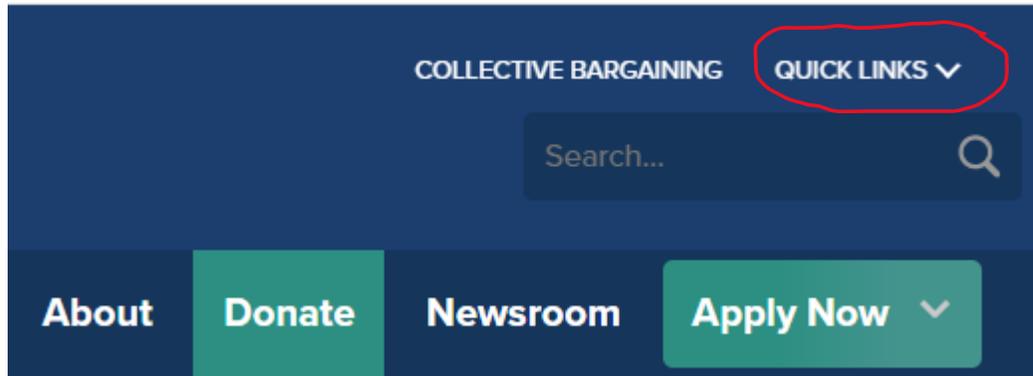


HOW TO USE ONLINE COURSE SELECTOR (OCS)

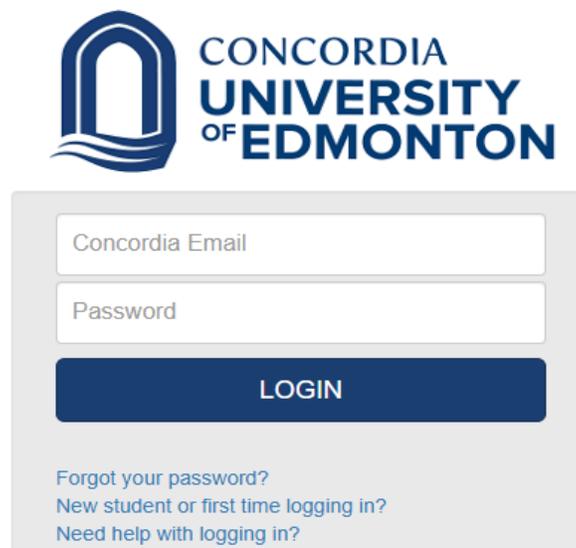
The Online Course Selector (OCS) is the system that allows the students to add, drop, withdraw from, and request to audit the courses. Below are some step-by-step instructions on how to access OCS and navigate the platform. If you have questions, please always contact the Office of Registrar at registrar@concordia.ab.ca.

1. Go to the [Concordia University of Edmonton's](https://www.concordia.ab.ca) website. You will find the **Quick Links** tab located in the top right corner of the screen. Click on this drop-down menu and select **Online Services**.



Academic Calendar Events News Moodle **Online Services** Library CUE Wellness Find a Person Contact

2. (a) The following screen will appear and then you will need to log in with your Concordia Email.



CONCORDIA
UNIVERSITY
OF EDMONTON

Concordia Email

Password

LOGIN

[Forgot your password?](#)
[New student or first time logging in?](#)
[Need help with logging in?](#)

- (b) If you have never logged in before, select “new student or first-time logging in” options and it will bring you to this page. You can enter the email address that you used while applying via Apply

Alberta. Then it will send you a reset link along with your CUE email. Once you reset your password you can go back and log in.

Password Reset

Hello there! Whether this is your first time accessing our online services and you need to request a password or if you forgot your password and need to reset it, you have come to the right place. Please provide your email (either your Concordia address or the address you used when applying) and your date of birth and submit your request.

Instructions on how to reset your password will be sent to your non-Concordia email address.

Email (CUE or personal)

Date of birth

dd/mm/yyyy



Email me a reset link

- Once logged in, you will see the following screen. Click on **My Courses** → **Online Course Selector**. Once you have done this, you will be prompted to “Get Started”. *Please proceed and click on this button.*

My Courses ▾ E-Forms ▾ Resources ▾ Request

- Online course selector
- Concordia Course Management System (Moodle)
- Your Timetable
- Your Courses & Grades
- Your Booklist
- Student Form Submission
- Your Online Forms
- Learning Accommodation Services

MY COURSES ▾ E-FORMS ▾ RESOURCES ▾ REQUESTS ▾ MY ACCOUNT ▾ STAFF & FACULTY SIGN OUT

Welcome to the Online Course Selector

As a Concordia student, you are able to use the Online Course Selector (OCS) to register for courses or make changes to your registration. Course add, drop, and withdraw deadlines as outlined in the Academic Calendar (section 2.0) are also implemented in the OCS. The OCS is designed to assist you in building your timetable and will notify you when there is a time conflict or when it appears that you have not met the course requirement(s) such as prerequisites, department consent, etc.

Course Requirement Warnings

If you select a course that the OCS detects you may not have the course requirements for, you will receive a warning. If further action is required on your part, your registration for that course will be put in a pending state, and you will have an allotted amount of time to resolve the issue. For example, your action required may be to obtain a permission form, or provide information on a course you have taken from another institution. If you do not take action to resolve the warning in the specified amount of days, the OCS will remove that course from your registration.

Should you have any questions, please email registrar@concordia.ab.ca, or phone 780-479-9250.

<< Go back to online services **Get Started >>**

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4. Once inside the OCS platform, your screen will look like this. Please ensure that your correct program shows under the Program dropdown. Next, make sure you select the correct term for course registration.

The screenshot displays the OCS platform interface. At the top is a navigation bar with links: MY COURSES, E-FORMS, RESOURCES, REQUESTS, APPLICATIONS, MY ACCOUNT, STAFF & FACULTY, and SIGN OUT. Below the navigation bar, the 'Student ID' field is empty. The 'Program' dropdown is set to 'Bachelor of Management'. The 'Term' dropdown is open, showing options: '2024 Summer Term 2' (selected), 'Please select a term', '2025 Winter Term', and '2024 Fall Term'. The 'Disciplines' list includes: Academic Integrity, Dance, Drama, Educational Psychology, Mathematics, and Physical Activity. A 'My Courses' section on the right shows a grid for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and times from 7:00 to 21:00. At the bottom right, there are buttons for 'Undo my changes' and 'Save Changes'. A 'Have Questions?' box provides contact information: Email: registrar@concordia.ab.ca, Phone: +1 780 479 9250, and a link for Office hours.

5. Now, you can start selecting the courses. Under the Disciplines, you can see all the course offering for the term that you have selected. Once you have selected the desired discipline, the courses available for the term will appear under the Courses heading to the right. Click on the course that you would like to register for. Once you have selected the course, you will see the multiple (or Single) sections of the course that are being offered in that term. The different sections will have different letters beside them and are likely to be offered on different days, different times or with a different instructor. You can choose any section that works for your schedule. (screenshot attached to next page)

PLEASE NOTE:

- If there is a lab or seminar for a course, you will need to add lecture+lab/seminar.
- If a course section is full, it won't let you add the course unless there is a waitlist. If there is a waitlist for a course, it will state WAITLIST and you will be able to add yourself to the waitlist. Please be advised that not every course will have a waitlist option. Adding to waitlist does not guarantee a seat in class.
- If the timings for two courses are conflicting, you won't be able to add both courses, you will need to choose one.
- ***If you are in an Undergraduate degree program or open studies, please add AIT 100 (Academic Integrity Training) course first, it is co-requisite for all courses.***

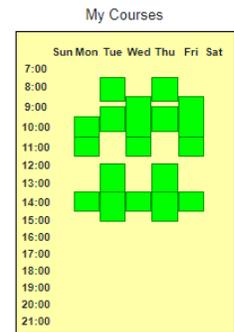


Student ID:

Program: Bachelor of Management ▾ Term: 2024 Fall Term ▾

Disciplines: Accounting (selected)

Courses: ACCT102 - Introductory Management Accounting (selected)



Accounting 102 ACCT102
Introductory Management Accounting 3 (2-0-0-3)

Faculty of Management
Managerial accounting systems with an emphasis on information needed by management to properly plan and control business operations. Corporate planning and control concepts, strategic planning, pricing, budgeting, and relevant costs for decision-making purposes are reviewed.

Credit Restriction: Credit may be obtained for only one of Accounting 102 or ACCT322
Prerequisites: Accounting 101
Corequisites: Academic Integrity Training 100

Section	Open Seats	Days	Start Time	End Time	Instructor(s)
Lecture - Choose one					
<input type="radio"/> A F2F	21	WF	09:00	10:50	MacDonald, Charles
Exam date: 11-Dec-2024 09:00 to 11:00					
Seminar - Choose one					
<input type="radio"/> AS F2F	21	M	10:00	10:50	MacDonald, Charles

Add to My Courses

✓ ACCT102 - Introductory Management Accounting Remove

[Request to Audit](#)

Section	Days	Start Time	End Time	Instructor(s)
A	Wed, Fri	09:00	10:50	MacDonald, Charles
AS	Mon	10:00	10:50	MacDonald, Charles

✓ FIN 325 - Managerial Finance Remove

[Request to Audit](#)

Section	Days	Start Time	End Time	Instructor(s)
A	Tue, Thu	14:00	15:15	O'Coin, Dwayne

✓ MGT 320 - Operations Management Remove

[Request to Audit](#)

6. Once you have decided which section you want to enrol for, you will need to click on the bubble beside the course, and it will become blue.

Lecture

A F2F 8 R 17:00 20:00 Fang, Xinxin Fang, Xinxin

It will appear in the timetable box on the right side of the screen. If you are happy with course registration, click the green "Add to My Courses" button at the bottom of the screen.

Add to My Courses

7. Once you have added the desired course to your timetable it will appear as bright green in the timetable and also it will show below the timetable in green box. If you wish to remove the course, you can simply click "remove".

X-IND 01 - Indigenous Engagement and Collaboration						
Section	Open Seats	Days	Start Time	End Time	Instructor(s)	
A F2F	8	R	17:00	20:00	Fang, Xinxin	Fang, Xinxin

Undo my changes Save Changes



You will see an option “Request to audit” beside the course you add, you only click this button if you are only taking course for interest and don’t want any credits for it. ***Otherwise, please don’t click this button otherwise you won’t get any credits for this course.***

Section	Days	Start Time	End Time	Instructor(s)
A	Wed, Fri	09:00	10:50	MacDonald, Charles
AS	Mon	10:00	10:50	MacDonald, Charles

- After you have finished adding all the courses to timetable, click on the Save Changes button at the bottom of the right of the screen. You will be then prompted to complete an acknowledgement form. Please carefully read through and submit your registration.

Please Note: If you don't save changes and complete this acknowledgement form, your registration will not be saved.

I acknowledge that:

- I am responsible for adding, dropping or withdrawing from courses(s), as per the deadlines listed in the Academic Calendar (Section 2.0).
- I am responsible for payment of all tuition and related fees associated with my course selection (See Concordia Calendar Section 5.4 Payment of Fees).
- I have (or will have at the start of this course) all of the pre-requisites and/or co-requisites for the courses I have selected, or I have a signed waiver where I lack any pre-requisites and/or co-requisites. I may only register in senior-level courses if I have earned 18 junior level credits before the senior level courses begin or if the senior-level courses explicitly allow first-year students to register.
- I am responsible for maintaining the required course load for athletic team membership, scholarships, bursaries and/or student loans that I have received.

<< Cancel Submit Registration >>

- Once you have submitted your registration, a green check mark will appear beside the course selection, and you will see the following screen.

CHANGES SAVED SUCCESSFULLY

Name: Test Tester3
 Student ID: 129590
 Term: 2014 Fall Term
 PSY 104 - Basic Psychological Processes

Section	Days	Start Time	End Time	Instructor(s)
A	Mon, Wed, Fri	09:00	09:50	Howorko, Adam

[View/print registration deposit receipt](#)

This means you are now successfully registered for the courses and ***you can check your timetable under My courses-> Timetable-> Select the term.***

WHAT IF YOU DON'T MEET THE PRE-REQs:

As per the [section 4.2.2](#) of the Academic calendar, students must meet all the pre-requisites and co-requisites in order to successfully register for the class.

- If you don’t meet the pre/ co requisite for the course, you will receive a warning highlighted in yellow stating the missing requirement. You could still add the course to your timetable, but it will show it red box around it.



This means that your registration will be held for 14 days and you must either provide proof of completion of pre/co-requisite or must attain an approved pre/co-requisite waiver within those 14 days. If not, you will be removed from the class.

Chemistry 213
Quantitative Analytical Chemistry II

CH 213
3 (3-0-4-0-0)

Faculty of Science (UG)

A continuation of CH 211; theory, methods, and practice of separation techniques; identification of analytes, including chromatography, spectrophotometry, potentiometry, voltammetry, and selective ion electrodes. Sampling, errors, reliability and treatment of data, and use of the analytical literature.

Credit Restriction: Credit may be obtained for only one of Chemistry 213 or CH 212 or CH 407

Prerequisites: CH 211 [C- minimum grade required,] and 2nd year standing required

Warnings

⚠ You may not have met the **pre-requisites** for this course.

Pending (Your Action is Required)

⚠ [Apply for Pre-/Corequisite Waiver\(s\)](#) CH 213 -

Quantitative Analytical Chemistry II

Section	Open Seats	Days	Start Time	End Time	Instructor(s)	Remove
A E2E	11	MWF	08:00	08:50	Golizeh, Maken, Golizeh, Maken	
AL F2F	7	M	14:00	18:00	Clark, Rhett, Clark, Rhett	

2. If you wish to apply for the pre-requisite waiver, you can do so by clicking the blue box stating, “apply for Pre/co-requisite waiver”.
3. Then, you must check off all the pre/co-requisites you are missing.

Then proceed to explain why you are asking for the waiver, explain any previous knowledge that you might have regarding the course content and explain how you will be successful without the listed prerequisites.



Prerequisite waivers are not normally granted for more than one stated prerequisite per course.

Prerequisite waivers are not granted to students who are not in satisfactory academic standing.

The onus is on the student to provide a convincing argument for a prerequisite waiver. Receiving a waiver is a rare occurrence and rationale must be provided.

- Student has sufficient background (ex. work experience) to succeed in the course.
- Student has completed previous course work that may be considered in place of the stated prerequisites.

There is no appeal process if the request for a prerequisite waiver is not granted. Where a prerequisite waiver is granted a student assumes full responsibility for the course.

Prerequisites: Chemistry 211 [C- minimum grade required] and 2nd year standing required

You are lacking the following pre- or corequisite(s).



Prerequisite Post Sec. Course Chemistry 211.

Reason:

Check the prerequisite(s) that you are requesting to be waived and enter your reason for requesting this waiver.

4. The waivers are reviewed by the dean of the faculty which offers the course. All prerequisite waivers are granted at the discretion of the Dean of the Faculty, which offers the course. There is no appeal process if the request for prerequisite waiver is not granted.

If the waiver is approved, you will remain registered for the course. If your waiver is denied, you will be dropped from the class and will have to complete the prerequisites before taking the class.

