Step 3 — Registration
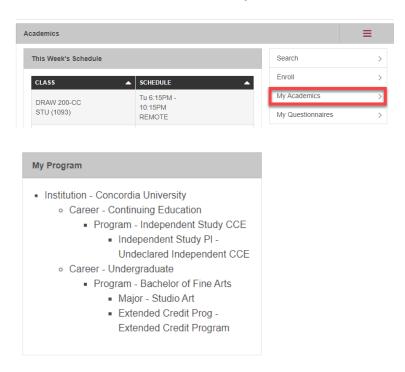
1. While departmental and faculty advisors and staff are always available to give advice and guidance, you are responsible for the completeness and correctness of your course selection and registration, and for observing the University's regulations and deadlines.

   NAVIGATION: **Academics** > **My Academics**

2. If the information concerning your program is incorrect you may contact 514-848-2424, ext. 2668 to find out how to make corrections. It is important for this information to be correct, as the wrong degree or concentration may block you from entering courses for which you are eligible.
3.
4. Address Verification – On the Student Center page, you will see your current address. If you need to correct your address or any other piece of personal information, click on the relevant area under the Personal Information banner and you will be redirected to another screen where you can make the necessary changes.

   Please note that you are responsible for providing the University with your current mailing and e-mail address. You are required to fulfill all financial and administrative obligations within the prescribed deadlines regardless of the validity of your address in our files.
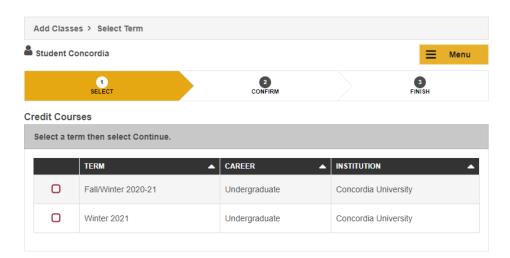
   Student Hub > Get to know your self-service portal

A — Adding classes

You can add classes to your schedule for the selected term in three easy steps with a couple of restrictions to note:

- If you have a financial hold you will not be able to register in classes until you clear the hold.
- Classes can only be added until the add/drop deadline for a given term.
- For additional information regarding the add/drop deadlines, refer to the **Term Dates and** Deadlines link in the Important Information section of the Student Center page.

NAVIGATION: **Academics** > **Enroll** > **Add**

Add Classes > Select Term

Student Concordia   ☰ Menu

```
  1           2            3
SELECT      CONFIRM       FINISH
```

Credit Courses

Select a term then select Continue.

	TERM	CAREER	INSTITUTION
☐	Fall/Winter 2020-21	Undergraduate	Concordia University
☐	Winter 2021	Undergraduate	Concordia University

- Once the add/drop deadline for a term has passed that term will no longer be available for selection.
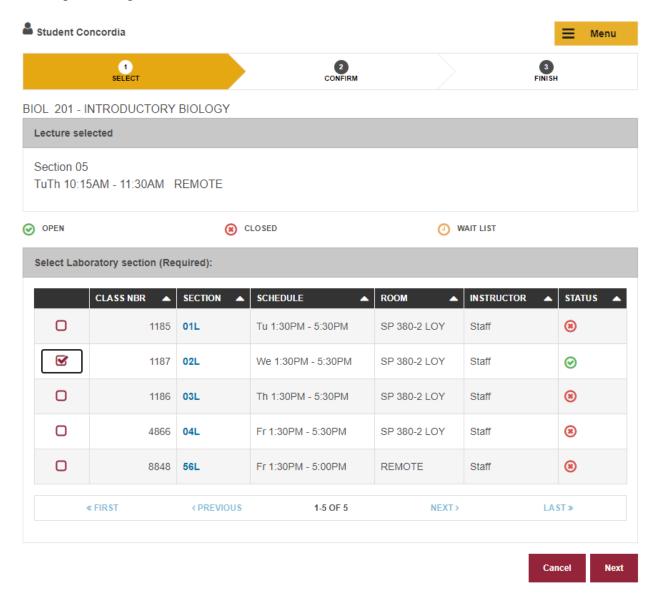
Click the **Continue** button below the grid.

Find a class to add, using one of the options displayed, or, if you know the class number, enter it into the *Enter Class Nbr* field

- **Class Schedule Builder** – refer to Step 2 A – Use the Concordia Class Schedule Builder above if you need further help.

Class Search – refer to Step 2 B – Use the Class Search above if you need further help. To view details of the course, click on the Section to obtain further information about the course.
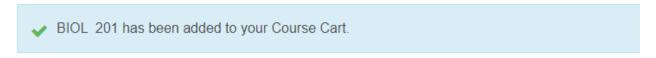
If satisfied that you wish to enroll in this course, choose "**select**".

Confirm the class information. If the section selected also requires you to register for additional components such as labs, tutorials, conferences, etc. you will be required to make that choice before proceeding further:

Once you have selected the conference, press **Next**.

You will receive confirmation that the course has been added to your Course Cart.

✔ BIOL 201 has been added to your Course Cart.

NOTE: Having a course added to your Course Cart **does not mean that you are registered** in the course. You must click on 'Proceed to Step 2 of 3' OR 'enroll' in order to go to the final confirmation page.

At this point, you may continue to add further courses to your Course Cart.

Once you have added all your required courses, you will need to click on the "**Proceed To Step 2 of 3**" button.

If your registration was successful you will see the following message:

If it was unsuccessful you will receive an error explaining what the problem is and what you must do to rectify the situation. Here is just one possible example:

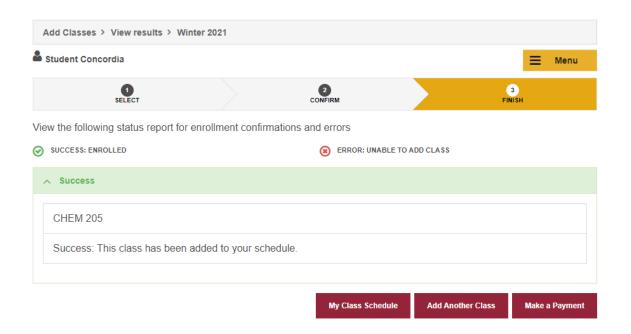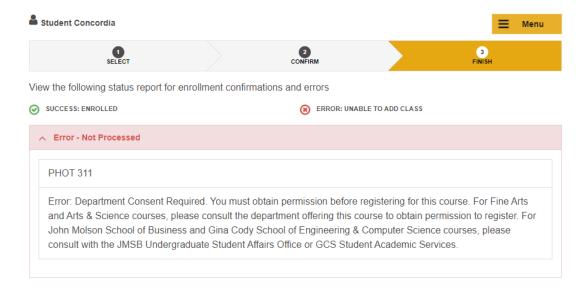For Example, the above message is informing you that Departmental Consent is required before you can register in this course. It would be necessary for you to contact the relevant Department to obtain the necessary consent. In other instances, you may be denied registration in a course that appears to have seats available. This is caused by the Department/Faculty having reserved seats for students in a particular department or program of study.

Remember to register for all terms Summer (2191), Fall (2192), Fall/Winter (2193) and Winter (2194) at the same time – do not wait until later in the Fall to register for your Winter courses as you may find them filled to capacity.

B — Dropping classes

Please note: If you only want to change sections of the same course see Step 6, C – Swapping classes.

There are three easy steps to dropping a class from your schedule but there are two different types of course withdrawals and both are controlled by deadline dates shown in the **Term Dates and Deadlines**.

Please note the following important details:

- **DNE – did not enter** – The DNE date is generally one to two weeks after the first day of classes. A withdrawal (drop) before the DNE deadline date is treated as if you were never in the course. There will be no entry on your student record for that course and you will not be charged tuition and other fees for that course. If you have already paid for the course, you will receive financial credit for course fees.
- **DISC – discontinue** – The DISC date is later in the term. A withdrawal (drop) after the DNE date, but before the DISC deadline date allows you to stop attending that course
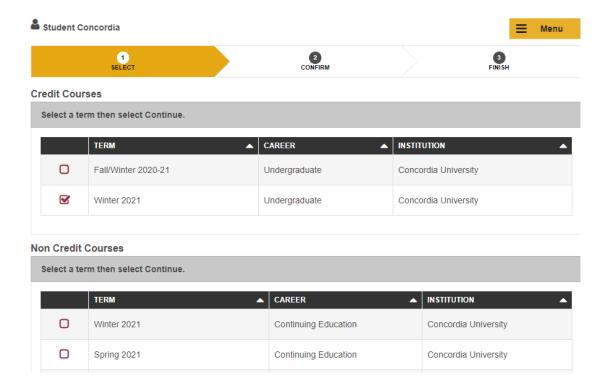
with no academic penalty. Unlike the DNE, however, the course will remain on your student record with an entry of DISC and you will be held financially responsible for the payment of 100% of tuition and other fees, including the Winter portion of a full-year course.

- Not attending classes, or informing an instructor of an intent to withdraw, does not constitute official withdrawal, nor does it entitle a student to a refund of fees or cancellation of registration. Without formally dropping the course by the appropriate academic withdrawal deadline, non-attendance of a class will result in the assignment of a failing grade.
- If you enroll in a fall term course that is a prerequisite for a winter course and later drop the fall course, the Faculty/Department involved will run a process at the beginning of the winter term to ensure that all students registered in a course with prerequisites have successfully completed that prerequisite.
- Once the add/drop deadline for a term has passed, you will not have the option to select that term.
- If you have a financial hold, you will be able to drop classes, but you will *not* be able to add classes. If you intend to replace a dropped class with a new class, ensure that all financial holds are cleared.
- For additional information regarding the add/drop deadlines, refer to the **Term Dates and** Deadlines link in the Important Information section of the Student Center page.

NAVIGATION: **Academics** > **Enroll** > **Drop**

NOTE: If you receive an error message stating "You are not authorized for self service enrollment at this time" when you click on the Drop tab, you will need to click the "change term" button and then follow the steps below.

Select a specific term from the list of current terms that are displayed in the table.

Once the add/drop deadline for a term has passed that term will no longer be available for selection from the table.

Click the **Continue** button.

All registered classes for the term will be displayed in a grid. Multi-component classes will display all registered sections.

Select the class(es) you want to drop and click the **Drop Selected Classes** button. Note that you are able to drop multiple courses at once if you wish to do so.

Change Term

👤 **Student Concordia**

☰ **Menu**

| 1 SELECT | 2 CONFIRM | 3 FINISH |

✅ ENROLLED   ❌ DROPPED   🕐 WAIT LISTED

SELECT	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
☑	**IMCA 230-A (2621)**	PERFORMAN CE ART (Studio)	Tu 8:30AM - 12:30PM	REMOTE	P. Longpré	3.00	✅
☐	**PHOT 211-B (3428)**	BLACK & WHITE PHOTO I (Studio)	Mo 1:30PM - 5:30PM	REMOTE / OPIP	J. Pedneault	3.00	✅

📅 **My Winter 2021 Class Schedule**

✅ ENROLLED   ❌ DROPPED   🕐 WAIT LISTED

CLASS ▲	DESCRIPTION ▲	DAYS/TIMES ▲	ROOM ▲	INSTRUCTOR ▲	UNITS ▲	STATUS ▲
IMCA 230-A (2621)	PERFORMANCE ART (Studio)	Tu 8:30AM - 12:30PM	REMOTE	P. Longpré	3.00	✅
PHOT 211-B (3428)	BLACK & WHITE PHOTO I (Studio)	Mo 1:30PM - 5:30PM	REMOTE / OPIP	J. Pedneault	3.00	✅

Drop Selected Classes

👤 **Student Concordia**

☰ **Menu**

| 1 SELECT | 2 CONFIRM | 3 FINISH |

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

✅ ENROLLED   ❌ DROPPED   🕐 WAIT LISTED

CLASS ▲	DESCRIPTION ▲	DAYS/TIMES ▲	ROOM ▲	INSTRUCTOR ▲	UNITS ▲	STATUS ▲
IMCA 230-A (2621)	PERFORMAN CE ART (Studio)	Tu 8:30AM - 12:30PM	REMOTE	P. Longpré	3.00	✅

Cancel   **Previous**   **Finish Dropping**

Student Concordia

☰ Menu

① SELECT ② CONFIRM ③ FINISH

View the results of your enrollment request. Please review the messages below and make changes if necessary.

✓ SUCCESS: DROPPED   ✗ ERROR: UNABLE TO DROP CLASS

∧ **Success**

IMCA 230

Success: This class has been removed from your schedule.

My Class Schedule   **Make a Payment**

Select the **My class Schedule** button to retrieve your class schedule and confirm that the class(es) are no longer shown OR if they are, that they correctly show the status as Dropped or DSC.

My Class Schedule > Winter 2021   **Change Term**

Student Concordia

☰ Menu

List View   Weekly Calendar View   View in Class Schedule Builder

∧ Class Schedule Filter Options

☑ Show Enrolled Classes   ☑ Show Dropped Classes   ☑ Show Waitlisted Classes

Filter

IMCA 230 - PERFORMANCE ART

STATUS	UNITS	GRADING	GRADE
Dropped	3.00	UGRD Standard Grade	

CLASS NBR	SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
2621	A	Studio	Tu 8:30AM - 12:30PM	REMOTE	Philomène Longpré	13/01/2021 - 20/04/2021

C — Swapping classes (including Section changes)

You can swap one course for another or one section for a different one. The process is a combination of add and drop. The swap function allows you to verify the availability of another course or section of the same course before you make a decision. There is, therefore, no risk of losing the section you have if another section is not available.

DO NOT, UNDER ANY CIRCUMSTANCES, use the drop and add features to accomplish a section change. If you drop the section that you are currently registered for and then find out that no spaces are available in other sections, you may not be able to get back into the section you were originally registered in as another student may have taken your place once you dropped the course.
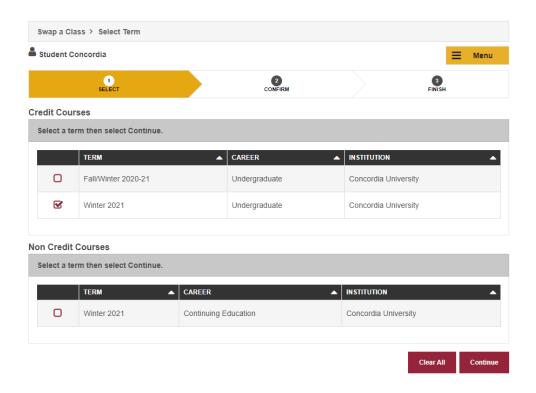
There are some restrictions attached to swapping classes:

- If you have a financial hold you will not be able to swap any classes until you clear the hold.
- Classes can only be swapped until the add/drop deadline for a given term.
- For additional information regarding the add/drop deadlines, refer to the **Term Dates and Deadlines** link in the Important Information section of the Student Center page.
- If you are not enrolled in any classes you will not have access to swap classes.
- The swap feature **should not** be used to swap between summer classes in different summer sessions. For example, do not use it to swap from a May to June course into a June to August course or from a full summer (May to August) course into either a May to June course or a June to August course.
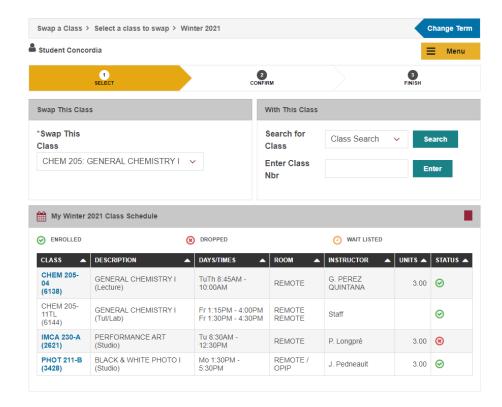
To swap a component of a multi-component class while keeping one or more of the other components (for example, swap HIST 202 Lec A, Conf AA for HIST 202 Lec A, Conf BB while keeping the same lecture) see the section entitled **Swapping Multi-Component Classes.**

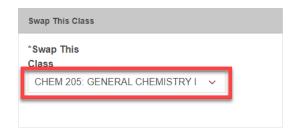NAVIGATION: **Academics** > **Enroll** > **Swap**

Select a specific term from the list of current terms that are displayed in the table.
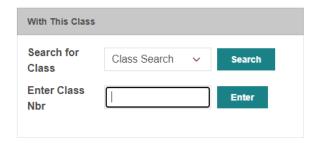
Click the **Continue** button.

The first grid on this page called, *Swap This Class*, displays a list of classes in which you are currently enrolled.

The next section, called *With This Class,* allows you to search for a class using the class search feature, or to select from your Course Cart, or to enter the Class Nbr if you already know it.

Select the class that you wish to swap from with the *Swap This Class* grid.

Select the class that you want to swap to using the *With This class* grid.

If you use the search feature and identify a course, you will be asked to choose the section you want by using the "select class" button and you are then re-directed to the Confirm your selection page.

If you Select from your Course Cart, using the select button next to that option takes you to the Confirm your selection page.

If you use the Enter Class Nrb feature and press enter you will eventually reach the Confirm your selection page.

Return

Student Concordia

☰ Menu

1 SELECT → 2 CONFIRM → 3 FINISH

∧ CHEM 205 - GENERAL CHEMISTRY I

SECTION ▲	COMPONENT ▲	TOPIC ▲	DAYS & TIMES ▲	ROOM ▲	INSTRUCTOR ▲	START/END DATE ▲
05	⊘ Lecture		WeFr 10:15AM - 11:30AM	REMOTE	GERMAN MIGUEL PEREZ QUINTANA	13/01/2021 - 20/04/2021
11TL	⊘ Tut/Lab	TUTORIAL	Fr 1:15PM - 4:00PM	REMOTE	Staff	13/01/2021 - 20/04/2021
		LABORATORY	Fr 1:30PM - 4:30PM	REMOTE	Staff	13/01/2021 - 20/04/2021

∨ **Class Preferences**

∨ **Class Notes**

Cancel Previous **Next**

Return

Student Concordia

☰ Menu

1 SELECT → 2 CONFIRM → 3 FINISH

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

Cancel **Finish Swapping**

Confirm your selection and click the **Finish Swapping** button.

If the swap is unsuccessful either follow the instructions in the error message or try another course by selecting SWAP from the menu bar:

View **My Class Schedule** to verify the status of your swap transaction:

👤 **Student Concordia** ☰ **Menu**

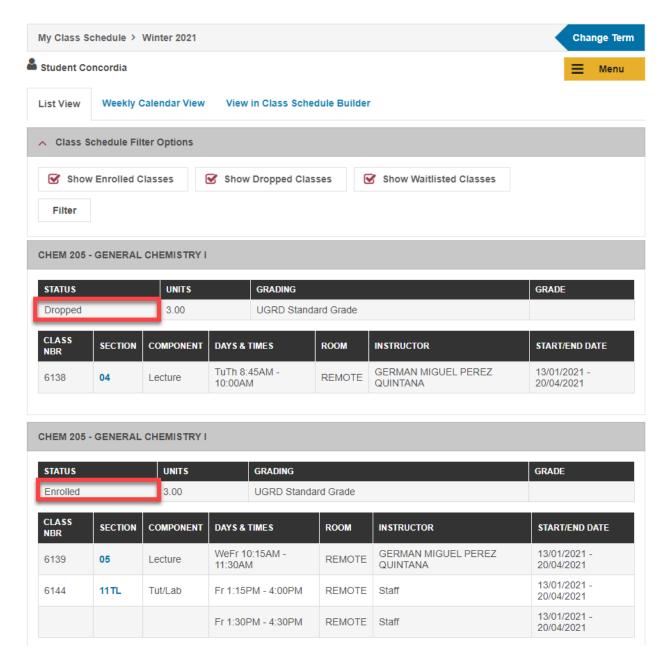**List View**   Weekly Calendar View   View in Class Schedule Builder

∧ **Class Schedule Filter Options**

☑ Show Enrolled Classes   ☑ Show Dropped Classes   ☑ Show Waitlisted Classes

Filter

CHEM 205 - GENERAL CHEMISTRY I

STATUS	UNITS	GRADING	GRADE
Dropped	3.00	UGRD Standard Grade	

CLASS NBR	SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
6138	04	Lecture	TuTh 8:45AM - 10:00AM	REMOTE	GERMAN MIGUEL PEREZ QUINTANA	13/01/2021 - 20/04/2021

CHEM 205 - GENERAL CHEMISTRY I

STATUS	UNITS	GRADING	GRADE
Enrolled	3.00	UGRD Standard Grade	

CLASS NBR	SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
6139	05	Lecture	WeFr 10:15AM - 11:30AM	REMOTE	GERMAN MIGUEL PEREZ QUINTANA	13/01/2021 - 20/04/2021
6144	11TL	Tut/Lab	Fr 1:15PM - 4:00PM	REMOTE	Staff	13/01/2021 - 20/04/2021
			Fr 1:30PM - 4:30PM	REMOTE	Staff	13/01/2021 - 20/04/2021

Swapping multi-component classes (while keeping one or more of the other components)

1. Search for the class using the search function in the *With this class* grid. You will be prompted to make a selection for all required components even if you want to keep the same sections in which you are already enrolled.
2. Confirm your selection. All related components of a class will be displayed.
3. Verify the swap transaction.
4. View **My Class Schedule** to ensure that the class has been swapped in your registration.

   PLEASE NOTE – If you try to swap one of your components for another one that is currently on a waitlist, then you will be placed on the waitlist for ALL components of the class and potentially lose your place in the class. If you do not want to take this risk, then do not use the swap feature

to swap components if your preferred component is on a waitlist.

For example:
You are currently enrolled in COMP248 Lecture U, Tutorial U UA and Laboratory UI-X. You want to stay in Lecture U and Laboratory UI-X, but swap the tutorial for U UB (which is on a waitlist). If you attempt to do this using a swap, you will lose your existing places in Lecture U, Tutorial U UA and Laboratory UI-X and be placed on the waitlist for Lecture U, Tutorial U UB and Laboratory UI-X.
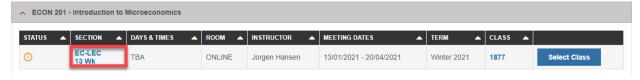

D — Wait listing classes

Once all seats in a course have been filled it may still be possible for you to add your name to a wait list. Academic departments have the choice of offering wait list seats or not. To determine which courses will allow you to add your name to a wait list:

NAVIGATION: **Academics** > **Search**

1. Select the term
2. Select the subject
3. Select the course number
4. Search

Once the results of the search are displayed, click on the Section hyperlink:

STATUS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	TERM	CLASS	
🕐	EC-LEC 13 Wk	TBA	ONLINE	Jorgen Hansen	13/01/2021 - 20/04/2021	Winter 2021	1877	**Select Class**

ECON 201 - Introduction to Microeconomics

You are now on the Class Detail page which indicates whether or not a Wait List is available for the course selected and it is also indicated what the wait list capacity is for the course and the Wait List total.

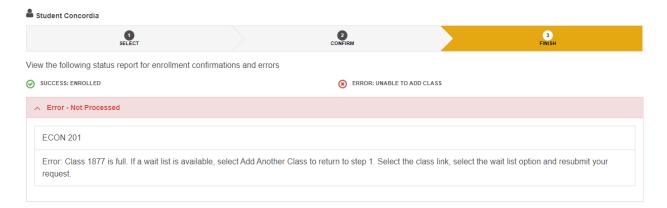| Class Availability	
Class Capacity	770
Wait List Capacity	80
Enrollment Total	770
Wait List Total	0
Available Seats	0

This tells you that 80 students can add their name to a wait list after the class capacity of 770 has been reached.

There are two scenarios under which you may add your name to a wait list.

1. You have not yet enrolled in your maximum course load so that if a seat becomes available you would be eligible to add it to your other courses for that term.
2. You have enrolled in your maximum course load but you set-up your name on a wait list using the swap feature so that if a seat does become available, you would swap one course for another.
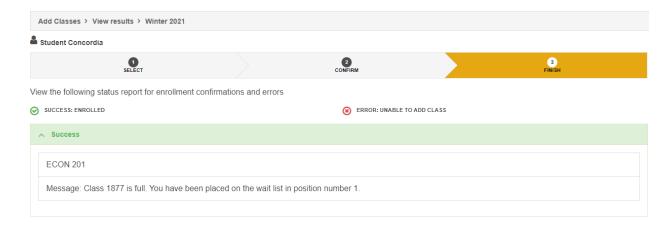
Scenario 1

You start the registration process by trying to register for ECON 201 but the course is full and you get the following error message:

You use the class search described above to see the detail of the course and determine that a wait list is available and that there is still room for you to add your name. Knowing this, you select the course again and tick the box labelled **_Wait list if class is full_** and select next.

You will see the resulting message:

Student Concordia

①
SELECT

②
CONFIRM

③
FINISH

View the following status report for enrollment confirmations and errors

✓ SUCCESS: ENROLLED   ✕ ERROR: UNABLE TO ADD CLASS

∧ **Success**

ECON 201

Message: Class 1877 is full. You have been placed on the wait list in position number 1.

If a seat opens up in this course and you satisfy all the necessary requirements you will be registered automatically and notified via e-mail accordingly. The registration in this course could take place as late as one day before the deadline to drop courses (DNE) without financial penalty.

Scenario 2

If you are permitted to enroll in 15 credits in the fall term and you have already reached that capacity but still want the possibility of entering INTE 123, you would use the *Swap This Class* grid to identify which of your courses you would swap. You would then go to the *With This Class* grid and enter the course. You will then follow the normal steps to get to the point where you identify that you want to "**Wait list if class is full**".

If a seat opens up in this course and you satisfy all the necessary requirements you will be swapped from one course to the other automatically and notified via e-mail accordingly. The registration in this course could take place as late as one day before the deadline to drop courses (DNE) without financial penalty.

Some tips about wait lists

1. You can wait list for a maximum of 6 units per term.
2. You cannot be wait listed for two sections of the same course.
3. You can remove your name from a wait list by using the **drop** feature.

Note: Adding your name to a waitlist does NOT guarantee that you will get into the class.

IMPORTANT NOTE: If you are on a waitlist for a course, it does not mean that you are actually registered for the course. You will only be registered into the course if a seat becomes available and the system registers you into the class based on your waitlist position.