








How to Enrol: Your Step-by-Step Guide



This sheet is a summary of the “How to Enrol” section of the Enrolment Guide. For more details, please refer to the full guide at www.glendon.yorku.ca/enrolmentguide.

	<p>Before you log in, build your timetable:</p> <ul style="list-style-type: none">• Refer to your departmental materials to determine the courses required• Search the online course timetables to select your courses ensuring that you note the catalogue number of each course• If your course includes a lab or tutorial component, the catalogue number for the tutorial or lab you select will automatically schedule you into the associated lecture• Make sure you pick up several choices in case your first choice is full• Build your timetable so that it is conflict free• Ensure you have an active Passport York account.
	<p>Log in to the système:</p> <ul style="list-style-type: none">• Log into the Registration and Enrolment Module (REM) using your Passport York account• Select the session and program for which you are enrolling• Answer the questions presented in the REM• If you are blocked at this point, please refer to the website for instructions.
	<p>Proceed to Enrol:</p> <ul style="list-style-type: none">• Use the icons on the page to add, drop, transfer or exchange a course• To add a course use the catalogue number and follow the instruction• If you are unable to add the course you will get an explanation• To drop a course select the course and use the drop button• Use “transfer” to move from one lab or tutorial to a different lab or tutorial• Use “exchange” if you want to swap one course for a different course; note that the course dropped through an exchange may have financial impact based on Refund Tables.
	<p>Before you log out, check your course:</p> <ul style="list-style-type: none">• Ensure that there are no errors
	<p>Log out and plot your timetable</p> <ul style="list-style-type: none">• Go to the Course web site and select Plot My Timetable• You can go back to the REM as required to make changes within the published academic add/drop dates available on the Important Dates page.