Enrolling in Courses

How to use York’s Registration And Enrolment Module (REM)

ACADEMIC SERVICES
Connecting to the System
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).
Set your Security Questions

If this is your first time logging in, you will be asked to set security questions that can be used in order to retrieve your Passport York password if you forget it in the future.

Follow the link to “My Security Questions” on the page to do so.
Set your Security Questions

The link will take you to your Student Profile.

Go to the section labeled “My Security Questions” to create your questions.

**NOTE:** You can return to this profile in the future to change your information.
Create your Questions and Save

- Follow the instructions on the page to create your security questions.
- Click the “Save” button to proceed back to the Registration and Enrolment System.
Select the Academic Session

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

**NOTE**: If you are enrolling in Winter, you should select Fall/Winter.
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).
Adding Courses
Adding Courses

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 – Part 1

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 – Part 2

The next screen will ask you to confirm your selection.

Ensure that you are adding the correct course and click "Yes" to proceed or "No" to start over.
Complete your Enrolments

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.
3 Common Enrolment Complications
1. 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.
- If the full course is one of your required courses, reach out to your department. You can find [Glendon’s Academic Departments here](#). You can also find department information on [York’s Directory](#).
- If the full course is not required, you can find [Glendon’s Academic Departments here](#) or search the department on [York’s Directory](#). They may be able to help you but they may have to save seats for students who require that course.
- Try again another day! Students often add and drop courses, so a spot might open up.
2. Course Spaces Reserved/Restricted

What it means: If you are looking at a course description and it says spaces are reserved/restricted, this means there are limited seats available and they are reserved for students who require this course for their degree.

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 in the “Course Full” section.
3. Upper-Year Courses (at the 3000 and 4000-level)

**What it means:** Any course code that starts with a 3xxx or a 4xxx are considered upper-year courses.

**What to do:** Most of the time, the system will not stop you from enrolling in upper-year courses; however, they are quite challenging and first-year students should not be enrolling in upper-year courses. First-year students should be enrolling in any courses that start with a 1xxx or a 2xxx.

**NOTE:** If you were granted transfer credits, you might have been advised by an academic advisor to add upper-year courses.
Checking your Timetable
From the York Courses Web Site, click on “Plot My Timetable” in the navigation menu to get a visual printout of your schedule.

Scheduling conflicts such as overlapping courses will appear in red. If you have any conflicts, you should modify your schedule accordingly.
Course Conflicts

- Your courses will be plotted into the day and timeframe based on the schedule.
- The schedule will note if the class is a lecture, tutorial, lab or other type.
- The schedule will indicate the building and room; click on the hyperlinked building for a link to a campus map.
- 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.