



Course Selection in Eight Easy Steps

Summer 2009 Edition

July is fast approaching and the fun time of year known as Pre-registration is just around the corner. That's right! You actually get to pick a course (or two)! The Faculty provides a timeline and description of all the things you need to do over the summer, and it can be found at <http://appsci.queensu.ca/preregistration/>. While you should definitely use that as a resource, pre-registration can still be confusing, and as a result, this guide was created to further help you through this often troublesome process. Follow the eight easy steps outlined here and you should be good to go in no time. This isn't hard, but it can be frustrating; just stick with it!

1) **Consult the Applied Science Academic Calendar**, available online at:

http://www.queensu.ca/calendars/appsci/Degree_Programs.html

Click on your appropriate program. The faculty is not producing paper copies of the calendar anymore, so you must use the online version.

Scroll down or click on the appropriate year of your degree, and under the section entitled "[your year] common core" there should be a line that looks like one or two of these:

Complementary Studies List A	F/W	36
Complementary Studies List A, B, C or D	F/W	36
Technical Elective	F/W	36

Complementary Studies refers to courses that are neither engineering nor science related. They are divided up into lists A, B, C and D.

List A - Humanities and social sciences courses (H&SS)

List B - Linkage and professional issues courses

List C - Performance arts and languages courses (PAL)

List D – Management courses (MGT)

Example:

Complementary Studies, List A	F/W	36
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In this case you would have to choose any course from list A, for either the fall or winter term

A half year course is 36 accreditation units (AU's), while a full year course is 72. You must choose a course that is at least the amount of required units stated in the curriculum guide (can be more if you are feeling ambitious).

Technical Electives are courses relevant to your program, but you get to choose which courses you want to take from a list of approved ones. The list of approved courses is at the bottom of the page that lists the of core courses for your discipline. Again the amount of units must be at least the amount stated in the curriculum guide. Unlike artsci courses, technical electives vary in the amount of AU's per course. Make sure you are satisfying the minimum requirement when selecting your technical electives.

Example:

Technical Elective	F/W	36
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For this situation, you would choose a course from the list of technical electives at the bottom of your degree program page that is at least 36 AU's. Feel free to take a course that is worth more than 36 AU's if it seems more interesting to you.

2) For complementary studies, go to

http://www.queensu.ca/calendars/appsci/Complementary_Studies.html to see which courses are in which complementary studies list. Pick courses that you're interested in, that you think sound like fun, or, at the very least, that you'll pass. **Technical Elective descriptions can be found by clicking on the course link from the Applied Science calendar, while Complementary Studies course descriptions are in the Arts and Science course calendar,** found online at:

<http://www.queensu.ca/calendars/artsci/>

(If you have a friend who is in arts and science, get your hands on their hard copy of the calendar - it might be easier than flipping through 17 different windows on your computer screen). Here's a review of how complementary studies work:

- **You must choose 108 Complementary Accreditation Units (AU's) to graduate:**
 - **A MINIMUM of 72** must be from **List A** (one full year or two half year courses)
 - **The remaining 36** (one course) may be from **Lists A, B, C or D.**

This is usually one course per year after first year, but not always. Make sure that you plan your courses accordingly – every year there are people who do not graduate because they take the wrong combination of courses or ones that they think are on the list but aren't. Look at your program and try to follow what it says. Most importantly, check frequently to make sure that you are on track to complete everything listed. Be careful!

3) Before you can go onto QCARD to choose your courses, you need to get what is called your "Pre-registration Time Ticket". This is your designated start time to choose your courses on QCARD and is in place to try and prevent the backlog that normally occurs every year. It will be randomly generated for you and, beginning June 1st, you can go onto QCARD to pick it up.

4) **Log on to QCard after the designated start time on your time ticket between JUNE 29th AND JULY 17th.**

Now comes the really fun part. **All of your core courses should be pre-programmed for you; all you need to do is add your technical elective and/or complementary studies.** Look at your current Timetable on QCARD to find out when you can actually attend other courses. I recommend that you write down your courses on the 'Timetable Planning Form', which you can find on-line at: http://www.queensu.ca/registrar/courses/slot_graphic.html

This requires a little explanation so try to bear with me. What you will see on the timetable planning form is a bunch of open weekly timetables, labeled one hour, two hours etc... These refer to the length of the periods. You will notice is that each time slot has a little number written in it; that refers to the slot number. So, if you have a course in slot 1 (one), it will be on Monday from 8:30-9:30, Tuesday from 10:30-11:30 and Thursday from 9:30-10:30. What is great about this system is that almost all courses follow these slots and you can search for courses using the slot search function on the course timetable.

I find that the best way to do this is to print up all the timetable planning charts, write in when you have your pre-programmed courses and then take note of which slots you have free. When I say free, I mean that all time slots over the entire week with the same number are open. Now that you can see what times you have available for other courses, go to the on-line course timetable to see which courses are offered in those time slots. Go to <http://www.queensu.ca/registrar/currentstudents/coursetimetable.html> and click on "Course Time Table", and search for courses using the slot box. If you can find a course that you want to take and also fits your schedule, you're doing really well.

Alternatively, you can log onto QCard and click on "course offerings." From there you can search for courses you are interested in, and see which slots they are offered in and if they fit into your schedule.

What will probably happen is that you will settle for some course that you don't really want to take because it's the only thing that fits in to your schedule. **Night courses** (marked by Section X) are always a good bet because you probably won't have any core courses at night. Try to have some patience when searching for a course. I know that it can be frustrating, but if you can find something good by putting in some extra time, you will appreciate it later.

5) **Add these courses** by going to the "Pre-registration" portion of QCARD and typing in the appropriate course code for the course you want. Don't forget to include the term and section (if appropriate). Click the "update" button.

If you need special permission to take the course of your choice, you won't be able to do this last step and will have to go to the department where the course is offered; the magical people there can override the system and register you anyway....they have that kind of power.

6) Unfortunately, you're not done yet! You still need to be checking the online guide to pre-registration at <http://appsci.queensu.ca/preregistration/>. This will keep you up to date with all the important information and deadlines, like when you have to give the school permission to raid your bank accounts. I found that the best thing to do was to print it up and stick it on the fridge for the summer.

7) **Attend class.**

8) Study and Pass.

Ok, they weren't all easy steps, but hopefully that helped. Good luck in your upcoming year (and probable battle with QCard). **Contact your academic assistant (you can find who yours is at <http://appsci.queensu.ca/studentinfo/advisors/assistants.php>) or myself, Mike Brown, with all of your troubles (related to this and not!) at ypa@engsoc.queensu.ca.**