

Frequently Asked Questions

Current Students:

Q: When can I activate my email account?

A: You will be able to activate your email account two weeks prior to the beginning of the semester.
<https://www.concordia.ca/it/services/productivity-suite-students.html>

Q: Are 15 credits to be earned per semester? Therefore my schedule should have 5 courses per semester?

A: Students usually take 4 classes (12 credits) or 5 classes (15 credits). The minimum to be considered full-time is 12 credits. Anything below that and you are a part-time student. If you plan on completing a 90-credit program you could finish in three years provided you took 15 credits per term and passed all your courses. Generally, the design students will take a little longer because they want to do very well in their courses and have the time to devote to the studio work they must do.

Q: How many studio courses can I take in one term?

A: It is strongly recommended that students not exceed three (3) studio courses/term, otherwise, this will affect your other courses due to the amount of out of class time that students put into their assignments.

Q: Can the minor courses go towards the Design Major and the Sustainable Studies Minor, or just the minor?

A: No, your design courses are mandatory (core) courses for your program. Your minor is a separate program attached to your major. However, at the very bottom of your program guide (see my earlier email for the link) you'll have some outside or free electives to do and some of your minor courses, if applicable, could count in that section or at the very top of the program guide if you are doing 120 credits in your program you could make your minor courses count there but not in the rest.

Q: Can I DISC a course and what happens if I do?

A: A student who is struggling in a course may decide to drop the course and this is a good option if you find yourself in this situation and feel the best recourse is to drop the course. If you drop a course after the DNE deadline and this is called a DISC (DISCONTINUE). The course name will stay on your student record permanently but will not affect your GPA. You will still have to pay for this course but can retake it anytime after that.

Q: Will my status change if I drop from 12 credits to 9 credits.

A: Nothing changes in your status. You're still an active student but if you are receiving government funding then you will be asked to return the money you received so please check with [Financial Aid and Awards](#) before you drop your course if this is the situation you have.

Q: I would like to enrol for this class but it requires a department permission.

A: Each department handles the registration of their courses. If you are looking to take a Fine Arts or Free Elective then you must contact the department to inquiry what the procedure is to be enrolled to that course.

Q: What's the difference between a "Fine Arts Elective" and a "General or Free Elective"?

A: Free electives - All programs (excluding Major/Minor combination programs) offer the opportunity to take some free electives of your choosing. Free electives can be chosen from course offerings in any Faculty including additional courses within your own program or other courses from within the Faculty of Fine Arts. Please be aware that although any course can be applied as a free elective, many courses are reserved for students in that program and are therefore not available to students outside of that program. If you wish to take a course from another department that you are blocked from registering into, contact that department to see if special permission can be obtained.

Q: How do I look for an Elective

A: If you visit our main website and look at the top of the screen you'll see "Quick Links". From there you can find "Study Resources" and click on "Class Schedule".

this brings you to the search engine for looking up classes. The criteria is:

OPTION #1

Term: Fall or Winter or Fall/Winter

Course Career: Undergraduate

SUBJECT; DART (Design) or CART (Computation Arts),

Dept. or Faculty: You can also look up another dept. or faculty here.

Scroll down for: SEARCH

You can change your criteria for days or times that suite your schedule.

Once you find a course, if you put your cursor over the LEC and click, this will open up the page to a brief description of the course.

OR:

OPTION #2:

from the Quick Links

Go to Undergraduate Calendar

Click on Quick Links to Courses

BUT BE CAREFUL: The descriptions are for ALL OUR COURSES IN OUR CURRICULUM. IT DOES NOT MEAN WE OFFER THAT SPECIFIC COURSE.

To see if it's offered, you have to do OPTION #1 ABOVE.

Q: What is a Prerequisite?

A: A prerequisite is a specific course identified as being one you must have already successfully completed before being allowed to register for another given course. For example, you may enroll in PSYC 305 provided you meet the prerequisite, i.e. you have already completed PSYC 200, in this case. If you do not meet the prerequisites of a course, you will be blocked from registering for that course.

Q: How do I know if an elective will count towards my program?

A: Rather than just give you the answer I will tell you how you can find the answer and this way, you'll always be able to verify any course this way.

If you go to the Class Schedule on the Concordia website:

https://campus.concordia.ca/psc/pscspdr/EMPLOYEE/SA/c/CU_EXT.CU_CLASS_SEARCH.GBL?&

And do a search for a course, example: FASS 293

Search for classes

Enter Search Criteria

Term

Winter 2021

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Course Career

Undergraduate

select subject

FASS

Course Number

293

Hit the Search button and you'll see this box:

OPEN
CLOSED

FASS 293 - Sexual Representation in the Arts			
STATUS	SECTION	DAYS & TIMES	ROOM
✓	A-LEC 13 Wk	Mo 10:30AM - 1:00PM	EV 1.605 SGW

If you click on the “A-LEC” you’ll see another screen where you can read the description of the course and any special notes. It’s the “NOTE” you need to read and verify if the course has any restrictions. If not, you can take the course and have it count in your program. Any time you see example: “NOTE: This course is for non-fine arts students” you cannot take the course for your program since you are in Fine Arts.

Q: How can I obtain a letter stating I’m a full-time student?

A: Birk’s Student Centre offers a variety of attestation letters for that specific purpose. You can look at the types of letters on this website: <https://www.concordia.ca/students/birks/attestation-forms.html>

You are correct about the number of credits for a Bachelor of Fine Arts. Applicants must complete 90 credits in their program in order to graduate. In the Computation Arts program the core is comprised of 66 credits and 24 electives and the breakdown is like this:

COMPUTATION ARTS - SPECIALIZATION

FFAR 250 (6 cr) all F.A. students are obliged to pass.

60 cr. Computation Arts core and electives

6 cr. Outside the faculty courses

18 cr. free electives (any courses in or out of the faculty)

You can see the details in this document which is your Program Guide:

<http://www.concordia.ca/content/dam/finearts/docs/program-guides/2016/2017/Program%20Guides%202018/Programguides2019/ProgramGuides/CART-spec-F20.pdf>

Transfer Credits:

If you read your Offer of Admission you’ll see the transfer credits where awarded to you with a code

GEN L = general elective: can be placed at the top or bottom as free electives on the program guide

GFAR = General Fine Arts: can be placed where you have to take a fine arts elective

SFAR = Studio Fine Arts: can be placed where you take studio fine arts courses or be a course substitute for a course you took in your previous university. This depends on if the course you passed is similar in course content to the course our department is offering. You must also proof this with documentation from the course you took i.e. course outline, assignments, projects etc. This is completed with a SRF

(Student Request form – Course Substitution). Students must write a rationale for this request and show documentation (your course outline vs our course description in a Word document) along with attached assignments/projects/etc.

In most cases, student will have GEN L transfer credits which will be applied to “Free Electives” or GFAR (Fine Arts Electives) which are used for Fine Arts electives. If you have relevant documentation to prove that the course you took in your previous institution is very similar and equal in academic value to one of our core courses, you can request an appointment to meet with the chair of the department via the Department Assistant (designandcomputationarts@concordia.ca).

You should not make an appointment with the chair/UGPD unless you have all your documentation ready (course outline, projects, assignments etc). Our UGPD’s can only make an assessment of your request if you provide documentation. Once approved, they will explain the next step in the process.

Once you’ve looked at your Program Guide, you’ll be able to see where some of your transfer credits can be applied. We ask our students to use the Program Guide and always update and save it as they move forward in their program. We need this document sent to the department when requesting help with registration so please keep this document handy (computer/phone). It is helpful to you and to us in getting you registered quickly.

Undergraduate Program Director - Design,

Chris Moore at: upd.dart@concordia.ca

Undergraduate Program Director – Computation Arts,

Jonathan Lessard at: upd.cart@concordia.ca

First Year Courses:

In your Offer of Admission, you were provided with a link that would give you the “Recommended Courses” for your first year plus some electives. You also had the choice to take courses as a “full-time” or “part-time” student. <http://www.concordia.ca/finearts/students/sas/new-students-advising-registration.html>

If you have problems with registering you can join the Zoom Meetings that are indicated on this website.

You now have some of the information and tools to help you navigate our university’s system. Please take the time to read the information on these websites and save as your “favorites” to refer to in the future.

Q: Can I investigate user interface for tech or other relevant areas?

A: In the design major interface studies/experiments take place in courses offered in the third year of the program – however design students may take course electives in our other program Computation Arts where classes emphasize user interface, programming, interactivity (starting in the first year).

Q: What are typical projects?

A: We offer a broad-based program within the domains of visual communication, the built environment, networked society with an emphasis on Sustainability. Projects will range from building maquettes from different materials such as wood, cardboard, recycled material as well as plexiglass or soft materials such as textiles. I remember some projects involved recycling materials, re-inventing toys, maquettes of parks or buildings.

Q: What is the size of the classes and program?

A: We accept 60 design students each year and our classes usually hold 22 students with the theory courses holding the entire cohort of 60 or so students. We accept 40 students in our computation arts program.

Q: Are courses more based on a theory and concept development or more on practice (building objects, creating final products?)

A: The program is balanced between research and practice – for example. in the first year of three dimensional students takes a course that emphasize technical drawing, maquette making and material studies. The followup looks at biomimicry/nature inspired designs that student apply to objects. (ex. a mechanical structure/toy that opens like the wing of a bird).

Q: What are the computer programs that are used?

A: In the design program students use the Adobe Creative Suite (Illustrator, PhotoShop, and InDesign). We also have a computer lab with all the licensing for all programs that the students use.

A: in the computation arts program, students use

Q: Can I take DART 380 as a Fine Arts Elective.

A: Here's the story on DART 380 and DART 349. In our design curriculum, students are asked to take one or the other of these courses – not both. The reason for this is because each course allows students to stream into the higher level courses (DART 380 takes students into 3D work and DART 349 takes students into web work) and as it so happens, students like to take both so they have more choice at the upper level courses. This is very understandable but the reality of this is that we cannot accommodate all of the students who want to take both courses. Once our students have registered, we go through their student records one by one and contact those that have both to ask them to drop the course because our first year students cannot register and they need the courses to stay in sequence in the program.

You would be occupying a spot of a student that absolutely needs this to move forward in the program. We cannot open more sections because our department is only allowed a certain number of credits and we cannot surpass it. To bypass this issue, you could take SCUL 396 which is very similar to DART 380 in

content and software skills. Many students go this route. You can contact the instructor of SCUL 396 to see about getting registered via Studio Arts.

You would be occupying a spot of a student that absolutely needs this to move forward in the program. We cannot open more sections because our department is only allowed a certain number of credits and we cannot surpass it. To bypass this issue, you could take SCUL 396 which is very similar to DART 380 in content and software skills. Many students go this route. You can contact the instructor of SCUL 396 to see about getting registered via Studio Arts (studioarts@concordia.ca).

DART 380 is FULL so for now, email me back if you want me to add you to the wait list for DART 380. Just remember that no matter what, you will have to take one of these courses to fulfill your program guide so registering for DART 349 is the best option. If you manage to get into SCUL 396, you will be able to register for DART 335 (with my help) and SCUL 396 can always count as a f.a. elective or a free elective.

So to answer your question, yes, DART 380 counts as a fine arts elective. But if you take it, at least now, you know what's ahead of you with this course. If you want, I can put you on the WAIT LIST for this course and at least then, you would get in with the proper approval and you won't be removed from the course. We review the Wait List just before the classes begin to see the seat capacity and if we can accommodate your request, we'll email you to register once we've removed the block on the course.

Q: Do I have to register for Fall and Winter together?

A: We ask our students to register for both terms together. That way, they have the courses they need and on the day/time that hopefully suits their schedule. You don't have to worry about paying your courses for now. Payment is at the end of the first month that classes begin. Your Fall payment is only due end of September and Winter payment due end of January. Please continue with your registration of courses and if you run into a problem, just email me the issue (take a screen shot of the issue) and send it to me along with your name and student i.d. # and I'll look it over.

Q: I want to register for a course outside my program. What do I do?

A: Remember, issues with computation arts (CART) or design (DART) should be directed to our department as designandcomputationarts@concordia.ca. If you are trying to register for outside electives (anything but CART/DART, you need to contact the department that offers the course. Each department handles their own registration and some have rules on accepting students that are not enrolled in their program. Some faculties have a wait list and some don't. You'll have to navigate this on your own by contacting the department administrators. You can look them up on their website and look for the "Contact Us" button.

Q: A class appears available on the class search and course cart but when I try to enroll in the course it gives me an error and says that the classes are full.

A: Class that appear as "FULL" may be because the department that offers this course has restricted the registration to only their students in that program. To get permission to register, try contacting the

department administrators by visiting the department website and sending them an email with your student i.d.# and all pertinent information about the course in question.

Q: I'd like to become an "independent Student" in order to take one of your classes?

A: We have two programs and the students in those programs have the opportunity to take courses in each one so this greatly limits the existing seat capacity for our classes. In addition to this, our students already have certain skill sets needed to do well in our courses. We've found in the past that accepting independent students puts an added strain on the instructors time and on the learning process of the class therefore, our faculty prefer to keep our courses restricted to our students.

I wouldn't want to give you a false hope of being accepted into a class and have you spend time and money becoming an independent student without having any chance of getting admitted. If you choose to go this route, you should be prepared to be refused admittance based on class capacity issues or lack of skill sets. I don't know the policy of the other departments so you might want to reach out to them and see what your options are. If you have the time and really want to pursue this venue, it is entirely up to you.

Q: Do you think your program will ever be offered online?

A: Our design program has never been online other than now that COVID-19 has unfortunately forced us to go to an online format. It has been challenging for our faculty to come up with a new way of teaching in a program that is very very hands on as you can imagine. Our professors are up to the challenge and they are in the process of working out details over the summer to make the fall term as interesting and enjoyable as possible for our students.

Right now, the university is following the directives of the Quebec Minister of Education and so our school will be offering courses online to all our students and where possible, there will be some on-sight work. The university has started to open some of the research labs and hope to get our graduate students into the school to continue their research but this is a very slow and meticulous process.

I do not believe our students will return to a full in-class experience before winter and again, the school is monitoring all that is happening in our province and in other universities across Canada and we will adapt to what the current process is. At present, we continue the online format. We do not anticipate changing our in-person format to online teaching forever - this is a temporary teaching format. Our professors prefer to have in-person interaction with students in a classroom setting and give critiques in person and with other classmates. The in-person format is highly favoured by our department and we will continue to offer it after COVID-19 has left us.

Q: How do I defer to Fall 2021

A: You will need to contact the admission officer indicated in your letter of acceptance for this. The admission office is processing all deferral requests. You should provide your full name, student i.d.# and the program that you were accepted to. They will process your request and confirm by email.

Q: I'd like to take one year off, how do I do that?

A: The University policy allows for students to take a leave in order to take a break from studies or to work. This text is from the Undergraduate Calendar ***Lapsed Program Students enrolled in a specialization or major program in the Faculty of Fine Arts who have been absent from their program for six consecutive terms or more will be withdrawn from their program and have a lapsed notation entered on their student record. Students enrolled in a microprogram who have been absent for four consecutive terms or more will be withdrawn from their program and have a lapsed notation entered on their student record. Lapsed students must meet with the appropriate advisor in order to resume their program and be made aware of possible program modifications. In some cases, students might be required to submit a new application.*** If you return before that time, there is no issue. You must however, de-register from your courses in the term that you want to start your leave and make sure that your student account balance is at zero. Once you decide to return to your studies, you should make sure that you register for your courses at the appropriate time. Registration for courses starts in mid-March each year. We recommend you try to complete your core courses as soon as possible as our curriculum changes every few years and this may cause you to have to take additional courses upon your return to school.

Q: Can I study abroad?

A: Yes, The CSEP (Concordia Student Exchange Program) is a study abroad program that allows Concordia students to spend 1-2 semesters abroad at one of our 130+ partner institutions around the world while paying regular Concordia tuition fees, and earning credits towards their degree back home. Concordia International further facilitates the exchange process by helping students apply for bursaries that make studying abroad even more affordable. You'll find all the answers on this website: <https://www.concordia.ca/students/exchanges/csep.html>

Q: How do I obtain Official Transcripts

A: Requests for Official transcripts can be requested on the Birk's Student Centre here: <https://www.concordia.ca/students/birks.html> by clicking on "CONSULT THE LIST OF SERVICES OFFERED".

Q: How do I track the progress in my program?

Your program guide: This is on the [Design and Computation Arts website](#) and you can download the program guide for the year you were accepted into your program. Please review your program guide and fill it in with the courses from your Student Record/Transcript (you can download it from your student hub). You can fill in the courses you took and passed on your program guide in the left-hand column marked "Completed" and fill in what you are registered for in the coming year on the right-hand side marked "To be Completed". This will tell you what you have left to take in your program. This is the way that students can track their progress through their entire program.

You can make an appointment with me once you have all this done and you still have questions about your progress.

Q: Are there job opportunities on campus?

A: I can offer some suggestions but you must approach each faculty member if you wish to work for them as a Research Assistant or a Teaching Assistant. Try looking up on the Concordia webpage:

CAPS https://www.concordia.ca/students/success/career-planning/job-bank.html?utm_source=vanity&utm_campaign=jobbank

JOBS AT Concordia: <https://www.concordia.ca/hr/jobs/openings.html>

Work Study Program: <https://www.concordia.ca/students/international/living-working/working-in-canada.html>

Student Success Centre: <https://www.concordia.ca/students/success/career-planning/employers.html>

Q: How to complete a Program Guide

A: We ask our students to use the [Program Guide](#) and update and save it as they move forward in their program. We need this document sent to the department when requesting help with registration and it also serves as a guide for students to see what courses they've completed and what they have remaining to complete. So please go to the website and print the program guide for the year you were accepted into your program. Fill in the courses that you completed. It helps to type in the course numbers if you have the software in Adobe to re-write. Keep this document handy (computer/phone). It is helpful to you and to us in getting you registered and in helping you with queries for future courses.

Q: View an Academic Advisement Report

A: The steps on How to View an Academic Advisement Report can be found here: <https://www.concordia.ca/content/dam/concordia/docs/your-sis/SIS-View-Advisement-Report.pdf>
[The Advisement Report:](#)

Tracks the courses you've taken in SIS (Student Information System) and the ones you are currently registered for. I've included an example of a partial advisement report below:

DART 400-level electives (15 credits)

Satisfied: Complete 15 credits chosen from DART 400-level electives

- Units: 15.00 required, 15.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Personalize View All 						
First  1-3 of 3  Last						
Course	Description	Units	When	Grade	Notes	Status
DART 441	THE CULTURE OF IMAGES	3.00	Winter 2023	A-		
DART 453	DESIGN & COMMUN. ENGAGEMENT	6.00	Fall/Winter 2023-24	A+		
DART 499	TOPICS IN DESIGN (VISUAL COMMUNICATION & SPACE)	6.00	Winter 2025			

Q: How Do I withdraw from program?

A: You need to send a formal request to withdraw to Eileen.Oreilly@concordia.ca

Q: Admission/Open House/Portfolio Day

- A: - Here is the [Faculty of Fine Arts](#) website and follow the [step-by-step instructions](#) to start your online application for admission to Concordia University.
- For our programs there are two steps to do 1. Apply to our program and 2. Upload your Portfolio.
 - You can look at our website under “[admission requirements](#)” for Computation Arts or “[admission requirements](#)” for Design for more details.
 - Once you’ve completed your admission application (step 1) and paid the application fee you can upload your portfolio (step 2).
 - This user friendly system called SlideRoom allows you to store your creative artwork and apply to other programs within the Faculty. Each department has different requirements for their evaluation of a portfolio for their programs so you need to check their website for this information.
 - On the [Design and Computation Arts](#) webpage click on “Upload Portfolio”. You will be prompted to create a username and password in SlideRoom. Complete the questionnaire and upload your portfolio and letter of intent.
 - In your Concordia application you were asked to provide documents. Slideroom will ask for your Letter of Intent ([here](#) is an example). Tell us what you hope to do with this degree and who inspires you (design/artist), talk about yourself, your work. You can also upload any recommendation letters (optional) or awards you’ve received (optional). Please include your Resume if you’ve been out of school more than two years.
 - Portfolio of your creative work: Is a requirement for our programs. You can see the [Design categories](#) listed under “Portfolio” or the [Computation Arts](#) categories.
 - Finally, once you’ve reviewed all your information you can click on the “Submit” button.

Deadline to apply and upload portfolio is March 1st.

Here is additional information for you as an international student.

International Students Office (ISO): <http://www.concordia.ca/offices/iso.html>

Financial Aid and Awards Office: <http://www.concordia.ca/students/financial-support.html>

Tuition Fee Calculator: <http://www.concordia.ca/admissions/tuition-fees/calculator.html>

To contact our Undergraduate Program Directors:

Computation Arts - Pippin Barr, upd.cart@concordia.ca

Design – upd.dart@concordia.ca.

All applicants are welcome to visit us at the next virtual [Open House](#) event on Saturday, February 20, 2021 between 9: 00am and 1:00pm EST.

At Open House you'll have an opportunity to:

- Visit our facilities virtually (see the labs, library, student residences)
- See a recorded presentation from our chair and meet her in the presentation platform and chat
- Visit our booth and meet/chat with our students who are in the programs (you can even go to a break-out room for one-on-one chats)

[PORTFOLIO REVIEW DAY:](#)

Is scheduled for Friday, January 22, 2021 from 1:00 – 5:00pm EST. We are working on the website now so you'll be able to click on the zoom meeting on that day and:

- Meet/chat with our students who are in the programs
- Meet/chat with one of our faculty members and go to a personal zoom with them to show your portfolio and receive constructive feedback on your creative artwork.

Q: How long does it take to receive a reply about my admission?

A: Deadline is March 1st, our faculty will start to review in mid-March, then send our recommendations to Admissions. Admissions will continue the process from there and offers of admission will start to go out sometime in late April or early May.

Q: How To Upload a URL link/website?

A: The easiest way to do this is to copy/paste the url link in a word document and then save it as a pdf. They you can upload the pdf in SlideRoom. It's also good practice to include your website url in your letter of intent. Somewhere visible an in a larger font so our faculty will see it.

The easiest way is to have your Table of Content first and if you can, put a description either on each image or on a separate document like the Index Page.

The Table of Content should hold the information on your creative artwork (# your image/creative artwork, size, date, medium etc). The Index Page can contain the description of the piece (why you did it, what you used to make it and the conceptual approach to your artwork. Just a few lines is good). With these two documents ready you can save them and your creative artwork in one pdf file and then upload.

That way our faculty will see the documents first and then the images.

Q: How to present Coding

A. You can just submit a video and a PDF with the coding in it or a link to your coding online if available.

Q: What class do I register for in my first year?

A: When you received your Offer of Admission there were approximately four pages of information and in that letter there was a url link providing you with the website that contains the list of courses you are to register for in the fall and winter terms. The first year core courses (Design and Computation Arts) have been reserved for our first year students so don't worry that classes will fill up – only you and your class mates have access.

Please go back to your letter and read it carefully. All the information is there in the letter. After you have read it, if you still have issues you can contact me again

Q: How Do I Register? Do I need an Advisor? First Year Students Information?

A: Congratulations on your acceptance to our program. You don't need an advisor but you do need to register for your courses. In your offer you would have received the link to look at the first year courses in order to register. I invite you to read the information and follow the instructions on registration first.

How to Register for a Course: <https://www.concordia.ca/students/your-sis/register-for-a-course.html>

Sequence to Register for CART: This website will give you the courses you need for the CART Specialization, Major, Minor, Game Design along with the sequence to follow when you register. Please follow the sequence otherwise the system will be prevented from registering.

<https://www.concordia.ca/finearts/students/sas/new-students-advising-registration/first-year-courses.html>

Sequence to Register for DESIGN: This website will give you the courses you need for the Design Major along with the sequence to follow when you register. Please follow the sequence otherwise the system will be prevented from registering. <https://www.concordia.ca/finearts/students/sas/new-students-advising-registration/first-year-courses.html>

Newly Admitted Students to Fine Arts: <https://www.concordia.ca/finearts/students/sas/new-students-advising-registration.html> You can get help in zoom with registering.

And here is the [Course Registration: how to use the system \(concordia.ca\)](#) website.

Please go to the **New Students Touchstone Orientation** to help you with registering for your courses. <https://www.concordia.ca/finearts/students/sas/new-students-advising-registration.html>

Q: I'm interested in the DART/CART program, as a current student what courses should I be taking to reach my goal to transfer.

A: Our design students have to take 66 credits of core courses + 6 credits of Art History or Art Theory courses and 18 credits of free electives and fine arts electives. You can start by looking at fine arts electives that will give you course work in a studio (i.e. sculpture, painting, drawing, ceramics and so on). Any course that will give you skill sets needed in our program are generally a good plan.

A: Our computation arts students have to take (45 credits in the Joint Major, 60 credits of core courses in the Specialization + 6 non-studio electives (ex. Art History/Art Theory) + 24 credits of free electives. You can start by looking at fine arts electives that will give you course work in a ??????? and any course that will give you skill sets needed in our program are generally a good plan such as

Q: What's the difference between the Joint Major and the Specialization?

A: Take the CART Specialization if you want to focus on Computation Arts specifically, taking most of your credits within the department. Take the Joint Major in Computation Arts and Computer Science if you want to pursue a joint degree between Computation Arts and Computer Science, completing equal credits in both. Be aware that Computer Science has math requirements.

Q: How to get an I.d.Card

A: [How to get a student ID card \(concordia.ca\)](https://concordia.ca)

Q: How to get an Opus Card

A: [Attestations & special requests \(concordia.ca\)](https://concordia.ca)

Program Transfer Questions:

Students in the Bachelor of Computer Science who wish to switch to the joint major (for example, Bachelor of Computer Science joint major in Computation Arts), must submit a change of concentration request, <https://www.concordia.ca/ginacody/students/academic-services/undergraduate/requests.html>

The form is submitted via Office 365 and is sent directly to the Student Academic Services Office (SAS) for processing.

B.Comp.Sc. to BFA program: they need to do a Degree Transfer

BFA to BFA program: they need to do an Internal Transfer form.

To switch from BFA to BFA within our program you need to fill out the attached form and send it to Jonathan Lessard who is the Undergraduate Program Director for the CART Programs. If you send him the form with your request in an email saying that you wish to switch from the Joint Major to the Specialization, he must recommend your request. Once he signs your form that he accepts your internal transfer, then you can forward that signed form to: tony.cuco@concordia.ca Mr. Cuco will take care of processing your request and he will email you back when it is done so you will see the change on your student record. It's best that you verify this is done so there are no errors.

Email from BCSk giving details on how to do a switch: I've added Katherine Matthews-Riel in CC as she is the new Advisor in Student Academic Services, and Computer Science falls under her split of the programs, however, please feel free to CC us both in these communications.

As for the process, students in a BCS wishing to have a Change of Concentration to a BCS Joint program can submit their request via the online Student Request forms:

GCS Student Request forms (scroll down the page for Change of Concentration):

<https://www.concordia.ca/ginacody/students/academic-services/undergraduate/requests.html>

Change of Concentration - Computer Science students

Bachelor of Computer Science - Joint Major in Computation Arts

- Transfer term: Fall Term only.
- Transferring to the **Joint Major in Computation Arts**, requires students to [submit a portfolio](#) to the department of Computation Arts. Student Academic Services will process the transfer only after receiving the approval from the Faculty of Fine Arts.
- Prerequisites (must have completed prior to applying):
 - MATH 203, 204 and 205

Submit a request: [Request Change of Concentration for a Bachelor of Computer Science*](#)

The student should submit the online form via the link above. They have completed the three required Math courses, so to approve it at GCS we would need an email from Fine Arts approving the student for the Joint Major in Computation Arts.

SLIDEROOM QUESTIONS:

Q: Why can't I apply to Slideroom NOW?

A: Our Slideroom platform has not yet opened. It will open after November 15th so you can start to go in and start your application. You can save the information and go back to it anytime you want because you'll be prompted to provide a user name and password. Keep this information for future reference. I recommend you **DO NOT SUBMIT** your portfolio now. The reason for this is because once you **SUBMIT** you cannot change or modify your portfolio. It's best to wait until you are absolutely sure it is just the way you want it and then submit.

Our faculty will not look at the portfolios until after the **MARCH 1st** deadline anyways so there's no point in submitting it now.

If you don't have a lot of creative artwork, that's another good reason not to submit now. You have four months to work on this part and I suggest you start right away. Look into community centres or schools in your area that offer classes in the visual arts. You'll need to submit more artistic work if you hope to be accepted. Yes, the portfolio plays a significant role in being accepted. Our faculty is looking for diversity of content, technical and artistic skills not to mention your description of your work. You need to explain what you did, why you did it so give them your conceptual approach to your work. You need to dig deep and give a short paragraph on each piece of work.

You should also come to the next Portfolio and Open House event taking place in February. I don't have the date yet. It's too early but keep checking the Faculty of Fine Arts website. <https://www.concordia.ca/admissions/open-house.html>

ADMISSION QUESTIONS:

Q: Can I do this program part time while I work.

A: Students generally do work while attending school however we recommend they work no more than 15-20 hours per week. If you have a job it is possible to continue to work while attending courses but remember that for us, school comes first so you may have to adjust your work schedule depending on the classes offered and your time schedule.

Q: Is it possible to have two Minors? I'm thinking of the Computer Science and Game Design Minors and also what is the process for applying in a Minor program?

A: Depends on the minor. You have to go on those websites and look up the program requirements. I think you can add two minors. For you as an international student it's a good plan to add at least one minor because you have 30 credits of electives to complete so you might as well put them towards something you are really interested in like a minor.

Q: For Game Design Minor, do you have to already be a game maker or can I just jump into it?

A: There's no prereq. Typically we will look for the candidates who display a great interest in the topic (often evidences by having made games already on their own) and whose profiles can offer interesting variety in our classes (history, psychology, sociology, but anything really).

OPEN HOUSE QUESTIONS:

Next Open House info: [Missed Open House? \(concordia.ca\)](#)

PORTFOLIO QUESTIONS:

Current Portfolio Day Event:

<https://www.concordia.ca/finearts/future-students.html>

Q: What are softwares I should learn before applying.

A: I'd recommend looking at Unity (if you're interested in games or creating 3D worlds for exploration) or Blender (if you're interested in 3D modelling). Both have amazing communities and many, many tutorials to allow you to get a sense of them.

Q: I am unsure what format is preferred when submitting my pieces?

A: Our faculty prefer to view the portfolio as one flowing work so uploading your creative artwork into one pdf that they can scroll through is the easiest for them but you do have the option to upload one piece of work at a time. Just make sure that you have described your work so that the faculty can read it either on the work itself or in the box provided in Slideroom. We ask that candidates describe their work to us, the process and what they want the viewer to understand about the work. Give your conceptual approach to the work in other words.

Q: When can I upload my Portfolio? (if SlideRoom is NOT OPEN)

A: Our portfolio upload is not open yet. If admissions is open and you've completed your application online, you'll have to wait until November 1st which is when our Slideroom platform will open up and then you can do the upload of your portfolio. Here is the website: <https://concordia-university.slideroom.com/#/Login>

If you happen to be close to the Montreal area, you might want to come and visit us. [Open House website](#) is now live.

Q: If SlideRoom is OPEN?

A: You have to upload your portfolio in order for our committee to review and evaluate your portfolio. Please look at the steps outlined on this website and then scroll down to the bottom to hit the "Upload Your Portfolio and Documents" button.

<https://www.concordia.ca/finearts/design/programs/undergraduate/how-to-apply.html>

Q: I want to apply to Design, where do I start?

A: You can apply to our program with your previous architecture degree. All the information you are looking for is on our website

Just click [here](#) and choose undergraduate programs and from this website you can see student work, exhibitions and a video presentation from the chair

Of our department. After that, you can scroll down to “Design BFA” and see the Program Details and How to Apply. The How to Apply button will give you the entire process so please read each step carefully. Finally, when you are ready upload your portfolio you only need to scroll down on this same page and start the upload. You can Save your work and go back to it anytime until you are ready to hit the Submit button. Once you submit, you will no longer be able to make any changes to your application. If you are an International Student applying to Concordia the deadline for the online application is February 1st. Deadline to apply is March 1st for the portfolio.

Here is some more information about Portfolio Day: <https://www.concordia.ca/finearts/future-students.html> if you are interested in attending it (ZOOM).

Computation Arts – Teaser Videos:

CART 361 – 3D Digital Production I

Class of 2021 <https://vimeo.com/559452910>

Class of 2022: <https://vimeo.com/manage/videos/746427846>

You have to upload it there in order for our committee to review your portfolio. Please look at the steps outlined on this website and then scroll down to the bottom to hit the “Upload Your Portfolio and Documents” button. Once you’ve filled out the SlideRoom application, you can upload your letter of intent and portfolio and SUBMIT your application. This will allow me to process your information and our committee will review your portfolio sometime in March.

<https://www.concordia.ca/finearts/design/programs/undergraduate/how-to-apply.html>

MICROPROGRAM in User Interface and Design

MICROPROGRAM QUESTIONS:

Q: How much does it cost?

A: I cannot confirm the tuition fees for this program but if you answered the 5-Step questions on the [Tuition Calculator](#) you should be pretty accurate.

Step 1 is: Certificate

Step 2: your status

Step 3: Faculty of fine Arts

Step 4: Full-time

Step 5: 9 credits

Click Review and Estimate My Fees

That's it. I don't have the date yet of when applications will open but I do know the program is scheduled for Fall 2023 so we do have time on our side. Yes it is all remote and no, we do not offer a French version of this program and I don't think we will since we are an English university.

You can look up the class on the Class Schedule:

https://campus.concordia.ca/psc/pscsprd/EMPLOYEE/SA/c/CU_EXT.CU_CLASS_SEARCH.GBL

For Fall 2023: Course time and dates

For CART 214/GA, Visual Form and Communication Tue, Thur, , 6:00pm – 10:00pm (Sept.5 – Nov.9/2023)

DART 349/GA, Introduction to Web Design Mon, Wed, 6:00pm – 10:00pm (Sept.6 – Oct.25/2023)

DART 449/GA Language of the Web Mon, Wed, , 6:00pm – 10:00pm (Oct.30 – Dec.4/2023)

Q: Can I register for other courses while I'm in the Microprogram?

A: The students in the Microprogram are limited to the courses required for that credential.

STUDENT'S WITH FINANCIAL DIFFICULTIES

Response to International Students reporting financial difficulties and requesting support.

It is a difficult time for graduate and undergraduate students given the political situations in home countries, volatility in international currency values, and difficulties accessing foreign funds. This summary has been prepared to provide a coordinated response to students who indicate financial difficulties and make requests to various units for support. This response is suggested for requests for support and further funding. Certain situations may need additional considerations. Any office who receives a request from a student can offer these suggestions to initially address concerns with options:

- a. [Financial Aid and Awards Office](#) can assist students with scholarships and awards, bursaries, loans, student employment, budgeting and banking.
- b. [International Students Office](#) support students adapting to Concordia and Canada and have myriad experiences in dealing with international crises.
- c. [Student Accounts Office](#) will work with students in setting up a payment plan to spread out any debt.
- d. [Career and Planning Services \(CAPS\)](#) offer job postings for student employment on and off campus.
- e. Discuss with the student's department to find out if there are any funding opportunities.