# 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 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.**
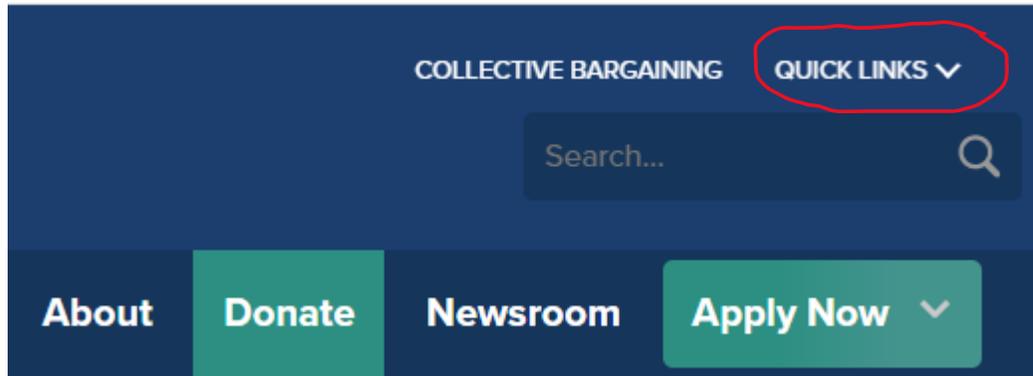
2. (a) The following screen will appear and then you will need to log in with your Concordia Email.
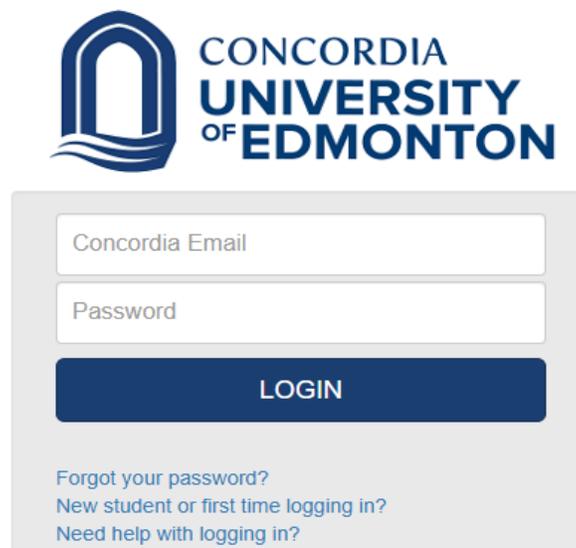
(b) If you have never logged in before, select "new student or first-time logging in" options and it will bring you to this page. You can enter the email address that you used while applying via Apply

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

3. 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.

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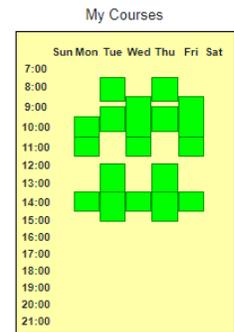
6. Once you have decided which section you want to enrol for, you will need to click on the bubble beside the course, and it will become blue.

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.

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".

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.***

8. 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.

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

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.

1. 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.

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 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 m

- 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 fu

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

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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.