



# Information Booklet

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2008–09

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For newly admitted  
undergraduate  
students

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**This guide must be used in conjunction with your offer of admission to ensure a successful registration in your program. Please read it carefully.**

## Offer of Admission



**I have received my conditional or final offer of admission.**

**What do I do now?**

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If the letter states that you must confirm your acceptance by a certain date, you should log on to the [MyConcordia.ca](http://MyConcordia.ca) portal, select "Application Centre" then click on the "view status" button to submit your confirmation.\* **Please do not wait until just before you register to confirm.**

Do not worry if there is no confirmation paragraph in your letter. Not all programs require that students confirm their acceptance.

*\*This confirmation deposit is non-refundable but will be applied towards your tuition fees if you register.*

**What happens if I do not confirm on time?**

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Many programs are very competitive and have a waiting list of applicants hoping to be admitted. If you do not confirm your acceptance by the date specified, your admission may be cancelled and your place given to someone else.

**I have received a conditional offer of admission.**

**Do I wait for a final offer before registering?**

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Since we assume that you will fulfill the conditions of your admission, you will not receive a second, final offer. You should therefore proceed with registration.

**For many newly accepted students, academic advising is required. Please refer to [page 9](#) in the booklet for important information regarding advising in your Faculty.**

**What happens if I do not meet the condition of my admission?**

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You may no longer qualify to enter the program to which you were conditionally admitted. If you feel that there are extenuating circumstances concerning the non-completion of your entry requirements which need to be considered, you should send a letter of appeal to the individual who signed your offer of admission as soon as you realize that your condition will not be met. This letter must include a detailed description of these circumstances as well as supporting documentation. Each appeal is reviewed individually.



# Transcripts

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## I have been conditionally admitted. How do I proceed regarding the submission of my final official transcripts?

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In order to verify your eligibility to register for courses, the University must review your academic record once your final grades for the current session are available.

**Official Transcript:** An official transcript is one that is sent to the Admissions Application Centre at Concordia University **directly** from the previous institution attended. Faxed copies are not considered official.

**Deadline:** The deadline date for receipt of these transcripts is **August 30 for Fall admission, January 5 for Winter admission, and April 28 for Summer admission.** If it appears that you will have difficulty meeting this deadline, please contact the individual who signed your offer of admission to discuss the matter. Please carefully note the procedures listed below with regard to the submission of these results.

**Quebec Cegep and Ontario high school students:** Please refer to the information provided in your offer of admission.

**High school applicants from outside Quebec and Ontario:** You must arrange for the submission of a final official transcript of your academic record indicating that all graduation requirements have been satisfied and that the diploma has been awarded.

**College/University transfer applicants:** You must arrange for the submission of a final transcript showing the successful completion of courses in progress. In the case of students who are being awarded a degree, the transcript must indicate that the degree has been granted.

**Sealed envelope—Express Method:** You may request that your educational institution provide **you** with a copy of your official transcript, **sealed** in an envelope which bears the name and address of the school, the institutional seal (if applicable), a notice on the envelope stating that it contains official transcripts, and with a signature/signature stamp/explanatory label placed across the seal of the envelope.

**Note:** Students whose schools are outside North America must arrange to have their transcripts mailed directly by their schools. Transcripts must be in the original language and accompanied by a certified translation in English or French.



## Where do I send my transcripts?

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If your school is mailing your transcript directly to Concordia University, it should be sent to:

**Concordia University**  
**Admissions Application Centre**  
**P.O. Box 2900**  
**Montreal, Quebec**  
**Canada H3G 2S2**

## How do I find out whether my final transcripts (or other documents) have arrived?

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You may telephone Enrolment Services at 514-848-2424 ext. 2668 to verify that your file is complete. If you have applied online, you can access your application status through the [MyConcordia.ca](https://myconcordia.ca) portal.



# Admission Changes

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## Can I defer my admission to another session?

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The acceptance is valid for one session only—Summer, Fall or Winter—unless otherwise indicated in your offer of admission, and cannot be deferred to a subsequent session. If you do not register for the session to which you were admitted, you must reapply. Documents sent in support of your original application need not be resubmitted.

## Can I make changes to my application?

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You can request to be considered for another program provided applications to the alternate program are still being considered. Any requests must be submitted in writing to Enrolment Services or by completing the form at [https://websis2.concordia.ca/admissions/change\\_form.htm](https://websis2.concordia.ca/admissions/change_form.htm).

## Can I have my file re-evaluated if I don't agree with the assessment of my exemptions, deficiencies and/or transfer credits?

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Yes, you can send a detailed written request for re-evaluation to the attention of the individual who signed your offer of admission. Appropriate supporting documentation (e.g. course outlines) must accompany your request if they have not already been provided. Do not wait until just before you register because re-evaluations cannot be done "on-the-spot".

## Should I write placement tests for science and mathematics courses?

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If you have been admitted to a Mature Entry Program or Extended Credit Program and feel that you have completed the equivalent of Concordia University introductory courses in mathematics and science (BIOL 201; CHEM 205, 206; MATH 203, 204, 205; PHYS 204, 205, 206) as part of your studies in secondary school, you may be eligible to write placement tests. For further information, please visit the Birks Student Service Centre (LB 185) at least one month before the start of classes. Tests are generally scheduled during the first week of classes.

# U/G Calendar and Class Schedule



## How do I obtain an Undergraduate Calendar and an Undergraduate Class Schedule?

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**Note: Web versions of these publications are available on Concordia's website at [www.concordia.ca/info](http://www.concordia.ca/info) under **Online Tools**.**

**The U/G Class Schedule will be available online in late February; the U/G Calendar will be available online by April 1.**

You may pick up a complimentary copy of the current U/G Calendar at the Birks Student Service Centre (LB 185) upon presentation of the card enclosed in your admission package. You may also exchange the card for an U/G Calendar at the advising office of your Cegep.

The Birks Student Service Centre and Faculty offices can also provide you with the current Summer/Fall/Winter U/G Class Schedule. The U/G Class Schedule provides details on registration dates and the days and times of the courses offered. A step-by-step guide to registering online is available at [registrar.concordia.ca/webguide](http://registrar.concordia.ca/webguide) or through the [MyConcordia.ca](http://MyConcordia.ca) portal.

## How do I know which courses to take?

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First, familiarize yourself with the sections of the U/G Calendar relating to your Faculty (Arts and Science, John Molson School of Business, Engineering and Computer Science, or Fine Arts), paying attention to your particular **degree requirements** (e.g. BA, BSc, BComm) and the **academic performance regulations**. Then turn to the section related to your department (e.g. History, Accountancy, Electrical Engineering, Cinema), where you will find the list of courses required to complete your **concentration** (e.g. Specialization in History, Major in Accountancy, Electrical Engineering Option, Minor in Film Studies).

You should also prepare a file that will include copies of letters, forms, and documents pertaining to your studies at Concordia. At this time, the file would include your letter of acceptance, copies of previous transcripts, and a tentative course schedule for the coming academic year. You are now prepared to meet with your academic adviser and start the registration process.

Students accepted to an **Extended Credit** or **Mature Entry** program may need to fulfil specific program requirements. Please refer to [page 6](#) of this guide.



## Extended Credit Program

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All students admitted to the Extended Credit Program (ECP) are required to take a minimum of 30 credits beyond those necessary for the regular program.

**Faculty of Arts and Science and John Molson School of Business:** Students accepted under the provisions of the Extended Credit Program are required to complete an additional 30 credits. Please refer to Section 31.002 (Arts and Science) or 61.20 (John Molson School of Business) of the current U/G Calendar for more information.

**Faculty of Engineering and Computer Science:** Please refer to sections 71.20.2 (Engineering) and 71.70.3 (Computer Science) of the U/G Calendar for more information.

**Faculty of Fine Arts:** Students admitted to an Extended Credit Program in Fine Arts are required to complete an additional 30 credits of free electives for the degree.



## Mature Entry Program

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### **Newly accepted Mature Entry Program (MEP) Students**

Upon receiving an offer of admission to the University and prior to registration, MEP students should follow the advising instructions listed below according to their Faculty/School. Students may also contact the Student Transition Centre to schedule an individual appointment with an advisor. An appointment may be made for either the Loyola or Sir George Williams campus by calling 514-848-2424 ext.3890.

**Faculty of Arts and Science:** Students are recommended to meet with an advisor in the Transition Centre in addition to their departmental advisors.

**John Molson School of Business:** All new students must attend the Faculty's advising session as outlined in the offer of admission. MEP students may obtain support and advice from the Transition Centre once they have attended this session.

**Engineering and Computer Science:** Students are strongly encouraged to obtain support and academic advice from the advisors at the Student Transition Centre in addition to their departmental advisors.

**Faculty of Fine Arts:** Students should contact the Office of Student Affairs for further information concerning advising.

All MEP Students need to take at least an additional 18 credits. Those in the Faculty of Engineering and Computer Science need to complete additional credits. Please refer to the appropriate Section of the Undergraduate Calendar for program requirements:

Faculty of Arts and Science: Refer to Section 14.4.1

John Molson School of Business: Refer to Section 14.4.2

Faculty of Engineering and Computer Science: Refer to Section 14.4.3

Faculty of Fine Arts: Refer to Section 14.4.4

Program requirements are also available at [web2.concordia.ca/cms](http://web2.concordia.ca/cms)

# Policies for Non-Quebec Students



The normal requirement for admission to a degree program at Concordia University is the Diploma of Collegial Studies (DEC), which is awarded upon the successful completion of a two- or three-year post-secondary program of study at a Quebec Cegep (junior college).

In the case of students educated outside Quebec, we normally accept one year of university\* study (the equivalent of 30 Concordia credits) in lieu of the aforementioned Cegep diploma. Therefore, 30 credits from those successfully completed (or in the process of being completed) at university are normally used to grant admission to a degree program. Consequently, these same credits cannot be used to grant further reduction in program length. Any relevant course equivalencies (exemptions) resulting from these credits appear on the second page of the offer of admission. Any credits successfully earned beyond the 30 credits used for entry are evaluated for transfer credit and are listed in your offer of admission.

*\*In some cases credits earned at colleges may also be evaluated in this same manner.*

## Exemptions/Deficiencies/Transfer Credits



**Exemptions:** An exemption is based on successful completion of certain courses and the attainment, when indicated, of a minimum grade. An exemption is not counted as a credit towards a degree and therefore does not reduce program length. An exemption permits a student to register in an advanced course for which the exempted course is a prerequisite.

Exemptions given for a program-required course must be replaced by another course in the department in consultation with a departmental adviser (e.g. SOCI 203).

**Courses for which you have been awarded an exemption may NOT be taken for credits.**

Cegep courses for which exemptions may be awarded, and the comparable Concordia courses, are listed on [pages 21 to 23](#). Where no minimum grade requirement is shown, a minimum grade of 60% is sufficient to receive the exemption. If a higher grade is required, it is indicated after the Cegep course number.

Students may be granted an exemption for COMP 201, FRAN 211, and MATH 201 and 206 based on the successful completion of the Senior Matriculation (Grade 12) level course.

**Deficiencies:** A deficiency is a course required for your program. Courses marked with an “A” or “B” indicate that you must choose one of the two courses shown.

**Transfer Credits:** Transfer credits normally reduce the minimum program length. However, all degree and program requirements must be met. Where awarded, an A-level credit represents unspecified credit at the 200 level; a B-level credit represents unspecified credit at or above the 300 level.



## University Writing Test

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The University Writing Test (UWT) is a test of students' writing skills. It is mandatory for all students to write the test, with exception of those who pass designated writing courses (ENGL 212 and JOUR 201) with a grade of C- or better.

All students must write the UWT **before completing 30 credits** at Concordia University except for students with ESL deficiencies\*. The test may be written in English or in French. Students have a maximum of two attempts and if they do not succeed, they must register for writing courses at the appropriate level as soon as registration is possible.

Engineering and Computer Science students may satisfy the UWT/EWT requirement by completing ENCS 272 or by passing the challenge exam. For more information and about the EWT, visit [www.encs.concordia.ca/scs/content/EDCT.htm](http://www.encs.concordia.ca/scs/content/EDCT.htm) and for a FAQ sheet, visit [www.encs.concordia.ca/scs/content/TestInformation.doc](http://www.encs.concordia.ca/scs/content/TestInformation.doc).

For more UWT information, please consult [web2.concordia.ca/uwt](http://web2.concordia.ca/uwt).

\* Students requiring ESL courses should only write the UWT once they have successfully completed ESL 209.



## General Education Requirement

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All students admitted to an undergraduate degree program must meet the General Education requirement in order to graduate. General Education courses are meant to complement disciplinary-based studies, thereby lending breadth to the learning experience.

This requirement varies from one Faculty to another, so students are directed to seek further information from the following websites and sections of the Undergraduate Calendar.

### **Faculty of Arts and Science:**

Section 31.004 *General Education*

[artsandscience1.concordia.ca](http://artsandscience1.concordia.ca)

[artsandscience1.concordia.ca/general\\_education](http://artsandscience1.concordia.ca/general_education)

### **John Molson School of Business:**

Section 61.21.1 *General Education Requirement*

### **Faculty of Engineering and Computer Science:**

Section 71.20.5 *Degree Requirements* and

Section 71.20.6 *Complementary Studies*

### **Faculty of Fine Arts:**

Section 81.20.1 *BFA Degree Requirements*



## How do I meet with an adviser?

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The procedure depends on the faculty to which you have been admitted. Detailed information is provided in the online registration guide at [registrar.concordia.ca/webguide](http://registrar.concordia.ca/webguide) or through the [MyConcordia.ca](http://MyConcordia.ca) portal.

If you have been accepted to a program offered by the **Faculty of Arts and Science**, you must meet with your departmental adviser **prior to registering**. The advisers' telephone numbers are listed on [pages 24 to 26](#) of this booklet. The Academic Advising Guide for students in the Faculty of Arts and Science can be accessed at [artsandscience1.concordia.ca/studentaffairs/documents/P8873-AS-AcademicWEB.pdf](http://artsandscience1.concordia.ca/studentaffairs/documents/P8873-AS-AcademicWEB.pdf). This guide provides information on such topics as academic terms and regulations, how to read your transcript, academic performance regulations, how to calculate your grade point average (GPA), and graduation checklist.

Advisers' telephone numbers for students admitted to the **Mature Entry Program (MEP)** are listed on [page 26](#). (Student Transition Centre)

If you have been accepted to a program offered by the **John Molson School of Business**, your acceptance letter contains information about an information/advising session which you must attend prior to registration.

If you have been accepted to a program offered by the **Faculty of Engineering and Computer Science**, your acceptance letter contains information about an information/advising session.

If you have been accepted to a program in the **Faculty of Fine Arts**, your acceptance letter contains information regarding how to obtain advising and registration information.

**DO NOT FORGET TO TAKE YOUR OFFER OF ADMISSION AND TRANSCRIPTS TO YOUR ADVISING SESSION.**



## College, Co-op, Institute or School

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### When will I hear if I have been accepted to a University College, Co-op, Institute, or School?

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All applicants to the Simone de Beauvoir Institute and the Loyola International College are granted automatic acceptance at the time of their admission to the University.

Applicants to the Institute for Co-operative Education, Liberal Arts College, Science College, and the School of Community and Public Affairs are considered by the individual College or Institute which will notify students directly once a decision has been made.

If you have been admitted to one of the **Colleges** (e.g. Science College, Liberal Arts College, Simone de Beauvoir Institute), you should also contact the **college adviser**. Telephone numbers are on [page 26](#).



## How and when do I register?

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Students admitted for September may begin to register in April for their **Fall and Winter courses**. January entrants may begin registering once they have received academic advising. Students admitted for Summer may begin to register March 20 for Summer courses and April 18 for Fall courses. All students register on line through the [MyConcordia.ca](http://MyConcordia.ca) portal.

Due to limited course selection in the Summer terms, it may not be possible to obtain a full course load in certain programs. Students are therefore encouraged to register as early as possible for Summer courses.

Complete instructions can be found online at [registrar.concordia.ca/webguide](http://registrar.concordia.ca/webguide) or through the [MyConcordia.ca](http://MyConcordia.ca) portal. **Do not wait until January to register for the Winter Term, as course selection will be very limited.**

Know your financial obligations and be sure to pay your fees on or before the appropriate deadlines. Website: [TuitionAndFees.concordia.ca/u\\_deadlines](http://TuitionAndFees.concordia.ca/u_deadlines)

## What if I live out of town?

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Students admitted to the **Faculty of Arts and Science** may contact their department to request academic advising via the telephone. Where further assistance or information is required, students can contact Student Academic Services.

Students admitted to the **Faculty of Engineering and Computer Science** should refer to the orientation/advising information provided in the acceptance letter.

Students admitted to the **John Molson School of Business** may make alternate advising arrangements by sending an e-mail to [intlcomm@jmsb.concordia.ca](mailto:intlcomm@jmsb.concordia.ca)

Students admitted to the **Faculty of Fine Arts** should consult the Advising and Registration Guide for New Students available on the web. Please consult your acceptance letter for the specific website address.

## Can I make adjustments to my timetable after registration?

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Yes, you may access the [MyConcordia.ca](http://MyConcordia.ca) portal as many times as you need in order to try to obtain the best possible schedule.

## How do I drop a course or cancel my registration?

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If you wish to drop a course or cancel your registration, you must do so by accessing the [MyConcordia.ca](http://MyConcordia.ca) portal **before the deadlines** which are published in the U/G Calendar, and the U/G Class Schedule.

**Note: You must drop a course formally; merely not attending class does not suffice and will lead to a failing grade on your record as well as responsibility for paying full fees for the course.**



## Registration

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General Concordia Phone Number

514-848-2424

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**Registration  
Helpline**

**webreg@alcor.concordia.ca  
Extension 2100**

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**Faculty**

**Advising**

**Helpline**

**Fax**

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**Arts & Science**

[artsnsci@alcor.concordia.ca](mailto:artsnsci@alcor.concordia.ca)

Ext. 2104

Ext. 2104

514-848-3092

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**John Molson School of Business**

[webreghelp@jmsb.concordia.ca](mailto:webreghelp@jmsb.concordia.ca)

Ext. 2721

Ext. 8712

514-848-2822

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**Engineering & Computer Science**

[webreghelp@encs.concordia.ca](mailto:webreghelp@encs.concordia.ca)

Ext. 3055

Ext. 8716

514-848-8646

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**Fine Arts**

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

Ext. 4612

Ext. 4612

514-848-7959

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## I.D. Card & Classroom Location

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How do I get an I.D. card?

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Once you have completed your registration, you should have your **I.D. card** made at the Birks Student Service Centre (LB 185). Details regarding the availability of this service can be found online at [registrar.concordia.ca/webguide](http://registrar.concordia.ca/webguide) or through the [MyConcordia.ca](http://MyConcordia.ca) portal.

How do I know where my classes are being held?

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This information is available on the [MyConcordia.ca](http://MyConcordia.ca) portal.

# Fee Payment, Loans & Bursaries



## Can I pay my fees with cash?

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Concordia University does not accept cash payments for student tuition and other fees. Payments can be made: at any chartered bank (in Canada) and via the bank's telephone and Internet banking services; through the [MyConcordia.ca](https://my.concordia.ca) portal; by mail or in person at the Birks Student Service Centre (LB 185) by debit card (Interac), MasterCard, Visa, certified cheque, money order, or personal cheque payable to Concordia University.

## How do I pick up my loan or bursary?

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This information is available on the [MyConcordia.ca](https://my.concordia.ca) portal. If the screen shows that there is no payment available for you, and you think that there might be a problem, you can call Financial Aid at 514-848-2424 ext. 3507.

## When must I pay my tuition fees?

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This information is available on Concordia's website at [TuitionAndFees.concordia.ca](https://tuitionandfees.concordia.ca).

# Permanent Code



## What is a permanent code and do I need one?

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A permanent code is a unique identifying number assigned to each student by the Quebec Ministry of Education. All students for whom the University receives funding are required to submit an existing permanent code or, if they do not have one, to submit a permanent code data form and accompanying documents (birth certificate, record of landing, or student authorization) to the Office of the Registrar which will forward this information to the Ministry so they can create a code.

Students who do not have a permanent code at the time of admission will be sent permanent code information with their letter of acceptance.

Students who do not provide a valid permanent code or acceptable documents to create one by the deadline date will be billed a permanent code surcharge.

Information is also available on the web at [PermanentCode.concordia.ca](https://PermanentCode.concordia.ca).



## Differential Fees

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### What are French program fee exemptions?

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Students who are Canadian citizens or permanent residents but do not have Quebec residency status may be exempted from the differential fees for some of the courses they would be taking if they are registered full-time in certain programs of study in French Language or Literature.

Students taking individual French courses as electives or as part of a French Minor or Certificate may also be exempted from the differential fees for those specific courses.

For further information, please consult our website [FrenchProgramExemption.concordia.ca](https://www.concordia.ca/french-program-exemption).

### What are non-Quebec residency fees?

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Canadian Citizens or Permanent Residents who are not Quebec residents according to Quebec Ministry of Education criteria are charged an additional differential fee per credit. This fee is collected by Quebec universities and remitted to the Ministry of Education.

For further information, please consult our website [QuebecResidency.concordia.ca](https://www.concordia.ca/quebec-residency).

### How do I prove my Quebec residency?

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Students who were born in Quebec or who are coded as Quebec residents on their electronic Cegep transcripts will be exempted from the above fees.

All other students who are Canadian Citizens or Permanent Residents and who wish to qualify as Quebec residents must provide documentation which fits into one of the Quebec Ministry of Education provincial residency categories.

Students can apply for Quebec residency status and upload supporting documents by logging into the [MyConcordia.ca](https://my.concordia.ca) portal and selecting "Student Services" and "Quebec Residency Application."

New students who are not automatically exempted at the time of their admission will receive information about these categories along with their acceptance letter.

If none of the categories apply to you, you will be deemed a "non-Quebec resident" and will be required to pay the extra fees.



## Counselling and Development [cdev.concordia.ca](http://cdev.concordia.ca)

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Counselling and Development provides services to all undergraduate and graduate students. Students can benefit from Counselling and Psychological Services, Student Learning Services, Career and Placement Services and the services provided by the Student Success Program Centre, which includes the New Student Program Office. Services are offered on an individual (by appointment) basis, in groups and through outreach activities such as fairs and information tables.

SGW

Hall Building, room H 440

Tel: 514-848-2424, ext. 3545

LOY

Administration Building, room AD 103

Tel: 514-848-2424, ext. 3555

## Counselling and Psychological Services [counselling.concordia.ca](http://counselling.concordia.ca)

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Psychologists and professional counselors are available to students for psychotherapy to discuss personal concerns (depression, anxiety, relationships, loss, sexuality, etc.). Other services include educational and career planning, and life skills development (stress management, assertiveness training, conflict resolution, etc.). Students can also take advantage of a variety of psychological and vocational tests to gain greater self-awareness and assist them in their educational and career planning. Immediate response to students in crisis is also available. All services are completely confidential.

## Student Learning Services [learning.concordia.ca](http://learning.concordia.ca)

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Learning assistance is offered by Learning and Study Skills Specialists who help students improve their study skills and learning strategies to meet university demands. Services cover, but are not limited to, academic reading and writing, critical thinking, note-taking, problem solving, oral presentations, exam preparation and time management. Services also include peer assistance in writing, math, language practice (English and French) and course specific study groups.

## Career and Placement Services [caps.concordia.ca](http://caps.concordia.ca)

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Career and Placement Services professionals' help students explore career options, improve job-hunting skills (interview preparation, résumé writing, cover letters, networking, etc.) and connect students with employers through job postings, on-campus recruitment, career fairs and career panels.

SGW

EN Building, room EN-109

Tel.: 514-848-2424, ext. 7345



## Services for Students

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### Student Success Program Centre [studentsuccess.concordia.ca](http://studentsuccess.concordia.ca)

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The Student Success Program Centre houses the New Student Program Office (NSP) and also provides a variety of services to help all undergraduate and graduate students achieve success in their university studies. Services include first-year orientation and transition programs, educational counselling, peer mentoring, subject-specific tutoring and study groups, resource materials, access to peer support, general information and referrals.

SGW

Hall Building, room H-481

Tel: 514-848-2424, ext. 7369

Email: [success@alcor.concordia.ca](mailto:success@alcor.concordia.ca)

LOY

Administration Building, room AD-101

### What is the New Student Program Office? [newstudent.concordia.ca](http://newstudent.concordia.ca)

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The New Student Program Office (NSP) is part of the Student Success Program Centre in Counselling and Development. The NSP helps new students make a successful transition to university and provides support to new students throughout their first academic year. The NSP offers a variety of orientation and first year transition programs: Discover Concordia Orientation welcomes new students to Concordia and familiarizes them with the University's facilities and vast network of support services. The Student Success Check-up helps students identify their own strengths and potential challenges as they begin their university studies and connects them with services to address their specific needs. Start Right Orientation and First Year Experience Seminars provide students with strategies for personal and academic success. The Student Success Mentor-tutors provide ongoing peer support, including subject-specific tutoring and general strategies for university success.

LOY

Administration Building, room AD-101

Tel: 514-848-2424, ext. 4330

Email: [nsp@alcor.concordia.ca](mailto:nsp@alcor.concordia.ca)



# Services for Students

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## What services are available for students with disabilities?

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Students with visual or hearing impairments, mobility limitations, or learning disabilities may require special services while studying at Concordia. Services include orientation sessions, individual academic support and advising, alternative media transcription, volunteer reader services and classroom relocation for mobility impaired students. Tape recorders, FM personal systems, and personal computers with voice and Braille output are available for on campus use. All students with disabilities are advised to contact the Access Centre for Students with Disabilities (ACSD) as early as possible for assistance in meeting their special needs. In particular, students using interpreter services, attendant care, or requiring identification letters to be sent to their professors from the ACSD, must contact the Office prior to the beginning of classes.

While not every learning disability can be effectively accommodated within a university setting, learning strategies and, where appropriate, special assistance to support students in their academic program will be offered to students with a documented Learning Disability.

### **Special accommodations for examination**

Students requiring special accommodation for examinations must contact the department at the beginning of each semester. All arrangements are contingent upon submission of appropriate documentation. It is the responsibility of the student to submit recent documentation, request exam accommodations, and verify specific exam arrangements with the Access Centre for Students with Disabilities. All accommodations must be exam specific as well as disability specific.

### **Policy on Accessibility for Students with Disabilities:**

[secretariat.concordia.ca/policies/vrs/en/VRS-14.pdf](http://secretariat.concordia.ca/policies/vrs/en/VRS-14.pdf)

For more information, contact the Access Centre for Students with Disabilities:

#### **Sir George Williams Campus**

Hall Building  
Room H 580  
Tel: 514-848-2424 ext. 3525  
Voice & TDD

#### **Loyola Campus**

Administration Building  
Room AD 131  
Tel: 514-848-2424 ext. 3536  
Voice & TDD

[SupportServices.concordia.ca/disabilities](http://SupportServices.concordia.ca/disabilities)



# Services for Students

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## What Health Services are Available?

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Health Services is an on-campus clinic and health promotion centre. The staff, which includes nurses, general practitioners, consulting psychiatrists, psychotherapists, support staff, and health educators work collaboratively to provide students with high-quality, personalized health care and health education.

All services are strictly confidential. Information can only be released with the student's written authorization. This policy applies regardless of whether the information is requested by family members, community physicians, therapists or University officials.

Health Services offers a wide variety of services including clinical services, mental health, health promotion and wellness. Health promotion programs include education on health issues such as safer sex, nutrition, healthy weight, body image, alcohol, drugs, stress management, smoking cessation, and more. The health educators are also available to give presentations to groups or classes.

Health Services offers many pamphlets as well as a lending library that includes over 500 books, videos, CDs, DVDs, and relaxation tapes. For those services that are not offered, such as dental care and eye care, Health Services can provide you with the names of resources that are located in the vicinity. Students may call ahead to make an appointment for predictable issues or concerns, such as physical examination, prescription renewal or health education. For more urgent health care needs, students may come into one of the walk-in clinics where patients are seen on a first-come, first-served basis.

## Health Services Locations and Hours of Operation

### Sir George Williams Campus

2155 Guy Street (Annex ER)  
Room 407

Tel: 514-848-2424 ext. 3565

Fax: 514-848-2834

Hours: M–F 9 a.m.–5 p.m.

**Web:** [health.concordia.ca](http://health.concordia.ca)

**Email:** [healthy@alcor.concordia.ca](mailto:healthy@alcor.concordia.ca)

### Loyola Campus

Administration Building (AD)  
Room 103

Tel: 514-848-2424 ext. 3575

Fax: 514-848-4533

Hours: M–F 9 a.m.–4:30 p.m.

*Closed for lunch between  
11:30 a.m. and 1:00 p.m.*



## What services are available for international students?

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The International Students Office recognizes that individuals from different cultures and educational systems have different needs. Its staff provides students with pertinent services in a warm and welcoming atmosphere. Services include orientation sessions, coordination of campus and community services for international students, assistance with academic and para-academic problems and emergencies, assistance with immigration matters, administration of emergency loans, liaison with sponsoring agencies and governmental sponsors, transfer of funds, and matters related to the health insurance plan.

**All new international students are encouraged to visit the International Students Office as soon as they arrive on campus to receive an information package and for assistance in meeting their special needs. Students are also required to provide a copy of their CAQ (Quebec Certificate of Acceptance) and their Study Permit to the International Students Office. International students are required to have health insurance coverage.** For more detailed information, see the *Information Guide for International Students* or contact the International Students Office:

### **Sir George Williams Campus**

Hall Building  
Room H 653

Tel: 514-848-2424 ext. 3515

[SupportServices.concordia.ca/iso](http://SupportServices.concordia.ca/iso)



## Services for Students

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### What services are available for First Nations, Métis and Inuit?

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The Centre for Native Education offers support services and resources to First Nations, Métis and Inuit students at Concordia. The Centre is a welcoming space where Native students can meet to plan social activities or just relax between classes. An Elder is available for group or individual consultation on a part-time weekly basis. Staff is available to address individual needs. They also provide academic advising and referrals. The Centre for Native Education supports and encourages all Native students at Concordia to continue with their program and achieve their highest potential at the University.

Native students can access the Centre's programs and services, including a study room, a computer room, and tutoring.

The Centre also seeks to raise awareness of Native issues and to increase the knowledge of Native cultures among the Concordia community. The Centre has a documentation centre that all Concordia students, faculty, and staff can consult.

For more information, contact the Centre for Native Education:

**Sir George Williams Campus**

Hall Building  
Room H 641

Tel: 514-848-2424 ext. 7327

[SupportServices.concordia.ca/NativeCentre](http://SupportServices.concordia.ca/NativeCentre)

# Cegep Course Equivalencies



**It is your responsibility to consult the following pages to make sure you do not register for courses for which you are entitled to an exemption.**

If your transcript contains courses which have letters in the course codes, they may not have been evaluated for equivalencies. If you believe that you are entitled to an exemption which is not listed on your acceptance letter but appears among those courses listed below, please submit to the Office of the Registrar a photocopy of the course number, title and course description from your Cegep and indicate the exemption(s) for which you wish to be considered. This information should be submitted as soon as possible and prior to registration.

<b>Subject</b>	<b>Cegep Course No.</b>	<b>Exempted from Concordia Course #</b>
<b>Accountancy</b>	410-101 (80%) and 410-201 (80%)	ACCO 230 COMM 217
	410-110 (80%) and 410-210 (80%)	ACCO 230 COMM 217
<b>Biology</b>	101-301 or 101-NYA	BIOL 201
<b>Chemistry</b>	202-101 or 202-NYA	CHEM 205
	202-201 or 202-NYB	CHEM 206
	202-935 plus two of 150-360 150-500 150-600	CHEM 205
	202-202	CHEM 221
	202-302	CHEM 222
<b>Computer Science</b>	Any Computer Science course (420)	COMP 201
<b>Economics</b>	Macro Economics (75%)	ECON 203
	Micro Economics (75%)	ECON 201
<b>French</b>	Any 602-200 level course	FRAN 211
	Any 602-300 level course	FRAN 212
	Any 602-400 or 602-900 level course	FRAN 215
<b>Any 601 level course or attendance at a French Cegep</b>	<b>Note:</b> In addition, students who have completed courses at the 900 level may apply a maximum of six credits in courses numbered FRAN 302 to 319 towards their degree at Concordia University.  Students who have completed French courses in the 601 series or who have attended a French Cegep register for 400 level French courses at Concordia University.	

<b>Geology (applied)</b>	205-901 or 221-230	CIVI 231
<b>German</b>	609-201 (75%) or 609-301 or any 3	GERM 201
	609-401 or 609-901 or any 4	GERM 200 GERM 202
<b>Hebrew</b>	611-101 and 611-201	HEBR 210
	611-301 and 611-401	HEBR 250
<b>Italian</b>	608-201 or 608-301 or any 2	ITAL 201
	608-401 or 608-901 or any 2	ITAL 200 ITAL 202
<b>Mathematics</b>	201-311 or 201-004 or 201-171	MATH 201 MATH 206
	201-101 or 201-102	MATH 202
	201-103 or 201-NYA or 201-271 (80%)	MATH 203
	201-103 (70%) or 201-NYA (70%) or 201-271 (80%)	MATH 209
	201-105 or 201-NYC	MATH 204
	201-105 (70%) or 201-NYC (70%)	MATH 208
	201-203 or 201-NYB	MATH 205
	201-205 (80%)	MAST 234 or MATH 251
	201-302 (70%)	MATH 208
	201-303 (80%)	MAST 218 or MATH 264
<b>Music</b>	550-102 plus 550-202 and 550-302 and 550-402	MHIS 200
	551-111 plus 551-211 and 551-311 and 551-411	MHIS 200
<b>Philosophy</b>	Four Philosophy courses (340)	PHIL 201

<b>Physics</b>	203-101 or 203-102 or 203-NYA	PHYS 204 PHYS 224
	203-103 plus 203-966 or 203-967	PHYS 204 PHYS 224
	203-201 or 203-202 or 203-NYB	PHYS 205 PHYS 225
	203-301 or 203-302 or 203-NYC	PHYS 206 PHYS 226
<b>Psychology</b>	350-101 (75%) or 350-102 (75%)	PSYC 200
	350-101 or 350-102 plus another Psychology	PSYC 200
<b>Sociology</b>	387-960 or 387-961	SOCI 203 SOCZ 203
<b>Spanish</b>	607-201 or 607-301 or any 2	SPAN 201
	607-401 or 607-901 or any 4	SPAN 200 SPAN 202
<b>Statistics</b>	201-300 (75%) plus 360-300 (75%)	PSYC 315
	360-300 (75%)	SOCI 212
<b>Surveying</b>	221-120 and 221-220	CIVI 271



<b>Faculty of Arts and Science</b>	<b>Extension</b>
Adult Education	2029
Anthropology	2140
Applied Human Sciences	2260 or 3330
Biology	3400
Canadian Irish Studies	8711
Chemistry and Biochemistry	3366
Classics, Modern Languages (German, Italian, Modern Arabic Language and Culture, Modern Mandarin Chinese Language (Mandarin) and Culture, and Spanish) and Linguistics	2300
Communication Studies	2554
Community and Ethnic Studies	2140
Community, Public Affairs and Policy Studies	2579
Community Service	2260 or 3330
Economics	3903
Education (Child Studies Early; Childhood and Elementary Education; Teaching English as a Second Language)	2031
English/Creative Writing	2340
<i>Études françaises</i>	7500
Exercise Science	3327
Family Life Education	2260 or 3330
General Certificate in Arts and Science	2104
Geography, Planning and Environment	2050
History	2435
Human Relations	2260 or 3330
Individually Structured Program	2104
Journalism	2465
Leisure Sciences	2260 or 3330
Mathematics and Statistics	3222
Philosophy	2500
Physics	3270
Political Science	2105
Psychology	2223
Religion	2065
Sociology	2140

Southern Asia Studies	2065
Theological Studies/Pastoral Ministry	2475
Therapeutic Recreation	2260 or 3330
Urban Studies	2050
Women's Studies	2370

### **John Molson School of Business**

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Undergraduate Student Affairs Office	2721
Registration Helpline	8712
Academic Advising	2721
Coordinator, International Students	4118
Assistant, Co-op Programs	4117

### **Faculty of Engineering and Computer Science**

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Student Academic Services	3055
Computer Science (Software Engineering)	3053
Building Engineering	3200
Civil Engineering	7800
Electrical and Computer Engineering	3102
Environmental Engineering	7800
Mechanical and Industrial Engineering	3125
Software Engineering	3053

### **Faculty of Fine Arts**

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Office of Student Affairs	4612
Art Education	4646
Art History	4700
Cinema	4666
Contemporary Dance	4740
Design and Computation Arts	4626
Interdisciplinary Studies in Sexuality	4654

Music	4705
Studio Arts:	4262 or 4263
Ceramics	
Fibres	
Intermedia/Cyberarts	
Painting and Drawing	
Photography	
Print Media	
Sculpture	
Studio Art	
Theatre	4747

**Colleges, Co-op, Institute, and School**

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Institute for Co-operative Education	<a href="http://www.co-op.concordia.ca">www.co-op.concordia.ca</a>	3950
Liberal Arts College		2565
Loyola International College		2125
School of Community and Public Affairs		2575
Science College		2595
Simone de Beauvoir Institute		2370

**Student Transition Centre**

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# Administrative Offices



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<b>General Phone Number</b>	<b>514-848-2424</b>
<b>Web Address</b>	<b>www.concordia.ca</b>
<b>Student Portal</b>	<b>MyConcordia.ca</b>

## Extension

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### BIRKS STUDENT SERVICE CENTRE

<b>Location</b>	SGW-LB 185 1400 de Maisonneuve Blvd W.	
<b>Mailing Address</b>	P.O. Box 2900, Montreal, Quebec, H3G 2S2	
<b>Office Hours</b>	Monday–Thursday: 10:00–19:00 Friday: 9:00–18:00* *Subject to change during Summer Hours.	
<b>Admissions Information</b>		2668
<b>Enrolment Services</b>		2668
<b>Fax</b>		848-2621
<b>Financial Aid (LB 085)</b>		3507
<b>Student Accounts (SGW H 541)</b>		4900

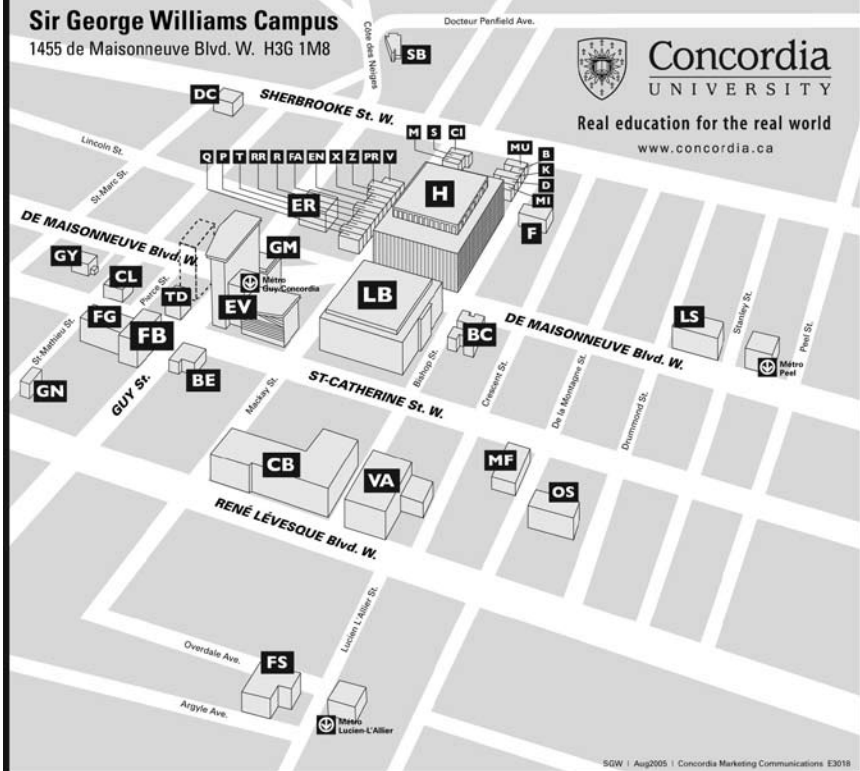
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<b>Registration Helpline</b>	<a href="mailto:WebReg@alcor.concordia.ca">WebReg@alcor.concordia.ca</a>	2100
<b>Classroom Locations</b> (First week of each term only)		8767
<b>Dean of Students</b>	SGW-H 637 1455 de Maisonneuve Blvd W.	3517
	LOY-AD 121 7141 Sherbrooke St. W.	4239
<b>International Students Office</b>	SGW-H 653 1455 de Maisonneuve Blvd W.	3515
<b>New Student Program Office</b>	LOY-AD 103 7141 Sherbrooke St. W.	4330

<b>Office for Students with Disabilities</b>	SGW-H 580 1455 de Maisonneuve Blvd W.	3525
	LOY-AD 130 7141 Sherbrooke St. W.	3536
<b>Residence Office</b>	LOY-HA 157 7141 Sherbrooke St. W.	4755
<b>Student Success Centre</b>	SGW-H 481 1455 de Maisonneuve Blvd W.	7369
	LOY-AD 101 7141 Sherbrooke St. W.	7369

## Sir George Williams Campus

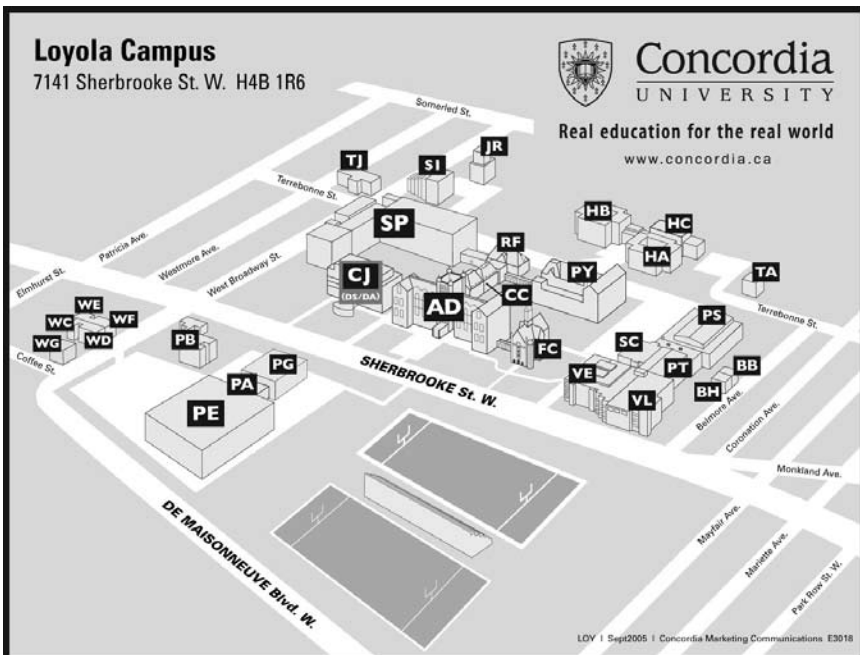
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SGW | Aug2005 | Concordia Marketing Communications E3018

## Loyola Campus

7141 Sherbrooke St. W. H4B 1R6



LDY | Sept2005 | Concordia Marketing Communications E3018