In this guide

Part 1 - How to choose the right courses

Part 2 - How to find course descriptions and schedules

Part 3 - How to enrol in courses and view your timetable

Part 4 - Common enrolment issues

Part 5 – Next Steps
Before you begin

- Accept your offer of admission
  To be done on OUAC or MyFile

- Check if you have any admission conditions, such as proof of language or final transcripts. Review your Offer Letter

- Set up your Security Questions.
  Sign in to your Student Profile

- Find your Language Placement Results
  See Placement Test website*

*It can take up to 2 weeks for some test results to become available

**If you wrote a placement test when applying to the Bachelor of Education, your result will not be linked to your Passport York Account. Click “Log me in with another account” and sign in with the email address and password that you used before.
# Find your language placement results

Placement Test Website – [https://placement.glendon.yorku.ca](https://placement.glendon.yorku.ca)

<table>
<thead>
<tr>
<th>ALREADY COMPLETED YOUR TEST?</th>
<th>DID YOU WRITE THE CORRECT TEST?</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSL test results automatically appear on your Dashboard after submission.</td>
<td>French language learners who are pursuing French Studies as a Major or Minor write French for Major-Minor (Anglophone Stream – FRAN).</td>
</tr>
<tr>
<td>FRAN, SP and ENSL results may appear on your Dashboard as “not graded” for up to two weeks. Check back often to see when the result is posted.</td>
<td>All other French language learners write the French as a Second Language (FSL) test.</td>
</tr>
<tr>
<td><strong>NEED TO WRITE ANOTHER TEST?</strong></td>
<td><strong>NOT SURE IF YOU WERE PLACED AT THE RIGHT LEVEL?</strong></td>
</tr>
<tr>
<td>Select the test you need from “Need to take a different assessment?” on the Dashboard.</td>
<td>Enroll in the courses at your level of placement (3 credits in Fall and the next 3 credits in Winter).</td>
</tr>
<tr>
<td></td>
<td>Attend the first day of classes.</td>
</tr>
<tr>
<td></td>
<td>Consult your professor to see if a level change is necessary.</td>
</tr>
</tbody>
</table>
How to choose the right courses
Degree Requirements

There are 5 common requirements to all Glendon degrees:

1. Major
2. General Education
3. Language Requirement
4. Upper-Level Requirements
5. Credits outside the Major (Science outside the major for BSc)

If you pursue the following options, **Additional Requirements** will apply:

- International Bachelor of Arts (iBA) or Bachelor of Science (iBSc)
- Add a second major (Double Major)
- Add a minor (Major/Minor)
- Add a certificate program

For full details about your requirements, always consult the Academic Calendar from the year you begin your program.
Credit Values

3-credit courses
- Typically run for one semester
- Fall-term (F) = September to December; Winter term (W) = December to April

6-credit courses
- Typically run for two semesters
- Year-term (Y) = September to April
- Winter/Summer-term (WS) = December to August

Accelerated courses
- Some 6-credit courses run for a single semester
- Same amount of work as a Year-term course but in a shorter period of time (more intense)
- When possible, choose the Y-term section of a 6-credit course instead of the W-term section.
- Remember not to exceed 15 credits in one term.
Course load – Full-Time vs. Part-Time

Maximum Course Load
To graduate in the conventional timeline, the expected course load for the Fall and Winter is 30 credits. Note that not everyone is able to take the maximum course load. For example, if you work full-time, have a registered disability, or have heavy non-academic commitments, consider taking fewer credits.

Full-Time Status
To be considered a full-time student, you must be enrolled in a minimum of 9 credits per semester.

Part-Time Status
If you take fewer than 9 credits per semester, you are considered a part-time student.

Course load for students with disability
Students officially registered with a disability through Glendon’s Accessibility, Well-Being and Counselling Centre can be considered full-time if enrolled in 6 credits per semester.
Selecting the right courses for first year

In your first year of study, you will focus your course selection on these three areas:

1) **Major Requirement** - Introductory courses in your chosen discipline

2) **General Education Requirement**
   - For BAs: Courses in Humanities (HUMA), Natural Science (NATS), Social Science (SOSC) and Modes of Reasoning (MODR)
   - BSc: also includes Computer Science (LE/EECS), Mathematics (MATH) and Foundational Science courses (ex. PHYS, BIOL)

3) **Language Requirement** - Courses in your second language
   FRAN or FSL courses for French language learners, ENSL for English language learners

**Elective courses should be added only if your schedule allows for it once these 3 categories are fulfilled.**
Steps for Selecting Courses
Intended for students who receive 0 to 15 transfer credits

1. Open the Program Checklist document and navigate to your chosen Major. Follow the instructions to plan out a course load of 30 credits.

2. Look up course descriptions and schedules. Take note of the days and times of the courses you are interested in taking.

3. Enrol in courses using the Registration and Enrolment Module (REM).

If you plan to add a second major or minor, consult the program checklist of your second discipline to include 6 introductory credits in your plan.

See How to find course descriptions and schedules

See How to enrol in courses
Steps for Selecting Courses – Students with Advanced Standing
Intended for students who receive 18 or more transfer credits

1. Consult your “Degree Progress Report” to see how your transfer credits apply to your program requirements. You’ll receive this document by email.

2. Look up course descriptions and schedules. Take note of the days and times of the courses you are interested in taking to help with scheduling.

3. Enrol in courses using the Registration and Enrolment Module (REM).

Follow the “Suggested Courses for FW22” section on Page 2 to plan out a course load of up to 30 credits.

See How to enrol in courses
How to find course descriptions and schedules
Navigating the York Courses Website

1. Open the [York Courses Website](#)

2. Click on **Advanced Search** from the menu options on the left;

3. **Faculty** – Select Collège universitaire Glendon (GL);

4. **Subject** – Select the Subject of the course you are searching for;

5. **Session** – Choose Fall/Winter 2022-2023;

6. Click **Search Courses**.

---

Part 2: How to find course descriptions and schedules
The **Advanced Search results** show all the courses offered by a particular academic department in a specific academic session.

Click the link next to your desired course to **read the Course Description and Schedule**.

**Pay attention to year levels!**
The first digit of a course number indicates the year level of the course.

Students can generally enrol in courses in their year level, one level above and one level below.

First year students can enrol in 1000- and 2000-level courses only.
Read the Course Description

Before adding a course, you must carefully read the following information:

1) DESCRIPTION
• Overview of the course
• Minimum grade requirements
• Prerequisites or corerequisites
• Course credit exclusions

2) LANGUAGE OF INSTRUCTION

3) SECTION-SPECIFIC INFORMATION
• Term (F-term, W-term or Y-term)
• Section
• Course type
• Day (M, T, W, R, F), start time, duration
• Location
• Catalogue number
• Notes/Additional Fees
How to enrol in courses and view your timetable
Part 3: How to Enrol in a Course and View Your Timetable

Sign into the System

• Click [here](#) to connect to your Passport York account with the username and password you created.

• Proceed to the Registration and Enrolment Module (REM).
Select the Academic Session

From the drop-down menu, select the Academic Session in which you are enrolling.

**NOTE:** If you are in the Concurrent Education program, you will see two program options when you select the Academic Session.

Select your Glendon program when enrolling in courses for your BA.

Select the Education program when enrolling in courses in your BEd.
Questionnaire

You will be asked to agree to the **Student Code of Conduct Agreement** and to confirm your preferred method of communication (email and cellphone).
Part 3: How to Enrol in a Course and View Your Timetable

Adding Courses – Step 1

Your Session Summary page displays your current program and any courses you are enrolled in.

Click on “Add a Course” to proceed to enroll.
Adding Courses – Step 2

Enter the alphanumeric **catalogue number** of the first course you would like to add. If you see more than one catalogue number, you should only pick **one**. Click on “Add Course” to proceed.
Adding Courses – Step 3

The next screen will ask you to confirm your selection.

Ensure that you are adding the correct course by referring to your Program Checklist and click "Yes" to proceed or "No" to start over.
Repeat the “Add a Course” steps for each course you wish to add.

When you are finished, all your courses should appear on your “Session Summary” page.

**Note:** A $300 Registration Deposit is required after you enrol in your first course.
From the **York Courses Web Site**, click on **“Plot My Timetable”**

The schedule will note if the class is a lecture, tutorial, lab or other type.

The schedule will also indicate the building and room; click on the hyperlinked building for a link to a campus map.
Course Conflicts

• If you have courses that overlap, the block of time will appear in red; details of the courses in conflict will be outlined at the bottom of the page.

• If you have any conflicts, you should modify your schedule accordingly.
Common Enrolment Issues

- Seats reserved / restricted
- Course full
- Cannot add French courses
- French course conflicts with a mandatory course
- French course is full in the Fall-term
- BSc students: Courses conflict with Chemistry courses
- BEd students: Cannot enrol in my education course
- Upper Year courses
- Cannot avoid timetable conflicts
Remaining Seats Reserved/Restricted

What it means:
"seats/spaces are reserved/restricted" means that the limited seats available are reserved for students for whom this course is a requirement. These restrictions are sometimes lifted later in the enrolment cycle, but this is course-dependant.

What to do:
If you require a course that is reserved/restricted, the spot is reserved for you. Go ahead and enrol! If this does not work, try the options offered on the next slide!
Course Full

What it means: If you attempt to enrol in a course and it is full, this means that all the assigned spaces for this class have been taken.

What to do:
- If the course has multiple sections, try enrolling into another section.
- Select a different course according to your requirements.
- Try again another day! Students often add and drop courses, so a spot might open up.
- If the full course is one of your required major courses, reach out to your department. You can find contact information for a department on the York Course Contact Directory.
Cannot Add French Courses

Departmental permission is usually required to add FSL and FRAN courses. This allows the department to verify that you are adding the correct courses based on your level of placement.

What to do:

- Contact the academic department that offers the course
  
  For French Studies (FRAN) courses – français@glendon.yorku.ca
  For French Second Language (FSL) courses – fsl@glendon.yorku.ca

Include your:

- name
- student number
- the course code (ex. FSL 1210), and section (ex. Section B).

Remember to request permission for two French courses – the first level in the Fall and the next level in the Winter.

Once the department has given you permission to add your courses, log back into the Registration and Enrolment Module (REM) to enrol in the courses.
French Course Conflicts with a Mandatory Course

What to do:

• Prioritize the mandatory courses in your Major.
• This means you may only be able to start 3 credits of French this year instead of 6.
• You can replace these credits with 3 additional general education credits or elective credits.
• You can also take your next FSL course in the Summer term or in the Fall.

If French Studies is one of your Majors, prioritize your FRAN courses and drop or change other courses.
The Fall Sections of my French Course are Full

What to do:

• Start your French course in the Winter term.
• Do not select a course at a level that is different from your placement level.

• Since you will only be completing 3 credits of French instead of 6, take 3 credits of General Education or electives in the Fall to complete your timetable.
• Take your next FSL course in the Summer term or the following Academic Year.

Have you read the course descriptions to see if any sections are listed as “Backup” (Under Notes/Additional Fees section)? If there is a Backup section that works with your timetable, contact the department for more information.
BSc students: CHEM 1000 and/or CHEM 1001 conflict(s) with mandatory courses

What to do:

- Prioritize the mandatory courses in your major
- Take Physics instead if you have the prerequisites for this course GL/PHYS 1420 6.00
- Take one or both courses in a future semester (Summer or the next Fall/Winter)

You can replace these credits with additional general education courses (HUMA, SOSC), Introduction to Psychology (GL/PSYC 2510 6.0) or Introduction to Biology (GL/BIOL 1000 6.0)
I’m a BEd student and I cannot enrol in my education course

What to do:

• Make sure you are enrolling in the section that corresponds to the Education program you were admitted to in your Admission Offer letter.
  - If admitted to BEd for FSL Teaching at Glendon Campus – Enrol in Section G of ED/EDUC 1000 3.0.
  - If admitted to the English Bed program at Keele Campus – Enrol in any other section of ED/EDUC 1000 3.0.

• Make sure you select your BEd program from the program dropdown menu in REM when you enrol in your education course. You need to select your Glendon program in REM when enrolling in all other Glendon BA or BSc courses.

• Send an email to the Faculty of Education if you are still unsuccessful in adding the course – osp@edu.yorku.ca
  Make sure to include:
  - Your name
  - Student Number
  - Course and Section information (ex. ED/EDUC 1000 3.0 Section G)
  - A description of the issue you are experiencing (ex. Seats reserved, Course full, Blocked from enrolling).
Upper-Year Courses (at the 3000 and 4000-level)

Any courses that start with a 3 or a 4 are considered upper-year courses.

What to do:
- First-year students should avoid upper-year courses; they are quite challenging!
- You should be enrolling in courses that start with a 1 or 2 ex: 1001, 2030
- The system may not stop you from enrolling in upper-year courses; it is up to you to make sure you aren't doing so accidentally.

**NOTE:** If you were granted transfer credits, you may be advised by an academic advisor to add upper-year courses.
I Cannot Seem to Avoid Timetable Conflicts

What to do:

• Try using the Visual Schedule Builder to play around with course schedule scenarios. [Watch video tutorial here]

  Note: The VSB does not register you in courses. You must still enrol in courses using the Registration and Enrolment Module (REM).

• Be open and flexible to other course options that were not your first pick.

• If you need to drop a course you are interested in, take note of it and try to fit it into your schedule in the future, either next term, or in the next academic year.

• Don’t give up. Learning to enrol in courses is a new skill and it takes time and practice to get it right.
Pay your $300 Registration Deposit

A $300 payment to your student account is required when you enroll in your first semester at the university. This deposit is part of your tuition fees: it is not an additional fee.

Why is it required?
The deposit confirms your registration at York University and unlocks services you will need to prepare for the start of classes and continue through your courses.

Deadline
The payment deadline is based on when you start enrolling in courses. See here for deadlines

How to pay
See How To Make Payments section of the Glendon Student Financial Services website.
To do before the start of term

Finalize your course schedule
We recommend finalizing your courses as soon as possible after attending your enrolment appointment. The closer we get to the start of term, the harder it may be to enrol in courses as classes may start to fill up.

Learn about orientation, frosh, residence, accommodations, financial aid, scholarships and more on the First Year Experience website

Join the Glendon Community on GL Connect to meet other new students and current students.

Learn about your Student Account Online Statement
For details, visit the Student Financial Services website
To do at the start of term

Check for changes to your Student Timetable at the end of August to see the most up to date information about your courses.

Access your Student Email account.

Check the eClass website to see if any course information has been posted.

Apply for your YU Card.

Review the Financial Refund Tables for refund dates and amounts when dropping or switching courses after the start of term.

Review the FW22 Sessional Dates for information on the start and end of classes, university closures, reading weeks, study days, and exam periods.
Bookmark these sites to your browser

ACADEMIC CALENDAR
[calendars.students.yorku.ca](calendars.students.yorku.ca)
- View program and degree requirements
- Consult academic policies and regulations

YORK COURSES WEB SITE
[w2prod.sis.yorku.ca/Apps/WebObjects/cdm](w2prod.sis.yorku.ca/Apps/WebObjects/cdm)
- View current course offerings, descriptions and schedule
- Search past courses
- Plot your timetable

MY ONLINE SERVICES
[myonlineservices.students.yorku.ca/](myonlineservices.students.yorku.ca/)
- Add/drop and modify your courses via the Registration and Enrolment Module (REM)
- View your student account online statements
- View your grades
- Consult your exam schedule
- Access eClass
- Update your personal information

ACADEMIC SERVICES
[glendon.yorku.ca/academic-services](glendon.yorku.ca/academic-services)
- Order a verification of enrolment letter, transcripts
- Download administrative forms
- Change your program
- Contact academic advising

IMPORTANT DATES & DEADLINES
[registrar.yorku.ca/enrol/dates](registrar.yorku.ca/enrol/dates)
- View important sessional dates, add/drop deadlines, financial deadlines, holidays and University closures and more

FINANCIAL REFUND TABLES
[sfs.yorku.ca/refunds/tables](sfs.yorku.ca/refunds/tables)
- Find out what percentage of tuition can be refunded when you drop a course after the term has begun.