] 🕐 to [ ] 🕐

Days of Week	☐ Monday ☐ Tuesday ☐ Wednesday
	☐ Thursday ☐ Friday ☐ Saturday
	☐ Sunday

Instructor Last Name	

Course Keyword		EXAMPLE: STATISTICS

Class Nbr		EXAMPLE: 1136

Clear **Search**

Term Selection Example:

For a Summer class, select "Summer 2021"
For a Fall class, select "Fall 2021"

For a Winter class, select "Winter 2022"
For a Fall / Winter class, select "Fall/Winter 2021-22" (6 credit FULL YEAR classes only)
To view classes in all terms of the academic year, select "ALL TERMS (2021-2022)

NOTE: Any terms in the list that end in "(CCE Only)" will only return results for Continuing Education classes.

2. Enter search criteria into open fields:
   a. Conduct a basic search by entering information into the fields displayed under Class Search Criteria (see Basic Search Criteria table below for more information), or
   b. Conduct an advanced search by clicking the Additional Search Criteria fields (see Advanced Search Criteria table below for more information).

      NOTE: You must enter or select a minimum of two search criteria (in addition to the term selection).

3. Use the **CLEAR** button to clear information from the fields and enter new search criteria.

4. Click the **SEARCH** button to retrieve results.

5. View information returned on the **Search Results** page:
   o If you are searching in a term in which you have already enrolled, your "My Class Schedule" will be displayed.
   o A summary of the search criteria entered
   o List of classes that meet the search criteria, including class details, class name and number, section, location, days, times, instructor, term offered, availability, and status.
   o New search criteria can be entered by clicking the **NEW SEARCH** or **MODIFY SEARCH** button
   o If a class in the search results is offered in a career and term that you are active in, then you will be able to use the "select" button next to the class to add it to your Course Cart. *For example, if you are in an undergraduate program but search for a graduate class, the select button will not appear.*
   o If you are already enrolled in a class or a class is already in your enrollment course cart, the "select" button will not appear.

BASIC SEARCH CRITERIA

Term	The "*Term*" drop down refers to the term for which you are searching for class(es).
Course Career	The "*Course Career*" drop-down menu allows you to select if you want to search for classes offered to Undergraduates, Graduates, Professional Development (GradProSkills), Research, or classes in Continuing Education.
Select Subject	The green "*select subject*" button provides an alphabetical listing of all class subjects that have been offered historically (these may not

currently be offered). If you already know the abbreviation of the Class Subject, type it into the blank field beside the "select subject" button. *For example, type "ENGL" for English classes, or "FINA" for Finance classes.*

Course Number	The "*Course Number*" field narrows the search down further to a specific class. *For example, if you want to search for the POLI 202 class, you would enter "POLI" in the 'Select Subject' field above and then enter "202" into the 'Course Number' field.*
Course Level	The "*Course Level*" field allows you to search for classes at a specific level. You can select multiple levels if you wish to view a larger range of results. *For example, if you want to view all 200-level classes, select the "200" checkbox. If you want to view all 500 and 600-level classes, select both the "500" and "600" checkboxes.* NOTE: The Course Level option can only be used for credit courses. This can be combined with the 'Select subject' field or the 'Department or Faculty' field to refine results.
Department or Faculty	The "*Department or Faculty*" field allows you to search for classes offered by a specific department or faculty. *For example, to search for classes offered by the Education department, select "Education" from the drop-down menu. To search for classes offered by the Fine Arts faculty, select "FACULTY OF FINE ARTS" from the drop-down menu.* NOTE: When searching for classes offered by a Faculty, you may have to refine your search by selecting additional criteria.

ADDITIONAL SEARCH CRITERIA

Class Times	The "*Class Times*" field refers to the class start and end times. Entering a time in the first field will search for all classes starting after the time entered. Entering a time in the second field will search for all classes ending before the time entered. These fields can be used together to search for classes within a desired range. NOTE: The times should be entered in a 24-hour format. For example, if you wish to search for 7am, enter "07.00", or for 7pm, enter "19.00".
Days of the week	You can select any of the checkboxes next to the relevant day(s) of the week to include classes offered on that day in the search. NOTE: If you select a specific day, the search results will include classes that are scheduled on that day, including any classes that are split between the selected day and another day. *For example, if you select*

Location	*the "Mon" checkbox only, you will see classes scheduled on a Monday only and classes scheduled on a Monday and Wednesday.* You can use the "*Location*" field to search for any combination of 'in-person' classes scheduled at the 'Sir George Williams (Downtown)' or 'Loyola' campuses, or for 'Online Courses. NOTE: If you search only for Online classes, then any Class Times entered or Days of Week selected will be ignored.
Instructor Last Name	Search for classes taught by a specific instructor by entering the first few letters, the exact last name, or letters contained in the name.
Course Keyword	Search for a class by its title and description. Enter a full or partial keyword to return search results that include all classes with the keyword or partial keyword as part of the title or description.
Class Nbr	Enter the '*Class Nbr*' if known. This is a 4 or 5-digit class number that a class is assigned in the Student Information System. NOTE: This is not the same number as the "*Course Number*" field above.
Mode of Instruction	There are three modes of instruction at Concordia: **In Person** – In Person courses are taught in-person on a Concordia campus. **On-Line** – On-line courses are taught online and not in a classroom setting. **Blended Learning** – Blended Learning courses are a combination of in-class and online learning. Class times, locations and specific dates listed in Days/Times and Start/End Date fields will indicate which in-class meetings are required. For more information, please see the notes tab or contact the department.

C — Browse course catalog

The Browse Course Catalog feature provides access to a comprehensive listing of information about courses offered at Concordia University.

NAVIGATION: **Academics** > **Search** > **Browse Course Catalog**

To browse for courses:

1. Course List provides the opportunity to look for a particular course subject by selecting the first letter of the subject of the course:

2. Selecting a letter brings up a list of matching course subjects.

MACF - Math & Computational Finance

MANA - Management

MARA - Modern Standard Arabic

3. Selecting a particular course subject will display a list of courses available.

+

MACF - Math & Computational Finance

—

MANA - Management

COURSE NBR ▲	COURSE TITLE ▲
A	Management A LEVEL
AB	Management AB LEVEL
B	Management B LEVEL
201	Introduction to Business and Management
202	Human Behaviour in Organizations
298	Business Law

Important Note: the existence of a course on this list does not guarantee that the course is currently offered.

4. If you click on the "Course Nbr" or "Course Title" column you will be able to see the course details:

201	Introduction to Business and Management

5. The Course Detail page will identify whether or not the course has been scheduled. If it is scheduled, you will be able to "view class sections" to learn how many sections are available and when they are offered.

If a course does not have a description, please refer to the undergraduate academic calendar for further details regarding the course.

Course Detail

Career Undergraduate

Units 3.00

Grading Basis UGRD Standard Grade

Course Components Lecture

Required

Campus Concordia University

Academic Group Traditional

Academic Organization Management

Enrollment Information

Never Taken: MANA266, COMM210

Description

This course introduces students to the basic principles of management within a contemporary business context. The managerial process is explored in relation to issues such as organizational structure and innovation in large and small organizations, strategy formulation and planning, operations and marketing management. Students are exposed to in-depth industry and market analysis methods and do research pertaining to their chosen industry. The course includes basic readings in management and contemporary text from business publications. Particular focus is placed on entrepreneurship and its impact and value on economic and social systems.

NOTE: JMSB students may not take this course for credit.

NOTE: Students who have received credit for ADMI 201, ADMI 202, MANA 266, or COMM 210 may not take this course for credit.

NOTE: Students entering the BComm or BAdmin program as of September 2013 may not take this course for credit.

View Class Sections **Add to Planner**

6. Selecting the View Class Sections link displays the term in which you are considering taking the course and you can see whether or not it is being offered.

Course Schedule

Show Sections

Terms Offered   Summer 2020 ⌄

ℹ You are not eligible to enroll in term Summer 2020 at this time.

✅ OPEN   ❌ CLOSED   🕐 WAIT LIST

Section

SECTION ▲	SESSION ▲	STATUS ▲
AA-LEC (3850)	6H1	❌

« FIRST	‹ PREVIOUS	1 OF 1	NEXT ›	LAST »

Section Details

DAYS	START	END	ROOM	INSTRUCTOR	DATES
TuTh	6:30PM	9:00PM	REMOTE		04/05/2020 - 17/06/2020
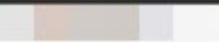
« FIRST	‹ PREVIOUS	1 OF 1	NEXT ›	LAST »