



# New Student Enrolment Guide

Winter 2023 Program Start  
Glendon Campus, York University

# Traditional Land Acknowledgement

As we are not all gathered in the same space, we recognize that this land acknowledgment might not be for the territory that you are currently on. We ask that if this is the case, you take the responsibility to acknowledge the traditional territory you are on and the current treaty holders. We recognize that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. Glendon as part of York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.

# In this guide

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Part 4 - [Common enrolment issues](#)

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## 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>

## ALREADY COMPLETED YOUR TEST?

FSL test results automatically appear on your Dashboard after submission

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

## DID YOU WRITE THE CORRECT TEST?

French language learners who are pursuing French Studies as a Major or Minor write French for Major-Minor (Anglophone Stream – FRAN)

All other French language learners write the French as a Second Language (FSL) test.

Spanish (SP) is required for those in the Hispanic Studies Major and optional for everyone else

## NEED TO WRITE ANOTHER TEST?

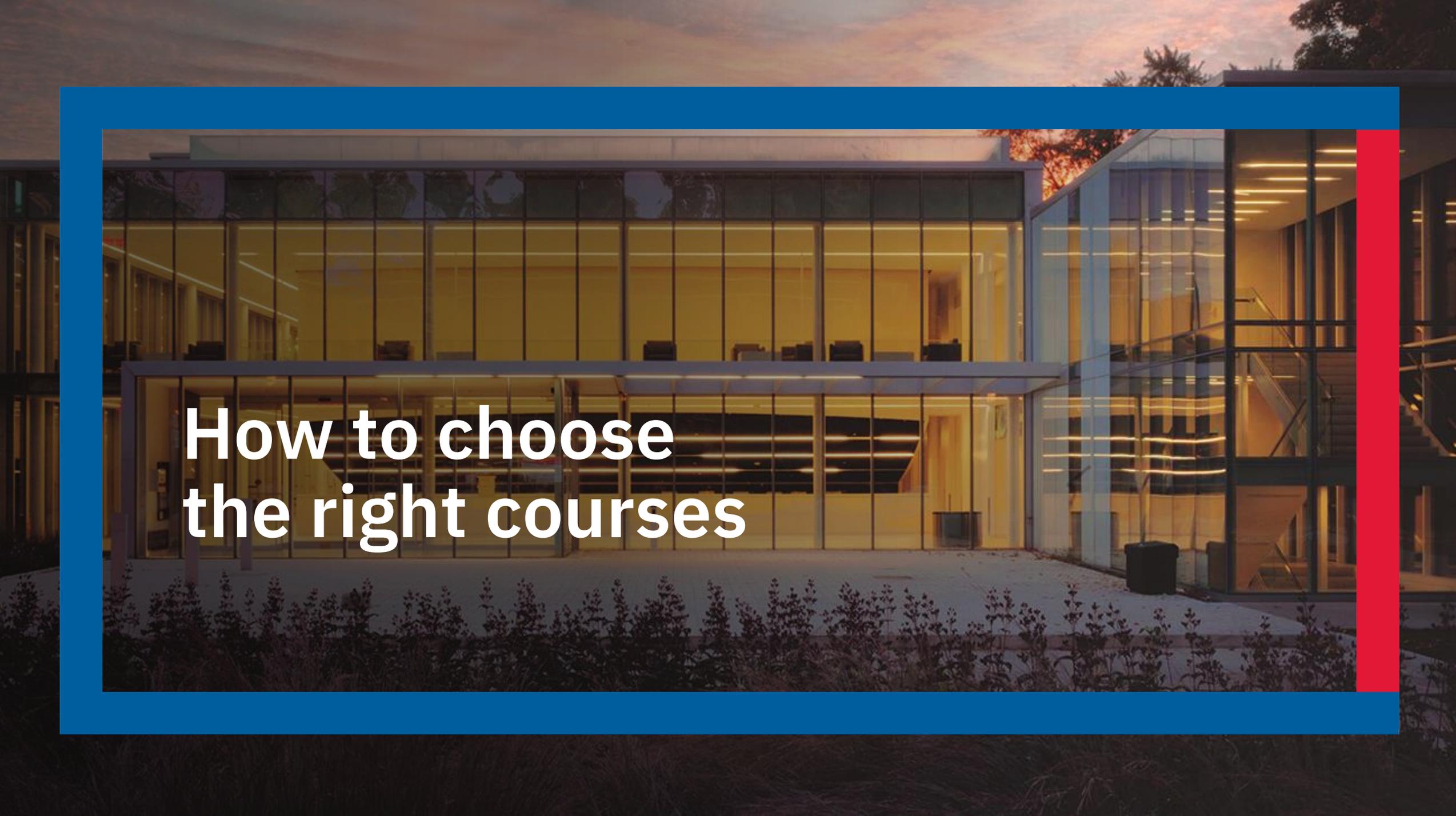
Select the test you need from “Need to take a different assessment?” on the Dashboard

## NOT SURE IF YOU WERE PLACED AT THE RIGHT LEVEL?

Enroll in the courses at your level of placement (3 credits in Fall and the next 3 credits in Winter)

Attend the first day of classes

Consult your professor to see if a level change is necessary

A photograph of a modern, multi-story building with a glass facade, illuminated from within at dusk. The interior lights create a warm, yellow glow that is visible through the glass panels. The building's structure is composed of dark metal frames and large glass panes. In the foreground, there are some dark, leafy bushes. The sky is a mix of soft pinks and blues, suggesting the time is either early morning or late evening. The overall aesthetic is clean and contemporary.

# How to choose the right courses

# 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.

# Credit Values

## YEAR TERM COURSES (Y)

September to April



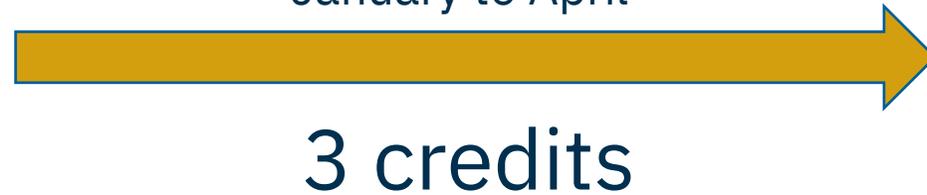
## FALL TERM COURSES (F)

September to December



## WINTER TERM COURSES (W)

January to April



## ACCELERATED COURSES

6 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 or 15 credits per semester. 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.

# Degree Requirements

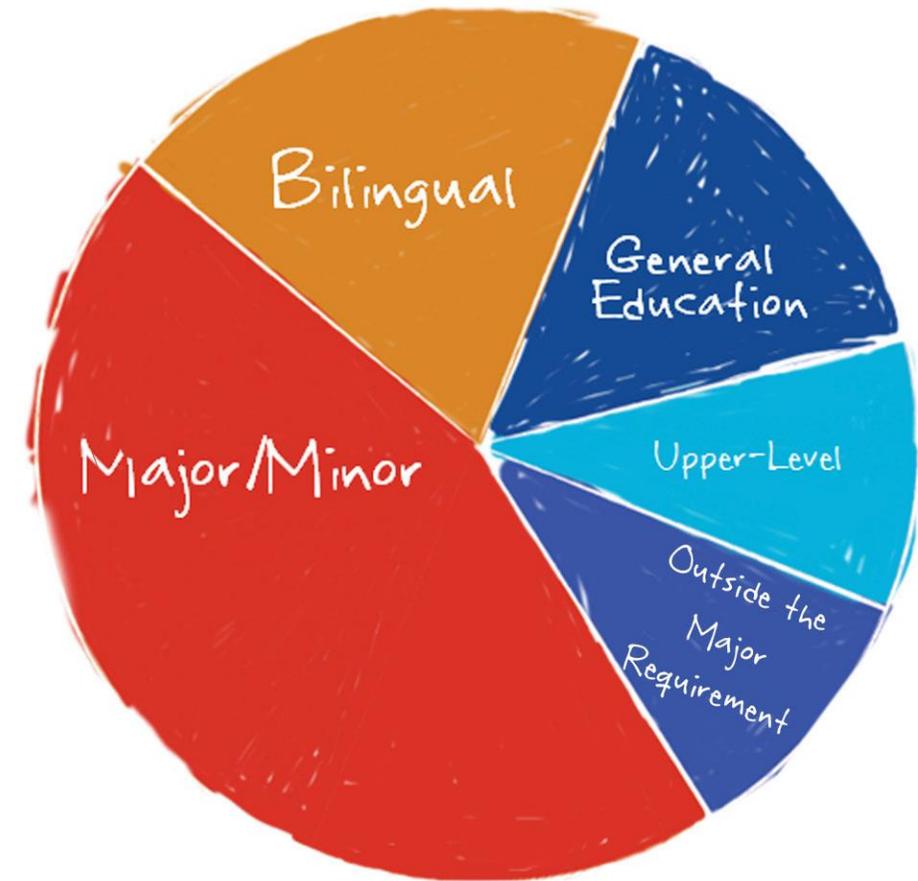
There are 5 common requirements to all Glendon degrees:

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



# 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

**Follow the instructions on the [First Year Enrolment Instructions document](#).** Follow the instructions to plan out a course load of 15 credits for one term.

# 2

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

See [How to find course descriptions and schedules](#)

# 3

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

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

Follow the “**Suggested Courses for FW22**” section on Page 2 to plan out a course load of up to 15 credits.

# 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.

See [How to find course descriptions and schedules](#)

# 3

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

See [How to enrol in courses](#)

# How to find course descriptions and schedules

A photograph of a university campus. In the foreground, a paved path leads across a green lawn. Several students are visible: a man in a plaid shirt and a woman in a red shirt walking together on the left; a man in a blue shirt standing in the center; and a group of students sitting on a bench on the right. The background is a large brick building with several large, intricate metal sculptures mounted on its facade. The scene is brightly lit, suggesting a sunny day. The entire image is framed by a blue border on the left and bottom, and a red border on the right.

# 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**.

The screenshot shows the 'SEARCH COURSE TIMETABLES' page. On the left is a navigation menu with 'Advanced Search' highlighted and circled with a red '1'. The main search area has five numbered callouts: '2' points to 'Collège universitaire Glendon - (GL)' in the Faculty dropdown; '3' points to 'Economics - ECON' in the Subject dropdown; '4' points to 'Fall/Winter 2013-2014' in the Session dropdown; and '5' points to the 'Search Courses' button. The top right features a 'Passport YORK' logo and a 'LOGOUT' button. The page title is 'SEARCH COURSE TIMETABLES' and the subtitle is 'Advanced Search by Faculty, Subject and Number'.

# List of Course Offerings

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

Current Courses Search Results			
Course	Title	Course Description and Schedule	General Education Details
GL/MODR 1610 3.00	Introduction to Statistical Methods I	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	
GL/MODR 1620 3.00	Introduction to Statistical Methods II	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	
GL/MODR 1650 3.00	Modes of Mathematical Reasoning	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	
GL/MODR 1660 3.00	Linear Algebra I	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	
GL/MODR 1670 6.00	Fundamentals of Mathematics	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	
GL/MODR 1711 6.00	Critical Thinking	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	Click on Schedule to see details
GL/MODR 1716 6.00	Logique formelle et informelle	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	Click on Schedule to see details
GL/MODR 1902 3.00	Beyond Google: Research Methods in English Studies	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	
GL/MODR 1930 3.00	Calculus I	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	
GL/MODR 1930 3.00	Calcul différentiel et intégral I	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	
GL/MODR 1940 3.00	Calcul différentiel et intégral II	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	
GL/MODR 1940 3.00	Calculus II	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	
GL/MODR 1950 3.00	Mathematics of Investment I	<a href="#">Fall/Winter 2022-2023 Course Schedule</a>	



[All About Passport York](#)

# 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 (Select courses for W-term)
- Section
- [Course type](#)
- [Day \(M, T, W, R, F\), start time, duration](#)
- [Location](#)
- Catalogue number
- Notes/Additional Fees

**GL/PSYC 2510 6.00 Introduction to Psychology**


LOGOUT  
[All About Passport York](#)

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Course Description: 1

An overview of the discipline of psychology, which includes sensation and perception, learning and behaviour modification, social psychology, developmental psychology, personality, motivation, abnormal psychology and psychobiology. Note: This course is required for all students who intend to pursue additional courses in psychology at the 2000-, 3000- and 4000-levels. Students must pass the course with a minimum grade of C in order to pursue further studies in psychology. Under exceptional circumstances, non-majors who have not obtained a minimum grade of C in GL/PSYC 2510 6.00 may apply for special consideration to enrol in an upper-level psychology course for which GL/PSYC 2510 6.00 is a prerequisite. This application should be made to the Glendon psychology department Chair. Course credit exclusion: HH/PSYC 1010 6.00.

Language of Instruction: 2

English

Term W

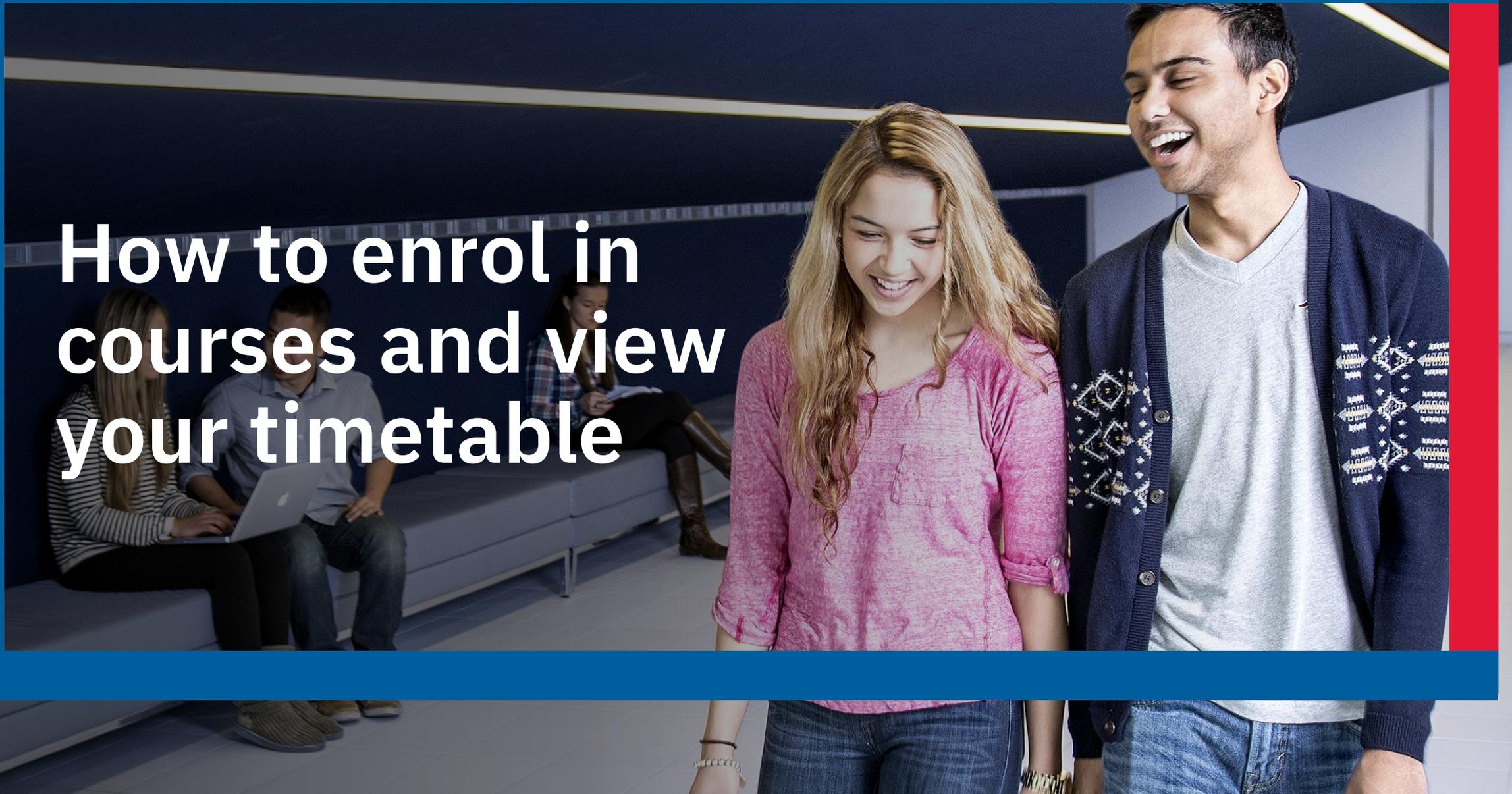
Section M

3

[Please click here to see availability.](#)  
Section Director: Agnieszka Kopinska

Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	T	15:00	180		S03P01	<a href="#">Agnieszka Kopinska</a>	This course or a portion of this course will meet in person in the location assigned.
	R	15:00	180				

# How to enrol in courses 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).



The screenshot shows a web interface titled "Passport York Login". Below the title is a section labeled "Registration and Enrolment". It contains two input fields: "Username:" with the text "rtester" and "Password:" with a masked password ".....". Below these fields is a checkbox labeled "Change my Passport York password after I login." and a "Login" button.



"Passport York" is York University's primary method of online authentication. Use Passport York to sign into York University's online services and tools. [More info](#)

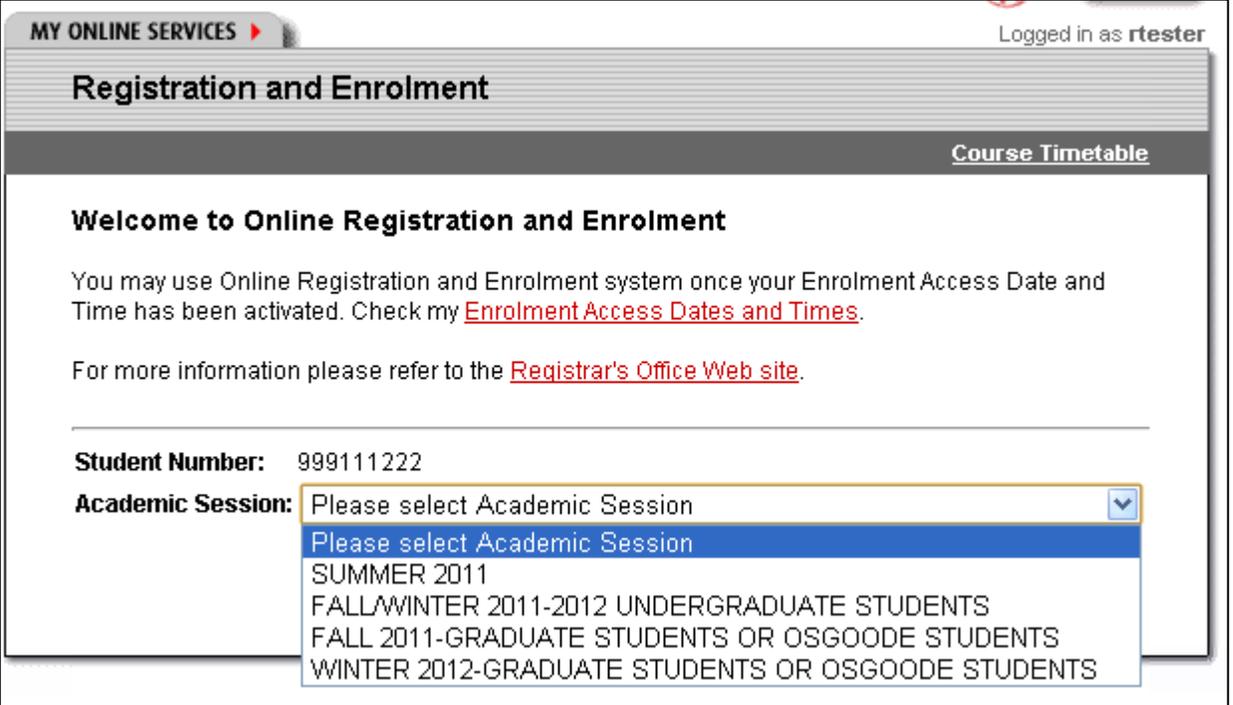
# Select the Academic Session

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 your Education program when enrolling in courses for your BEd.



The screenshot shows a web browser window with the following elements:

- Top navigation bar: "MY ONLINE SERVICES" with a right-pointing arrow.
- Top right corner: "Logged in as rtester".
- Main header: "Registration and Enrolment".
- Sub-header: "Course Timetable".
- Section: "Welcome to Online Registration and Enrolment".
- Text: "You may use Online Registration and Enrolment system once your Enrolment Access Date and Time has been activated. Check my [Enrolment Access Dates and Times](#)."
- Text: "For more information please refer to the [Registrar's Office Web site](#)."
- Form fields:
  - "Student Number: 999111222"
  - "Academic Session:" followed by a dropdown menu.
- Dropdown menu options:
  - Please select Academic Session
  - Please select Academic Session
  - SUMMER 2011
  - FALL/WINTER 2011-2012 UNDERGRADUATE STUDENTS
  - FALL 2011-GRADUATE STUDENTS OR OSGOODE STUDENTS
  - WINTER 2012-GRADUATE STUDENTS OR OSGOODE STUDENTS

# 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).

The screenshot shows a web interface for 'Passport YORK' with a 'LOGOUT' button and a user logged in as 'lucybell'. The page title is 'Registration and Enrolment' with sub-links for 'Select Academic Session' and 'Course Timetable'. The main content is a questionnaire with the following sections:

- Please answer the following questions:** Since this is the first time that you have used Passport York, you will be asked a few questions.
- Honours or Bachelor Question:** If you are academically eligible, or become eligible, for an Honours degree or a Bachelor of Education degree, you will be asked to select the degree you wish to pursue. The 'Honours (120 credits)' option is selected.
- Tuition Fees Contract:** Your current status makes you eligible for a tuition fee waiver. Your enrolment/registration contract will require you to provide contact information, that you agree to supply and pay the fees assessed for your registration. The 'Yes' option is selected.
- Student Code of Conduct Agreement:** I acknowledge that I have an obligation to abide by York University's non-academic Student Code of Conduct and I understand that it is my responsibility to review the Student Code of Conduct found at [www.yorku.ca/scdr](http://www.yorku.ca/scdr). The 'Yes' option is selected.
- E-mail and Cellphone Confirmation:**
  - Are those emails, which we have on file, correct? If not, please correct them. Fields for 'York e-mail' and 'External e-mail' are provided.
  - In some circumstances, York may send official communications to students via e-mail. It is important that when the University does this that these messages reach you and are read in a timely manner. When applicable, do you prefer that official York University messages be sent to your York e-mail address, or to an external e-mail address that you may specify? The 'my External e-mail address' option is selected. An 'Important Note' states that users are responsible for ensuring their external email provider does not prevent York University from delivering emails.
  - Are following cellphone details correct? If not please correct them. Fields for 'Cellphone' and 'Cellphone Provider' are provided.

A 'Continue' button is located at the bottom of the questionnaire.

# Adding Courses – Step 1

MY ONLINE SERVICES ▶ Logged in as rtester

## Registration and Enrolment

[Select Academic Session](#) [Course Timetable](#)

**Session Summary for Mrs Tait Mack-prod** Student Number: **999111222**

**Academic Program for FALL/WINTER 2011-2012 UNDERGRADUATE STUDENTS:**  
▶ Faculty of Liberal Arts and Professional Studies, B.A., Business Economics

**You are currently not enrolled in any courses.**

You are responsible for ensuring you do not have any scheduling conflicts when enrolling in more than one course.

<b>Add a Course</b>	<b>Drop a Course</b>	<b>Transfer a Course</b>	<b>Exchange a Course</b>
Enrol into a course.	Drop a course currently enrolled.	Within a course transfer from one section/tutorial/lab to another.	Drop one course and add a different course at the same time.

**NOTE: Please ensure you pay your \$450 deposit for this academic session within 5 working days after you enrol to maintain your place in the course(s) or else you will be de-enrolled.**

**EXCEPTION: For first year students who enrol in Fall/Winter courses before June 8, your enrolment deposit is due on June 15.**

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

Passport YORK LOGOUT  
Logged in as **lucybell**

MY ONLINE SERVICES ▶

## Registration and Enrolment

Select Academic Session | Session Summary | Course Timetable

 **Add A Course** Student Number:

Please key in the 6 digit catalogue number for the course that you want to add and click Add Course. If you do not know the catalogue number, please refer to the [Course Timetable](#)

You are currently not enrolled in any courses.

[CANCEL - GO BACK](#)

GL/ILST 2644 6.00 International Society: History, Philosophy and Theories

Passport YORK LOGOUT  
[All About Passport York](#)

(Crosslisted to: GL/HUMA 2644 6.00)

Course Description:  
An introduction to the historical and philosophical foundations of contemporary international society and to the main theoretical models and research approaches to the study of international society, including the question of the level of analysis.

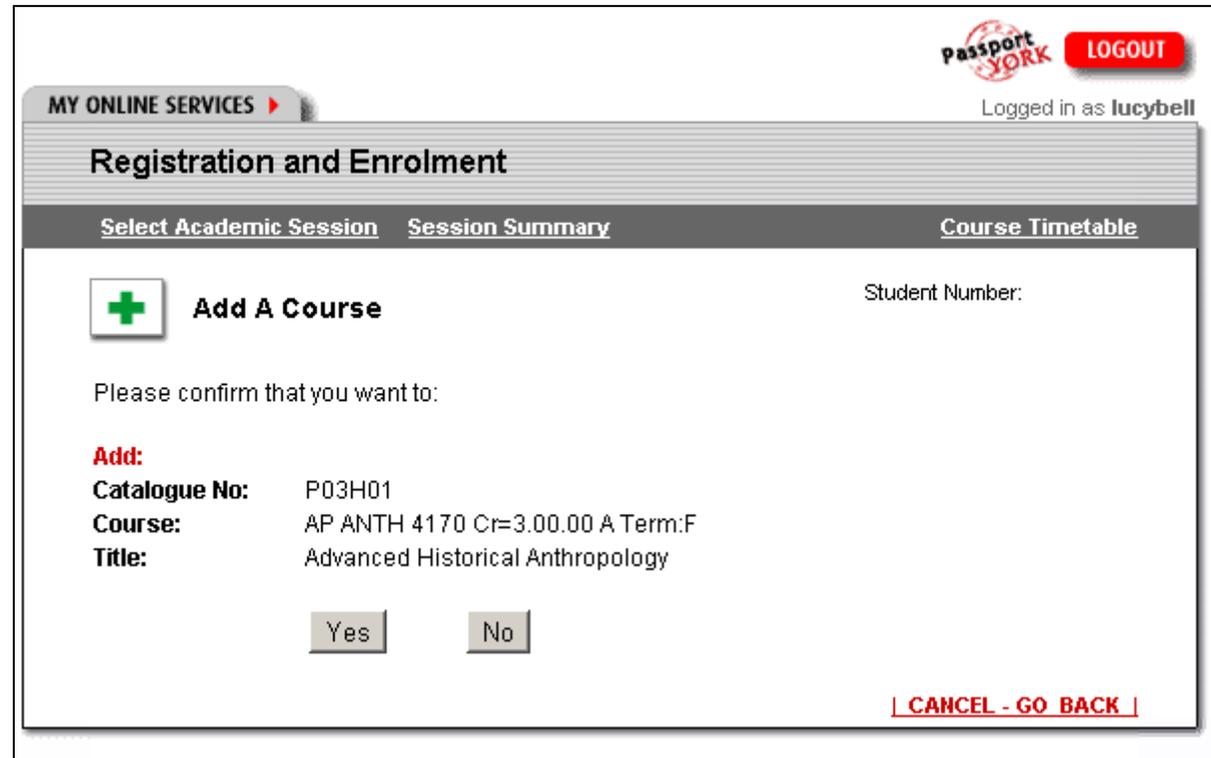
Language of Instruction:  
English

**Term Y Section B**  
[Please click here to see availability.](#)  
Section Director: Marco Fonseca

Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	F	9:00	120			<a href="#">Marco Fonseca</a>	This course will be offered through remote/online delivery and can have synchronous sessions during the day and time noted.
TUTR 01	F	11:00	60				This course will be offered through remote/online delivery and can have synchronous sessions during the day and time noted.
TUTR 02	F	11:00	60		K16G04 (GL ILST) N55P05 (GL HUMA)	<a href="#">Adam Schachhuber</a>	This course will be offered through remote/online delivery and can have synchronous sessions during the day and time noted.

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 screenshot shows the 'Passport YORK' web interface. At the top right, there is a 'LOGOUT' button and the text 'Logged in as lucybell'. The main navigation bar includes 'MY ONLINE SERVICES' and 'Registration and Enrolment'. Below this, there are tabs for 'Select Academic Session', 'Session Summary', and 'Course Timetable'. The 'Add A Course' section features a green plus icon and a 'Student Number:' field. A confirmation message asks the user to confirm their selection. The course details are listed as follows:

<b>Add:</b>	
<b>Catalogue No:</b>	P03H01
<b>Course:</b>	AP ANTH 4170 Cr=3.00.00 A Term:F
<b>Title:</b>	Advanced Historical Anthropology

At the bottom of the form, there are 'Yes' and 'No' buttons, and a red link labeled 'CANCEL - GO BACK'.

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.

# Complete your enrolment

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.

MY ONLINE SERVICES Logged in as rtester

## Registration and Enrolment

[Select Academic Session](#) [Course Timetable](#)

**Session Summary for Mrs Tait Mack-prod** Student Number: 999111222

**Academic Program for FALL/WINTER 2011-2012 UNDERGRADUATE STUDENTS:**  
▶ Faculty of Science and Engineering, B.Sc., No Curriculum Chemistry

**You are currently enrolled in:**

- ▶ SC CHEM 1000 Cr=3.00 A Term:F Chemical Structure
- ▶ SC CHEM 2010 Cr=3.00 M Term:W Symmetry, Electronic Struct. & Bonding
- ▶ SC NATS 1650 Cr=6.00 A Term:Y Human Anatomy for the Fine Arts

[Course Details](#)

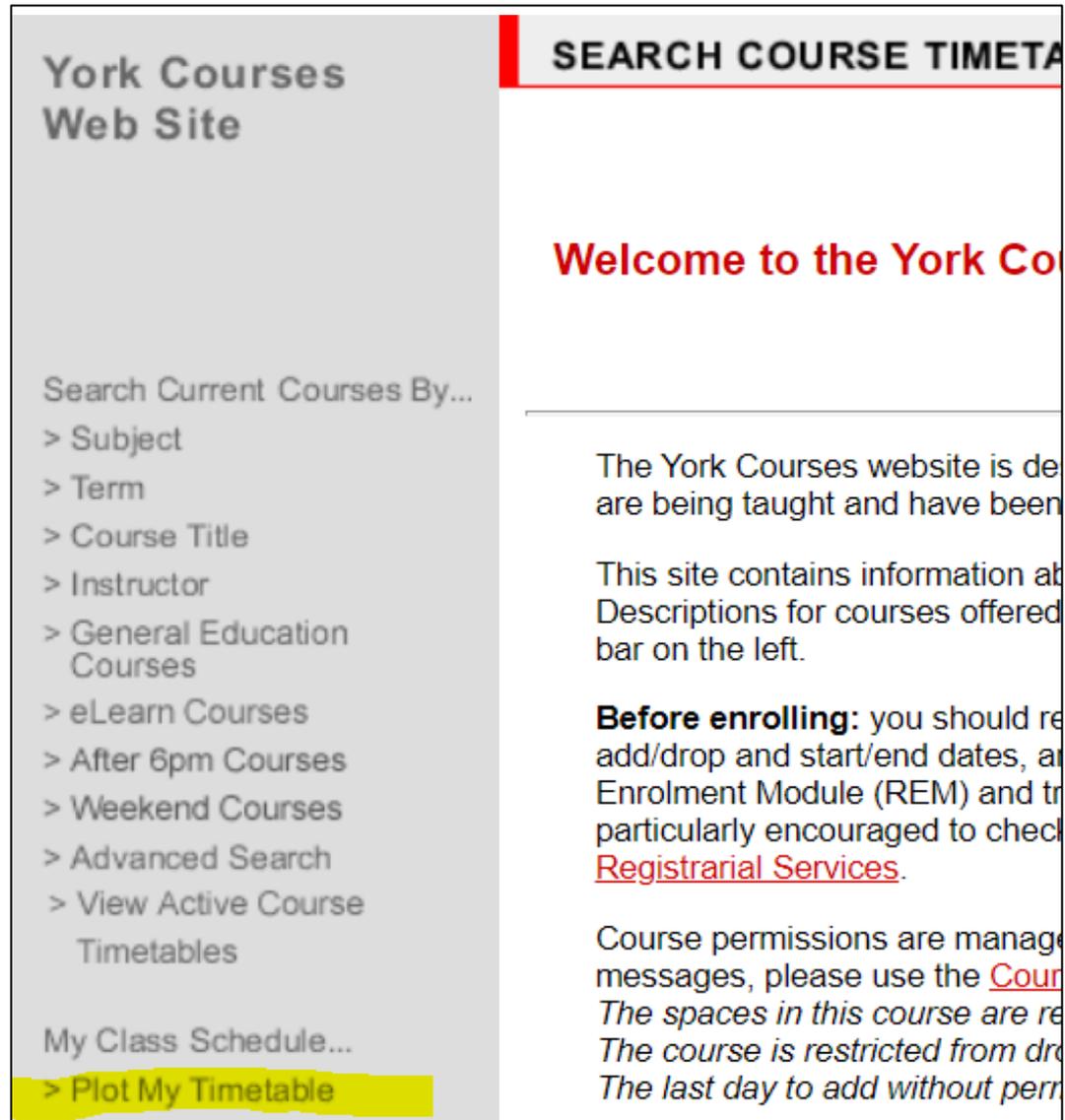
You are responsible for ensuring you do not have any scheduling conflicts when enrolling in more than one course.

<b>Add a Course</b>	<b>Drop a Course</b>	<b>Transfer a Course</b>	<b>Exchange a Course</b>
Enrol into a course.	Drop a course currently enrolled.	Within a course transfer from one section/tutorial/lab to another.	Drop one course and add a different course at the same time.

**NOTE:** Please ensure you pay your \$450 deposit for this academic session within 5 working days after you enrol to maintain your place in the course(s) or else you will be de-enrolled.

**EXCEPTION:** For first year students who enrol in Fall/Winter courses before June 8, your enrolment deposit is due on June 15.

# Plot your Timetable (get a visual printout of your schedule)



The screenshot shows the 'York Courses Web Site' interface. On the left is a navigation sidebar with the following items: 'Search Current Courses By...' (with sub-options: > Subject, > Term, > Course Title, > Instructor, > General Education Courses, > eLearn Courses, > After 6pm Courses, > Weekend Courses, > Advanced Search, > View Active Course Timetables), 'My Class Schedule...', and '> Plot My Timetable' (highlighted in yellow). The main content area is titled 'SEARCH COURSE TIMETA' and contains a red heading 'Welcome to the York Co'. Below this, there is a paragraph: 'The York Courses website is de are being taught and have been'. Another paragraph follows: 'This site contains information at Descriptions for courses offered bar on the left.' A bolded section titled 'Before enrolling:' contains the text: 'you should re add/drop and start/end dates, an Enrolment Module (REM) and tr particularly encouraged to check [Registrarial Services](#).' The bottom part of the page shows the start of a paragraph: 'Course permissions are manage messages, please use the [Cour](#). The spaces in this course are re The course is restricted from dro The last day to add without perr'.

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.

13:30 - 14:00	<b>SC BIOL 1000 3.0</b> Section M Term W Lecture [SLH.D]	
14:00 - 14:30		
14:30 - 15:00		<b>CONFLICT</b>
15:00 - 15:30		<b>CONFLICT</b>
15:30 - 16:00		<b>CONFLICT</b>
16:00 - 16:30		<b>SC BIOL 1000 3.0</b> Section M Term W Laboratory 04 [LSB 219]
16:30 - 17:00		
17:00 - 17:30		
17:30 - 18:00		
18:00 - 18:30		
18:30 - 19:00		
19:00 - 19:30	<b>AP HUMA 1780 6.0</b> Section M Term W Lecture [SLH.A]	
19:30 - 20:00		
20:00 - 20:30		
20:30 - 21:00		
21:00 - 21:30		
21:30 - 22:00		

• **Tuesdays , 14:30 - 16:00**

- [SC BIOL 1000 3.0](#) | Section M Term W | [LSB 219](#) | Laboratory 04
- [SC CHEM 1001 3.0](#) | Section N Term W | [SLH.D](#) | Lecture

# 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 Winter-term

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](mailto:français@glendon.yorku.ca)
  - For French Second Language (FSL) courses – [fsl@glendon.yorku.ca](mailto:fsl@glendon.yorku.ca)

## Include your:

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

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 Winter 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.*

# 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.



# Next Steps

# Bookmark these sites to your browser

## ACADEMIC CALENDAR

[calendars.students.yorku.ca](http://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](http://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/](http://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](http://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](http://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](http://sfs.yorku.ca/refunds/tables)

- Find out what percentage of tuition can be refunded when you drop a course after the term has begun.

# 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 New Student orientation activities on the [Glendon Orientation website](#).

Winter 2023 details to be updated soon

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 December to see the most up to date information about your courses

**Access your [Student Email account](#).**

Set up mail forwarding to your personal email account if you wish.

**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.

# Other helpful information for your first semester

## Fees, payments and student loans

Email: [finance@glendon.yorku.ca](mailto:finance@glendon.yorku.ca)

Web: <https://www.glendon.yorku.ca/student-financial-services/>

## Residence

Email: [residence@glendon.yorku.ca](mailto:residence@glendon.yorku.ca)

Web: <https://www.yorku.ca/housing/Glendon/>

## Contact an Academic Department

Web: <https://registrar.yorku.ca/enrol/course-contacts/>

## Bookstore

Email: [askyub@yorku.ca](mailto:askyub@yorku.ca)

Web: [https://www.bookstore.yorku.ca/site\\_textbook\\_landing\\_page.asp](https://www.bookstore.yorku.ca/site_textbook_landing_page.asp)

## Download an Enrolment Letter

Web: <https://registrar.yorku.ca/program/letters>

## Accessibility and Wellbeing

Email: [counselling@glendon.yorku.ca](mailto:counselling@glendon.yorku.ca)

Web: <https://www.glendon.yorku.ca/counselling/>

## YFS Health and Dental Plan (All students)

Web: <http://www.yfs.ca/healthplan>

## Library

Contact: <https://www.library.yorku.ca/web/ask-services/>

Web: <https://www.library.yorku.ca/web/frost/>

## Student life and orientation

Email: [studentaffairs@glendon.yorku.ca](mailto:studentaffairs@glendon.yorku.ca)

Web: <https://www.glendon.yorku.ca/student-affairs/>

## Technical Issues

Email: [ithelp@glendon.yorku.ca](mailto:ithelp@glendon.yorku.ca)

Web: <https://www.yorku.ca/uit/students-getting-started/>

## UHIP Insurance (International Students)

Web: <https://yorkinternational.yorku.ca/uhip/>

## Student Card (YU Card)

Email: [yucard@glendon.yorku.ca](mailto:yucard@glendon.yorku.ca)

Web: <https://www.yorku.ca/yucard/get-your-yu-card/photo-upload-service/>