UNIVERSITÉ Concordia UNIVERSITY

GINA CODY
SCHOOL OF ENGINEERING
AND COMPUTER SCIENCE

Information Guide for Undergraduate students

The Department of Computer Science

and Software Engineering

Room ER-1075
2155 Guy St.
Montreal, QC H3H 2L9
ER Building

Topics we will cover

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Contact Information:

- **Chair of the Department**: Dr. Paquet joey.paquet@concordia.ca
- **Program Director Bachelor of Computer Science**: Dr. Wang ugpd-compsci@concordia.ca
- **Program Director Software Engineering**: Dr. Rigby peter.rigby@concordia.ca
- **Program Director COOP**: Dr. Jayakumar jayakumar@cse.concordia.ca
- **Programs Assistants**: Carly Carruthers, Laurel Tidman, Vanessa Anania cse-ugrad@concordia.ca
- **Faculty Advisor**: Amnah Abdul Razzak amnah.abdulrazzak@concordia.ca

Department's webpage: https://www.concordia.ca/ginacody/computer-science-software-eng.html

All Departments of the Faculty:
https://www.concordia.ca/ginacody/about/departments.html

Availabilities for Students

Program Assistants: Carly, Laurel & Vanessa

Mondays
ONLINE advising 10am – 12pm
Zoom Link

Tuesdays
IN-PERSON advising 2pm – 4pm
ER Building 10th floor

Wednesdays
IN-PERSON advising 2pm – 4pm
ER Building 10th floor

Thursdays
ONLINE advising 2pm – 4pm
Zoom Link

Activating your Accounts

All Gina Cody School students are assigned an **ENCS account**, which is required to register for the **EWT test** and to access School-managed systems, applications, and computers. You will also receive an **ENCS email address**, where important departmental messages are sent. If you don't check it regularly, we recommend forwarding it to your **preferred email address**. Instructions are available here: concordia.ca/ginacody/aits/encs-email.html

- **ENCS account**: https://www.concordia.ca/it/services/encs-user-account.html

The Office 365 (free) and Concordia email account is required to submit **Student Requests** for example.

- **Office 365** (free) and Concordia email account: https://www.concordia.ca/ctl/digital-teaching/microsoft-office-365.html

Add @Concordia.ca to your SAFE Sender list, and check your junk mail folder regularly to not miss important information!

Engineering Writing Test (EWT)

All undergraduate GCS students must pass the EWT test.

To register for the Engineering Writing Test (EWT), please setup your ENCS account by visiting http://www.concordia.ca/it/support.html. Please note that this can only be done in person.

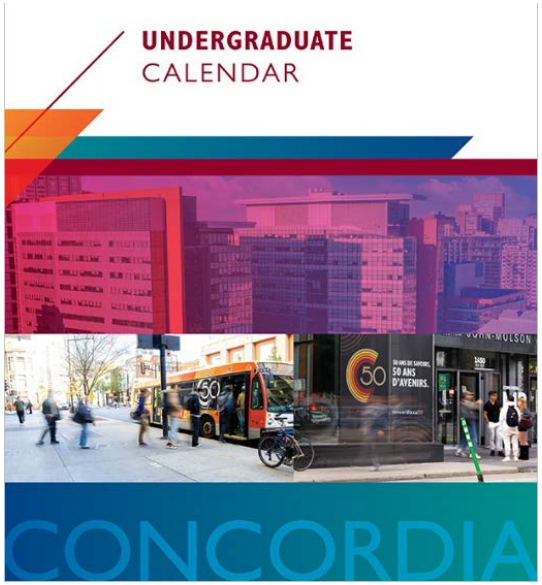
- *The EWT is offered only in person on campus. There is no online option available.*
- *The test is offered six times per year. There is always a sitting the week before a particular term starts (fall, winter, summer 1, summer 2) to allow students to enroll in ENCS 282 immediately for that term. There are also additional sittings at the end of the fall and winter sessions (December and April).*
- *Students must register themselves for the EWT on the EWT portal. If they are trying to register from outside the university network, they will need to use the VPN. Otherwise, they will receive a "site not available" message.*
- *Students are given two chances to pass the test before being forced to take ENCS 272 in addition to ENCS 282. The test comprises two parts: 1) an analysis of the argument structure of an opinion piece on a technical topic and 2) written description of trends visible in a graph.*

For questions regarding the EWT test, please contact Stuart Macmillan directly at:
stuart.macmillan@concordia.ca

Note: Only when you receive results for EWT, you will be able to register for ENCS 282. Students may not register for ENCS 282 until they have fulfilled the writing skills requirement (EWT).

Undergraduate Calendar

The Undergraduate Calendar is an official University document. It defines academic programs and the regulations that pertain to them.



View the 2025-2026 Undergraduate Calendar

Quick links to courses

Download the 2025-2026 Undergraduate Calendar (PDF, 14MB)

Faculty of Arts and Science

John Molson School of Business

Gina Cody School of Engineering and Computer Science

Faculty of Fine Arts

Undergraduate Calendar:
https://www.concordia.ca/academics/undergraduate/calendar.html

English as a Second Language (ESL)

English as a Second Language (ESL) courses are listed in the ***Deficiencies*** section of your Offer of Admission.

- If **ESL courses** are required at admission they should be completed within your first academic year and before registering for Engineering Writing Test (EWT) or ENCS 272.

- The **ConCEPT test** is a “second look” at your skills in English. A strong performance can potentially exempt you from one or more of the ESL courses assigned.

English as a Second Language (ESL) and ConCEPT test:

https://www.concordia.ca/artsci/education/programs/esl.html

Full-time vs. Part-time

A student's status is determined by the number of credits for which she or he is registered at the end of the tuition refund period, in the following way:

- **Full-time** > registered in 12 or more credits per term
- **Part-time status** > registered in less than 12 credits in a term

If you are an **international student** or a recipient of **Financial Aid & Awards**, please be advised that your course load may impact your eligibility. We recommend that you contact the respective offices directly for guidance on this matter.

Official Resource for Full-time and Part-time status:
https://www.concordia.ca/students/registration/advising/full-part-status.html

DNE and DISC

Important deadlines (check the Academic Calendar below):

- **DNE** (Did Not Enter): The DNE deadline is the date by which you can officially withdraw from a course without having to pay for it. If you drop a course before this deadline it won't appear on either your student record or official transcript.

- **DISC** (Discontinued): If you miss the DNE deadline but still want to drop a course you can, as long as it's done before the DISC deadline. It won't affect your GPA, a DISC notation will appear on your official transcript, and you are financially responsible for the payment of tuition and other fees pertaining to the course.

Important Academic Dates:
https://www.concordia.ca/students/undergraduate/undergraduate-academic-dates.html

“C-”rule for 200-level courses

Minimum grade of C- :

- 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.

Example:

COMP 249 is part of the program core and is a pre-requisite to COMP 352 and COMP 335, therefore a grade of C- or better is required in COMP 249 to register for COMP 352 and/or COMP 335.

Registration Regulations:

Section 71.10 Gina Cody School of Engineering and Computer Science - Concordia University

“200 before 400 rule”

200 before 400 rule:

- Students must complete (have a grade on the student record) all 200-level courses required for their program before registering for any 400-level courses.
- **Important to plan ahead**: If you are currently taking your last 200-level course the system will block you from registering for future terms in any 400- level course. A grade is required in all 200 level courses to be permitted to register in 400-level courses.

Registration Regulations:

Section 71.10 Gina Cody School of Engineering and Computer Science - Concordia University

Admission Letter

The Admission Letter is the contract between you and the University. The letter includes your admission type, your program requirements and any additional requirements that may be needed.

Pay particular attention to your **Admission type** and the details under the page outlining ***Transfer credits, Exemptions***, and ***Deficiencies***.

Admission type:

- Regular
- Extended Credit Program (ECP)
- Mature Entry Program (MEP)

- ***Transfer credits*** *are courses you have received credit for.*
- ***Exemptions*** *are courses you can't take at Concordia and receive credit.*
- ***Deficiencies*** *are courses you must complete in ADDITION to your program.*

Understanding your Offer of Admission:

https://www.concordia.ca/students/your-sis/offer-of-admission.html

PROGRAM INFORMATION

Program/Plan(s):	**Bachelor of Computer Science**
Academic Load:	Full-Time
Session:	Winter 2023 commencing January 9, 2023
Minimum Program Length:	90 credits

PROGRAM INFORMATION

Program/Plan(s):	**Bachelor of Computer Science** **Computer Science** **Extended Credit Program (ECP)**
Academic Load:	Full-Time
Session:	Fall 2024 commencing September 3, 2024
Minimum Program Length:	120 credits

PROGRAM INFORMATION

Program/Plan(s):	**Bachelor of Computer Science** **Computer Science** **Mature Entry Program (MEP)**
Academic Load:	Full-Time
Session:	Fall 2024 commencing September 3, 2024
Minimum Program Length:	108 credits

Admission Letter

Extended Credit Program (ECP): Most students entering Concordia from a secondary school outside Quebec are admitted to the ECP. This requires the completion of 30 credits in addition to the regular 90- or 120-credit degree programs.

Mature Entry Program (MEP): Canadians and Permanent Residents who are 21 years of age or older and who lack the normal pre-university schooling may be considered for admission to the MEP, which requires successful completion of a minimum of 18 additional credits.

- Section 71.20.2 Alternative Entry Programs - Concordia University
- Section 71.70.3 Extended Credit Program - Concordia University
- Mature Entry - Concordia University

EXEMPTIONS / DEFICIENCIES / TRANSFER CREDITS

Consult the Welcome Guide for New Concordians for an explanation of these terms.

Exemptions:

Exemption(s) Granted:

MATH	201	ELEMENTARY FUNCTIONS
MATH	206	ALGEBRA AND FUNCTIONS

Potential Exemption(s) based on courses in progress:

None

Deficiencies:

To be taken as part of your program:

None

To be taken in addition to your program:

ESL 202	6 crs
ESL 204	6 crs
HUMA A or SOSC A	6 crs

Transfer Credits:

Transfer Credit(s) Granted:

Not assessed

Potential Transfer Credit(s) based on courses in progress:

Not assessed

Exemptions are courses you do not need to take. An exemption won't decrease the number of credits you need to complete your degree, but it will let you skip ahead to a more advanced course.

Deficiencies must be completed **in addition** to your program. Courses identified as "deficiencies" must be completed as early in your studies as possible.

Transfer credits are credits you earned from another post-secondary institution (e.g. a college or university). They may count towards certain requirements of your current degree.

How To Register For Courses

Please review the following links:

Course registration

Search for classes

Visual Schedule Builder

Note: *Enrollment appointment date* is the first date on which you may begin the registration process for a term. Your individual date will be displayed in the Enrollment Dates box on your Student Center page.

Your undergraduate student lexicon:
https://www.concordia.ca/students/registration/advising/your-undergraduate-student-lexicon.html

Degree requirements

Program requirements: the set of academic requirements that are mandatory for the award associated with your program of study .

Please refer to your program requirements:

Bachelor of Engineering, Software Engineering

Bachelor of Computer Science

Bachelor of Computer Science Joint Major in Data Science

Bachelor of Computer Science Joint Major in Computation Arts and Computer Science

Bachelor of Computer Science in Health and Life Sciences

Minor in Computer Science

Extended Credit Program (BCompSc, including Joint Majors)

Extended Credit Program (BCompSc Health and Life Sciences)

Extended Credit Program and Mature Entry Program (SOEN)

Mature Entry Programs

Note: list(s) of electives can be found in your program requirements

Concordia

Course sequences

Following your course sequence is VERY important to make sure you stay on track and complete the necessary requisites before moving on to another course.

Course sequences show you which courses you should take for your particular program and in which term you should take them. The recommended course sequences do not take into account any deficiencies or advanced standing you've received, since these vary from one student to another.

Please see below the list of course sequences for each of our programs:

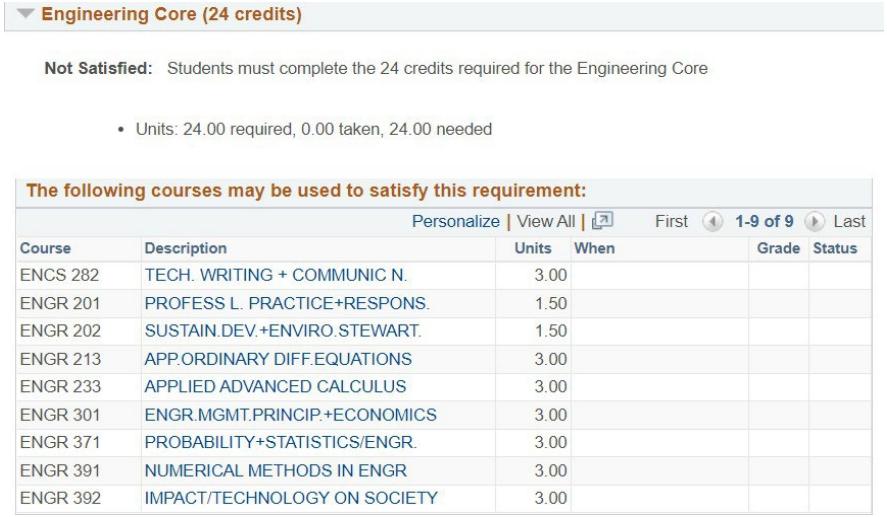
Software Engineering	Computer Science	Joint Majors
Regular ECP and MEP	Regular ECP MEP	Data Science (regular) ECP Data Science MEP Data Science Health and Life Sciences (regular) ECP Health and Life Sciences MEP Health and Life Sciences Computation Arts (regular) ECP Computation Arts MEP Computation Arts

PLEASE REFER TO YOUR OFFER OF ADMISSION TO KNOW WHICH COURSE SEQUENCE TO FOLLOW!
**The duration of a regular SOEN program is normally 120 credits whereas ECP SOEN program is 150 credits.*
**The duration of a regular COMP program is normally 90 credits whereas ECP COMP program is 120 credits, and MEP is 108.*

Academic Requirements (Advisement Report)

The advisement report is an unofficial assessment of student's progress toward fulfilling their program requirements. The advisement report is NOT used to determine a student's eligibility to graduate.

For adjustments to the academic requirements report, please contact Student Academic Services (SAS).



Engineering Core (24 credits)

Not Satisfied: Students must complete the 24 credits required for the Engineering Core

- Units: 24.00 required, 0.00 taken, 24.00 needed

The following courses may be used to satisfy this requirement:

Personalize | View All | First 1-9 of 9 Last

Course	Description	Units	When	Grade	Status
ENCS 282	TECH. WRITING + COMMUNIC N.	3.00			
ENGR 201	PROFESS L. PRACTICE+RESPONS.	1.50			
ENGR 202	SUSTAIN.DEV.+ENVIRO.STEWART.	1.50			
ENGR 213	APP.ORDINARY DIFF.EQUATIONS	3.00			
ENGR 233	APPLIED ADVANCED CALCULUS	3.00			
ENGR 301	ENGR.MGMT.PRINCIP.+ECONOMICS	3.00			
ENGR 371	PROBABILITY+STATISTICS/ENGR.	3.00			
ENGR 391	NUMERICAL METHODS IN ENGR	3.00			
ENGR 392	IMPACT/TECHNOLOGY ON SOCIETY	3.00			

How to view your Advisement report:
https://www.concordia.ca/students/your-sis/view-academic-requirements-report.html

C.Edge and Co-op

C.Edge and Coop are internship programs offered by the *Institute for Co-operative Education* of Concordia. The Institute's mission is to successfully prepare students to meet their postgraduate goals through work-integrated learning opportunities that equip them with valuable work experience, skills and knowledge, and contribute to their professional and personal growth

C.Edge is the Institute's most flexible internship offering. It gives undergraduate students in eligible programs an opportunity to obtain one paid internship in a relevant field to better their transition to the workplace.

Regular Co-op program offers three paid internships. By alternating between study terms and internships, students get a head-start on their career, the chance to apply what you've learned in class, and the opportunity to gain practical work experience.

- **Co-op Director:** Dr. Rajagopalan Jayakumar 3011 S-ER 90 jayakumar@cse.concordia.ca
- **Applications** to join Co-op for current Concordia students are reviewed twice a year — in September for fall, and in January for winter *How to apply?*

Institute for Co-operative Education (Co-op):

https://www.concordia.ca/academics/co-op.html

GPA (Grade Point Average)

Your **grade point average** is the main calculation used to determine your academic performance.

Three different kinds of GPA may appear on your student record. Each one has a different meaning:

•Your **term GPA** indicates your academic performance for that term.
•Your **assessment GPA** is a calculation of grades for courses you have taken over an academic year (summer, fall and winter terms). Your AGPA determines your academic standing and whether you may continue your studies the following academic year. You need at least a 2.00 to continue your studies with no conditions.
•Your **cumulative GPA** is the ongoing GPA for all your attempted courses within your degree.

GPA calculation is done automatically by the system as soon as grades are released.

Understand how GPA calculations work

See the university's academic performance regulations

Annual Academic Assessment

The **Academic Assessment** is done during the month of May. You are assessed if you attempted at least 12 credits over an academic year (Summer, Fall, and Winter).

In the case of repeated courses in the same academic year, only the grade corresponding to the latest attempt of the course will be used in the calculation of the CGPA (both grades will appear on your student record).

- ***Acceptable*** – GPA is ***at least a 2.00***
- ***Conditional*** – GPA is ***between 1.50-1.99*** - meet with your department advisor prior to registration (some departments may have other conditions).
- ***Failed*** – GPA is ***below 1.50 for the first time*** or ***below a 2.00 after a prior Conditional Standing*** assessment or after being readmitted from Failed standing (second level failed standing).

Details for Academic standing:
https://www.concordia.ca/students/registration/advising/gpa.html

Conditional / Failed Standing

If you find yourself in conditional or failed standing and want to discuss your circumstances, you my reach out to Gabrielle Robinette (gabrielle.robinette@concordia.ca). Gabrielle is a Student Success and Retention Advisor in SAS. You may inform Gabrielle of issues affecting your performance such as: as time management, course selection, personal/family, and financial issues. You can book an appointment with Gabrielle via the following link:

https://outlook.office365.com/book/AdvisingAppointments1@liveconcordia.onmicrosoft.com/

When you are in failed standing:
https://www.concordia.ca/students/success/learning-support/students-in-failed-standing.html

Student Academic Services (SAS)

How can SAS help?

Registration questions and issues Registration Request

- Permission to enroll in a Graduate-level course for undergraduate students
- Request course permissions in extenuating circumstances (ex. Missing pre-requisite)

Take a course at another institution https://www.concordia.ca/ginacody/students/academic-services/undergraduate/requests.html

- Within Quebec
- Outside Quebec

Course substitution Request a Course Substitution

* Permission to take a course that is not part of the student's current program.
* To replace a course previously taken at Concordia required in their current program with an **equivalent** course.

Internal Transfer Credits (for courses taken at Concordia): Request Internal Transfer credits

When students change degrees, their credits are not transferred automatically. They need to submit *Internal Transfer Credits* request to have them transferred.

Add / Drop a Minor Request Add/Drop a Minor

Computer Science students: Contact and apply directly with the offering department. (No Student Request is required.)
Engineering students: Students must have completed a minimum of 20 credits in their Engineering program.
Students must maintain a CGPA of 2.70 in their program courses. If approved, it is the responsibility of the student to add the Minor at the respective Faculty.

Student Academic Services (SAS)

How can SAS help?

External Transfer Credits (for courses taken outside Concordia)

See the complete instructions on the Transfer Credit Exemption form and submit the request and all supporting documents to transfercredits-requests@encs.concordia.ca

Request to repeat a course Request to take a course a third time or more

- A grade must be posted on the Student Record for both previous attempts.
- Please note that a DISC course does not count as an attempt.

Refer to section 16.2.6: Repetition of Courses in the Undergraduate Calendar for more information.

Request a credit overload Request a Credit Overload

Except for students registered for the co-operative format, the maximum load in the summer sessions is 14 credits, with no more than eight credits in either of its terms. In the fall and winter terms, the maximum load is 19 credits, except for students registered in the co-operative format. https://www.concordia.ca/content/dam/concordia/offices/registrar/docs/calendar/21-22/sec71.pdf

Late Registration, Late Withdrawal, and Tuition Refund

Download the form and see the complete instructions on Late Registration, Late Withdrawal, and Tuition Refund form.
Submit the completed form and all supporting documents by email to sas-front-desk@encs.concordia.ca.

Change of Concentration https://www.concordia.ca/ginacody/students/academic-services/undergraduate/requests.html

- Engineering students
- Computer Science Students

Visit SAS:

1515 St. Catherine St. West, EV 2.125 Montreal, QC H3G 2W1 sas-front-desk@encs.concordia.ca

Leave of Absence / Withdrawal

Leave of Absence

According to the Undergraduate Calendar Section 16.1.5, Rule 5, on Lapsed Program Status, you do not need to ask for a leave of absence from your program.

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

Academically, the above means that students may be absent for five consecutive terms (including summer terms) without being withdrawn from their program.

Note 1: If you are in Co-op, you will need permission to take a leave of absence from your program. You will need to email the Institute of Co-operative Education, info.coop@concordia.ca and the Co-op Director in your department.

Note 2: International students should contact the ISO before taking a leave of absence.

Withdrawal from University

Here are the steps to formally withdraw from the University:
https://www.concordia.ca/students/registration/course-withdrawals/university-withdrawal.html

Academic Integrity & Code of Conduct

Academic integrity is key to academic success at Concordia University.

Get familiar with the rules and clarify all questions with the course professor that you may have when writing papers or sitting for exams.

The most common offense under the Academic Code of Conduct is plagiarism, which the Code defines as *"the presentation of the work of another person, in whatever form, as one's own or without proper acknowledgement"* (Article 19a)

Understanding Plagiarism

Graduation

There are two graduation cycles per year:

- Spring Convocation: if you will be completing all requirements by the end of the fall/winter term. Students may apply for graduation from September 1st to January 15th

- Fall Convocation: if you will be completing all requirements by the end of summer term. Students may apply for graduation from May 1st to July 15th

The sooner you apply, the sooner your file will be reviewed!!! Once you apply to graduate, the Office of the Registrar will conduct an official degree audit. Kindly note that they do not communicate with potential graduates unless there are issues with their application. In other words, no news is good news.

How to apply for graduation: Apply for graduation

For your questions about graduation ceremony, it is best to contact the Office of the Registrar (Tel: 514-848-2424, ext. 2668 Email: students@concordia.ca)

Graduation and Convocation:
https://www.concordia.ca/graduation-convocation.html

Student Resources

- Student Hub
- Birks Student Centre
- Student Academic Services – Gina Cody School
- Academics & Library resources
- Co-op
- International Student Office (ISO)
- Financial services & funding
- Health & Wellness
- Safety & security
- Housing & food
- IT support & software

Student Resources

- Student Exchange
- Student Associations & Clubs
- Sports, fitness & recreation
- Welcome Guide for New Concordians
- Group Activities and Events For New Students
- Student Success Centre – Learning services & workshops
- The Otsenhákta Student Centre
- The Black Perspectives Office
- Access Centre for Students with Disabilities (ACSD)

VIEW A-Z LIST OF SERVICES & PROGRAMS

CONCORDIA.CA