

Department of Computer Science and Software Engineering  
(CSSE)

## INFORMATION FOR GRADUATE STUDENTS

Need information? Start with Concordia University's webpage!

Concordia University's [webpage](#)



- ✓ Use Quick Links (top right-hand corner)
- ✓ Use Class Schedules
- ✓ View Class Detail listings
- ✓ Learn about support services and student groups

Quick links ▾

**The Graduate Calendar is an official University document.** It contains everything you need to know about being a student at Concordia. This contains it course descriptions of all programs and courses offered at the university:  
<http://cms-prod-a6-prepub.concordia.ca:4503/content/concordia/en/academics/graduate/calendar/current.html>

### User account

All Gina Cody School (GCS) students have an email address associated with their ENCS account. Students are responsible for checking their **ENCS email**, either directly or by forwarding it to another address.  
Link: <https://www.concordia.ca/it/services/encs-user-account.html>. (*Main form of communication with your Program Advisor*)

### Important Term Dates and Deadlines

*Please be informed of all important dates and deadlines.* These dates are posted online: <https://www.concordia.ca/events/academic-dates.html>

It is the student's responsibility to meet all deadlines and follow all necessary steps to withdraw from a course or courses, or from the University. Not attending classes or informing an instructor of intent to withdraw does not constitute withdrawal. Students who do not properly withdraw before the published deadlines, and who do not complete assigned work, tests or exams, will receive failing grade.

### Course Registration

- Registration Start Date (RSD) is in March of every year. The University expects you to register for the entire academic year (Summer, Fall and Winter).

**It is the student's responsibility to ensure that their course selection meets the program requirements for their graduation.**

## Academic Regulations

Please see below for more information:

<https://www.concordia.ca/academics/graduate/calendar/current/academic-regulations.html>

## Graduation Regulations

Students must satisfy all program requirements, be in acceptable standing, and have a minimum final graduation GPA of

2.00. The standings of potential graduates who have attempted less than 12 credits since their last assessment are determined on the basis that these credits constitute an extension of the last assessment period. (*Undergraduate Calendar, section 71.10.5*). When you're nearing the completion of your degree, you must apply (through the myconcordia portal) to graduate before the specified deadline:

Semester/Term*	Deadline	Convocation date
Winter	January 15	Spring
Summer	July 15	Fall
<i>*The semester/term you complete your degree requirements</i>		

For more information, please visit the following link: <http://www.concordia.ca/graduation-convocation/students.html>

## Email Etiquette

Always include your full name and Concordia student number when communicating with the University. If you have received an automatic reply (junk/spam?), please read it carefully as the answer to your question may be included.

not send multiple emails. Consult your Offer of Admission, Student Record and Advisement Report, and check what is required of you (i.e. prerequisites, rules and regulations) beforehand.

## Contact Information

Contact	Name	Room	Tel*	E-mail
Graduate Program Director <b>Course Option</b>	Dr. D. Goswami	ER 921	Ext: 7882	dhrubajyoti.goswami@concordia.ca
Graduate Program Director Course Option <b>Research</b>	Dr. L. Kossiem	ER 1145	Ext 3074	leila.kosseim@concordia.ca
COOP Director	Dr. R. Jayakumar	ER 903	Ext: 3011	jayakumar@cse.concordia.ca
Graduate Coordinator	Samantha Singh Vicki Tow	ER 1041 ER 1043	Ext: 3043 Ext: 3042	grad-program@cse.concordia.ca

\*The official phone number for Concordia University is 514-848-2424 followed by the extension number.

\*\*Please book an appointment: <https://app.acuityscheduling.com/schedule.php?owner=18004019>

NOTE: during peak registration periods (when registration opens in March, and before courses begin and up until the DNE deadline for each term, responses will be delayed).

<b>Student Services &amp;Centres</b>	
<p><b><u>Birks Student Service Centre</u></b></p> <p>1400 de Maisonneuve Blvd. West, LB 185 <a href="http://www.concordia.ca/students/birks.html">http://www.concordia.ca/students/birks.html</a></p> <ul style="list-style-type: none"><li>- Request forms, attestation letters, transcripts</li><li>- Final exam special requests</li><li>- Obtain information for graduation application</li></ul>	<p><b><u>Student Academic Services(SAS)</u></b></p> <p>1515 St. Catherine St. West, EV 2.125 <a href="https://www.concordia.ca/ginacody/students/academic-services.html">https://www.concordia.ca/ginacody/students/academic-services.html</a> <a href="mailto:sas-front-desk@encs.concordia.ca">sas-front-desk@encs.concordia.ca</a></p> <p>Fill out the Student Request form if you need to:</p> <ul style="list-style-type: none"><li>- Request a credit overload</li><li>- Take 300/400 level course</li><li>- Take a course a 3rd time</li><li>- Substitute a course</li><li>- Transfer credits</li><li>- Return to Full-time status</li></ul>
<p><b><u>Student Success Centre</u></b></p> <p>1455 de Maisonneuve Blvd. West, H 745 <a href="http://www.concordia.ca/students/success.html">http://www.concordia.ca/students/success.html</a></p> <p>They offer academic, personal and professional support from your first year to your graduation. The Student Success Centre is a welcoming support network of resources and opportunities to engage and empower you as a student to realize your individual, academic and long-term goals – bridging academic experience with personal and professional development.</p> <p>They provide Learning Support, Career and Planning Services, Student Advocacy and much more.</p>	<p><b><u>Campus Wellness &amp; Support Services</u></b></p> <p><a href="http://www.concordia.ca/offices/cwss.html">http://www.concordia.ca/offices/cwss.html</a></p> <p>See a nurse or a doctor, talk with a therapist, get help from an accessibility professional and more. They promote accessibility, foster resilience, health and well-being by creating inclusive, supportive and collaborative environments.</p> <ul style="list-style-type: none"><li>- Access Centre for Students with Disabilities (ACSD) <a href="http://www.concordia.ca/students/accessibility.html">http://www.concordia.ca/students/accessibility.html</a> (GM 300) Students with a variety of disability conditions can use the ACSD. Some examples are: vision, mobility, hearing, chronic medical conditions, learning disabilities, attention deficit disorder, mental health conditions, temporary conditions due to illness, etc.</li><li>- Health Services (GM 200) <a href="http://www.concordia.ca/students/health.html">http://www.concordia.ca/students/health.html</a></li><li>- Counselling &amp; Psychological Services (GM 300) <a href="http://www.concordia.ca/students/counselling.html">http://www.concordia.ca/students/counselling.html</a></li></ul>