

# Comment s'inscrire aux cours

Instructions étape par étape

# Dates importantes

Consultez la page [Important Dates](#) sur le site Web de l'université pour trouver les informations suivantes :

## Échéances académiques

- Date limite de **s'inscrire à un cours** sans ou avec permission du professeur
- Date limite **d'abandonner un cours** ou de **se retirer d'un cours en retard**

## Échéances financières

- **Dates limites pour recevoir un remboursement partiel des frais** pour l'abandon d'un cours
- Dates limites pour paiement des frais
- Dates limite pour faire demande d'aide financière RAFEO

## Dates officielles de la session

- Début et fin des cours
- Dates de la **période d'examens**
- **Fermetures** de l'université

# Préparation technique pour l'inscription aux cours

## ❑ Créez votre compte Passport York

Vous avez besoin de votre compte **Passport York** afin d'avoir accès au système d'inscription (Registration and Enrolment Module –REM). [Inscrivez-vous ici comme un nouvel étudiant ou une nouvelle étudiante.](#)

## ❑ Configurez DUO Mobile

La première fois que vous vous connectez à votre Passport York, le programme vous demandera de configurer le système d'authentification à deux facteurs (2FA). [Lisez les directives sur le site web Duo Two Factor Authentication Website](#) pour être bien préparé.

## ❑ Configurez vos questions de sécurité

Vous devez configurer vos **questions de sécurité** avant de pouvoir vous inscrire dans votre premier cours. [Cliquez ici pour configurer vos questions de sécurité.](#)

# Accéder au système d'inscription (REM)

## Registration and Enrolment Module

- Commencez par ici : [//my.yorku.ca/](https://my.yorku.ca/)
- Ouvrez l'onglet **Courses**
- Cliquez sur **Enrol in Courses** pour être dirigé vers le système d'inscription (**REM - Registration and Enrolment Module**)

The screenshot shows the 'Registration and Enrolment' page of the 'MY ONLINE SERVICES' portal. The page is titled 'Registration and Enrolment' and includes a 'Course Timetable' link. The main content area is titled 'Welcome to Online Registration and Enrolment' and contains the following 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](#) . For more information please refer to the [Registrar's Office Web site](#) .' Below this text, there are two input fields: 'Student Number:' and 'Academic Session:'. The 'Academic Session:' field is currently open, showing a dropdown menu with the following options: 'Please select Academic Session', 'Summer 2023', 'FALL 2023-GRADUATE STUDENTS OR OSGOODE STUDENTS', 'WINTER 2024-GRADUATE STUDENTS OR OSGOODE STUDENTS', and 'FALL/WINTER 2023-2024 UNDERGRADUATE STUDENTS'.

# Se connecter au système

- Connectez-vous à votre compte Passport York avec l'identifiant et le mot de passe que vous avez créés.
- Passez au système d'inscription (*Registration and Enrolment Module – REM*).



Passport York Login

**Registration and Enrolment**

Username:

Password:

Change my Passport York password after I login.

Login



"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](#)

# Authentication à deux facteurs

Authentifiez votre connexion à l'aide de l'application DUO Mobile.

Qu'est-ce que c'est ?

[Voir ici pour plus de détails](#)

## Two Factor authentication



[What is this?](#) [Add a new device](#)  
[My Settings & Devices](#)  
[Need help?](#)

Secured by Duo

Choose an authentication method

Duo Push **RECOMMENDED** [Send Me a Push](#)

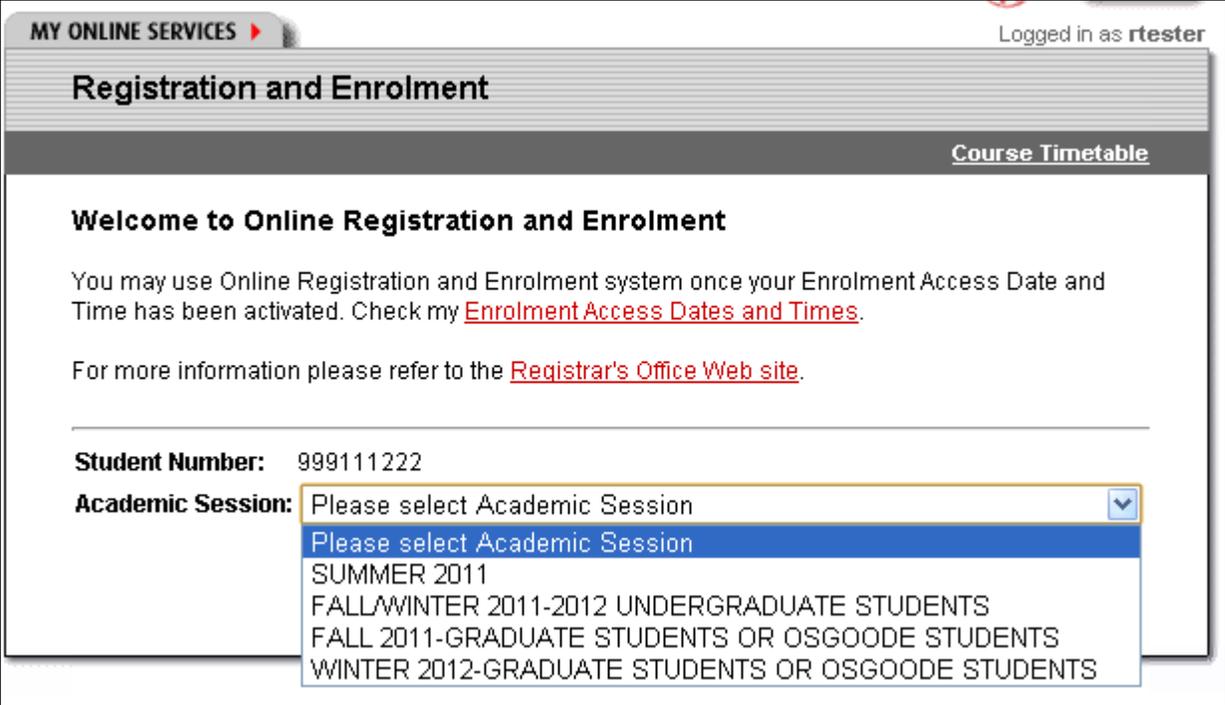
Passcode [Enter a Passcode](#)

Remember me for 30 days

# Choisir la session académique

Dans le menu déroulant, choisissez la **session académique (*academic session*)** à laquelle vous vous inscrivez.

Même si vous débuterez vos études en hiver, vous devez choisir Fall/Winter (automne / hiver) i.e., Fall/Winter 2023-2024 Undergraduate Students



The screenshot shows a web interface for 'MY ONLINE SERVICES' with the user logged in as 'rtester'. The main heading is 'Registration and Enrolment', and there is a 'Course Timetable' link. A welcome message states that the system can be used once enrolment access is activated, with a link to 'Enrolment Access Dates and Times'. Below this, there is a 'Student Number' field containing '999111222' and an 'Academic Session' dropdown menu. The dropdown menu is open, showing options: 'Please select Academic Session', 'SUMMER 2011', 'FALL/WINTER 2011-2021 UNDERGRADUATE STUDENTS', 'FALL 2011-GRADUATE STUDENTS OR OSGOODE STUDENTS', and 'WINTER 2012-GRADUATE STUDENTS OR OSGOODE STUDENTS'.

# Questionnaire

Vous devez accepter les droits et responsabilités des étudiants et confirmer votre mode de communication préféré (courriel et telephone portable).

The screenshot shows a web interface for 'MY ONLINE SERVICES' with a 'Passport YORK' logo and a 'LOGOUT' button. The user is logged in as 'lucybell'. The main heading is 'Registration and Enrolment'. There are two tabs: 'Select Academic Session' and 'Course Timetable'. The page is divided into two columns. The left column contains three sections: 'Please answer the following questions', 'Honours or Bachelor Question', and 'Tuition Fees Contract'. The right column contains 'Student Code of Conduct Agreement', 'E-mail and Cellphone Confirmation', and a 'Continue' button.

**MY ONLINE SERVICES** Passport YORK **LOGOUT**  
Logged in as **lucybell**

## Registration and Enrolment

**Select Academic Session** **Course Timetable**

**Please answer the following questions**

Since this is the first time that you have used the system, you will be asked a few questions.

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**Honours or Bachelor Question**  
If you are academically eligible, or become eligible, you may be asked if you are pursuing either an Honours degree or a Bachelor degree.

Which degree would you like to pursue?

**Honours (120 credits)**  Bachelor

If you decide to change your program after you have registered, you will be required to pay the difference in tuition fees.

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**Tuition Fees Contract**  
Your current status makes you eligible for a tuition fee contract.

Your enrolment/registration contract will require you to provide the following information, that you agree to supply and pay the fees assessed for your registration.

Do you agree to this contract?

**No**  **Yes**

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**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).

Do you accept this agreement?

**No**  **Yes**

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**E-mail and Cellphone Confirmation**

1. Are those emails, which we have on file, correct? If not, please correct them.

<b>York e-mail</b>	<b>External e-mail</b>
<input type="text"/>	<input type="text"/>

2. 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?

My preferred email address for official communications from York is:

my **York e-mail** address  
 my **External e-mail** address

**Important Note:** If you choose to use an external e-mail address as your preferred account, you are responsible for ensuring there are no problems with your external e-mail provider or your individual account that would prevent York University from delivering an e-mail to you at that address. York cannot be held responsible for quota restrictions, spam filters, firewalls and system outages etc. for external e-mail systems.

Note that in some courses your professor may insist upon the use of a yorku.ca e-mail address and in those cases, such a directive would override this preference setting.

3. Are following cellphone details correct? If not please correct them.

<b>Cellphone</b>	<b>Cellphone Provider</b>
<input type="text"/>	<input type="text"/>

# Ajouter vos cours – étape 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.

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.**

Cette page (*session summary*) affiche votre programme actuel et les cours auxquels vous êtes présentement inscrit.

Cliquez sur **Add a Course** pour ajouter un cours.

# Ajouter vos cours – étape 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](#)

K16G05  
You are currently not enrolled in any courses.

**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.**

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

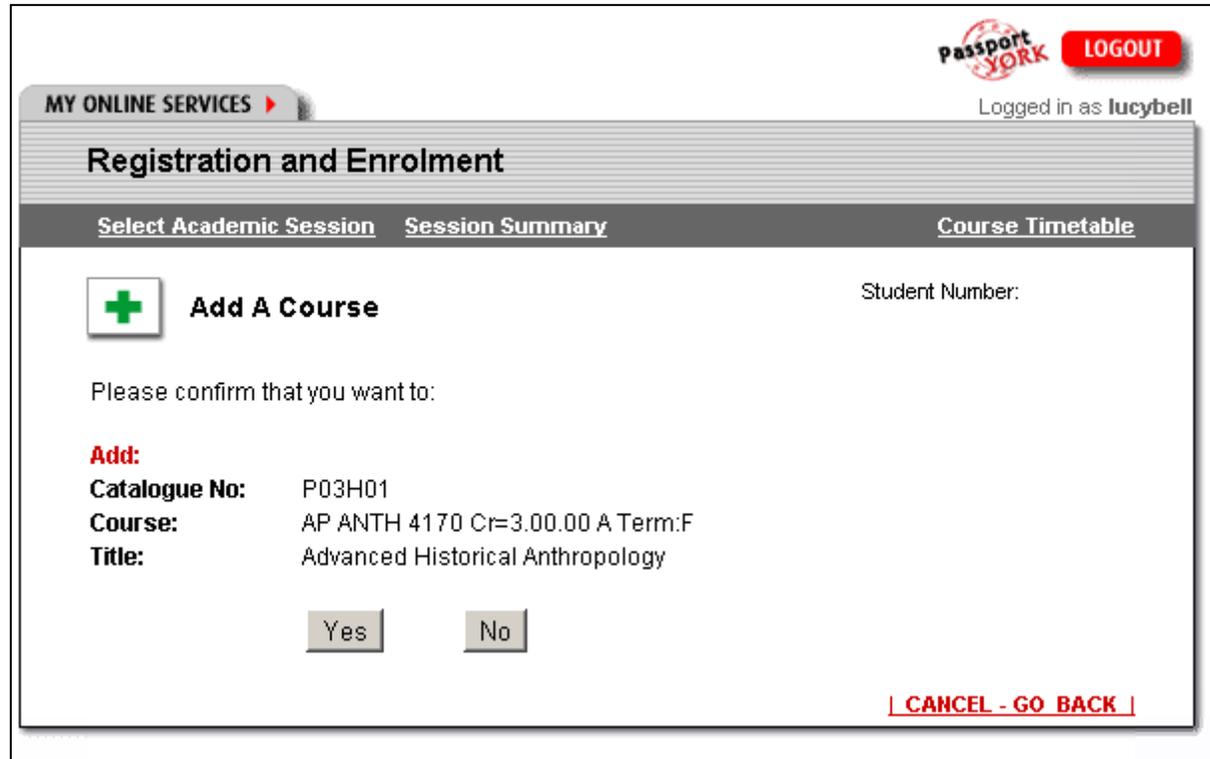
**Term Y Section B**  
Please click here to see availability.  
Section Director: Marco Fonseca

Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	F	9:00	120			Marco Fonseca	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		K16G05 (GL ILST) N55P05 (GL HUMA)	Marco Fonseca	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				This course will be offered through remote/online delivery and can have synchronous sessions during the day and time noted.

Entrez le **numéro de catalogue** alphanumérique (*catalogue number*) du premier cours que vous souhaitez ajouter. Si vous voyez plus d'un numéro de catalogue, vous ne devez en choisir qu'un.

Cliquez sur **Add Course** (ajouter le cours) pour continuer.

# Ajouter vos cours – étape 3



The screenshot shows a web interface for 'Passport YORK'. At the top right, there is a 'LOGOUT' button and the text 'Logged in as lucybell'. Below this is a navigation bar with 'MY ONLINE SERVICES' and a dropdown arrow. The main heading is 'Registration and Enrolment'. Underneath, there are three tabs: 'Select Academic Session', 'Session Summary', and 'Course Timetable'. The 'Add A Course' section features a green plus icon and the text 'Add A Course'. To the right, there is a 'Student Number:' label. Below this, it says 'Please confirm that you want to:'. The course details are listed as follows: 'Add: Catalogue No: P03H01', 'Course: AP ANTH 4170 Cr=3.00.00 A Term:F', and 'Title: Advanced Historical Anthropology'. At the bottom of this section are two buttons: 'Yes' and 'No'. In the bottom right corner, there is a red link that says '| CANCEL - GO BACK |'.

L'écran suivant vous demandera de confirmer votre choix de cours.

Assurez-vous d'avoir ajouté le cours approprié en vous référant à votre *liste de contrôle pour l'inscription* et cliquez sur **Yes** (oui) pour continuer ou **No** (non) pour recommencer à zéro.

# Sommaire de la session (*Session Summary*)

Si vous avez réussi à ajouter votre cours il apparaîtra dans votre liste de cours sur le **sommaire de la session** (*Session Summary*).

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.

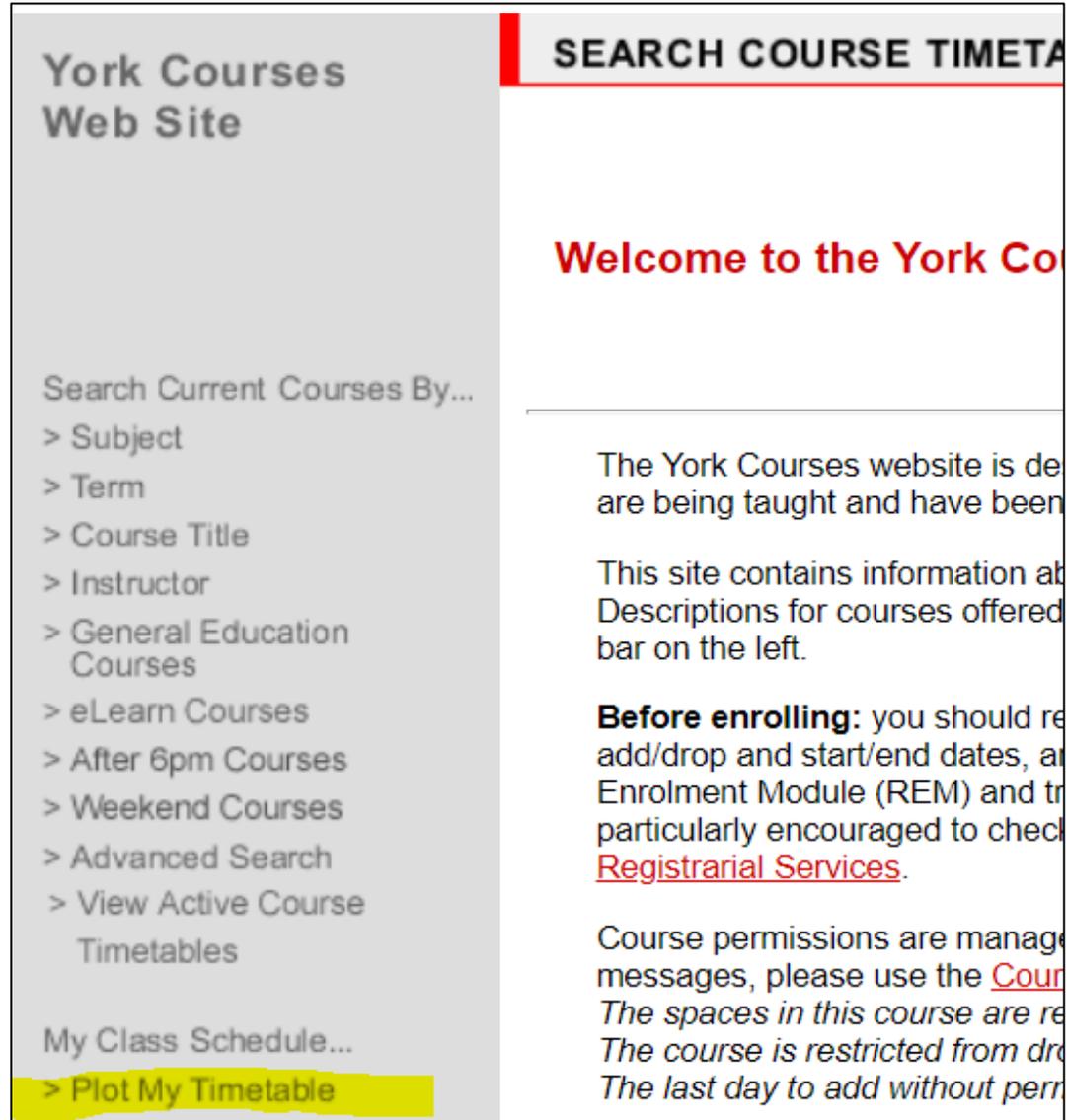
<b>Add a Course</b>	<b>Drop a Course</b>	<b>Transfer a Course</b>	<b>Exchange a Course</b>
Enrol into a course.	Drop a course currently enrolled.	Within a course transfer from one section/tutorial/lab to another.	Drop one course and add a different course at the same time.

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**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.**

# Tracer votre emploi du temps (obtenir une impression visuelle de votre horaire)



The screenshot shows the York Courses website interface. On the left is a sidebar with a search menu. The main content area on the right has a red header and a welcome message. The 'Plot My Timetable' option in the sidebar is highlighted in yellow.

York Courses  
Web Site

SEARCH COURSE TIMETA

Welcome to the York Co

Search Current Courses By...

- > Subject
- > Term
- > Course Title
- > Instructor
- > General Education Courses
- > eLearn Courses
- > After 6pm Courses
- > Weekend Courses
- > Advanced Search
- > View Active Course Timetables

My Class Schedule...

> Plot My Timetable

The York Courses website is de  
are being taught and have been

This site contains information at  
Descriptions for courses offered  
bar on the left.

**Before enrolling:** you should re  
add/drop and start/end dates, an  
Enrolment Module (REM) and tr  
particularly encouraged to check  
[Registrarial Services](#).

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*

Sur le [site de cours de York](#), cliquez sur **Plot My Timetable** à partir du menu.

Le calendrier indiquera si le cours est un cours magistral, un tutorat, un laboratoire ou un autre type de cours.

Le calendrier indiquera également le bâtiment et la salle ; cliquez sur le bâtiment en hyperlien pour obtenir un plan du campus.

# Conflits d'horaire

- Si vous avez des cours qui se chevauchent, le bloc de temps affecté apparaîtra en rouge ; les détails des cours en conflit seront indiqués au bas de la page.
- **Il est de votre responsabilité** de vous assurer que vous n'avez pas de conflit d'horaire lorsque vous vous inscrivez à plus d'un cours.

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		CONFLICT
15:00 - 15:30		CONFLICT
15:30 - 16:00		CONFLICT
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

# Payer le dépôt d'inscription

Requis pour nouveaux étudiants



Un versement de 300 \$ à votre compte étudiant est requis lorsque vous vous inscrivez à votre premier semestre à l'université. Ce dépôt fait partie de vos frais de scolarité : il ne s'agit pas de frais supplémentaires.

## Date limite

La date limite de paiement est basée sur le moment où vous avez commencé à vous inscrire aux cours.

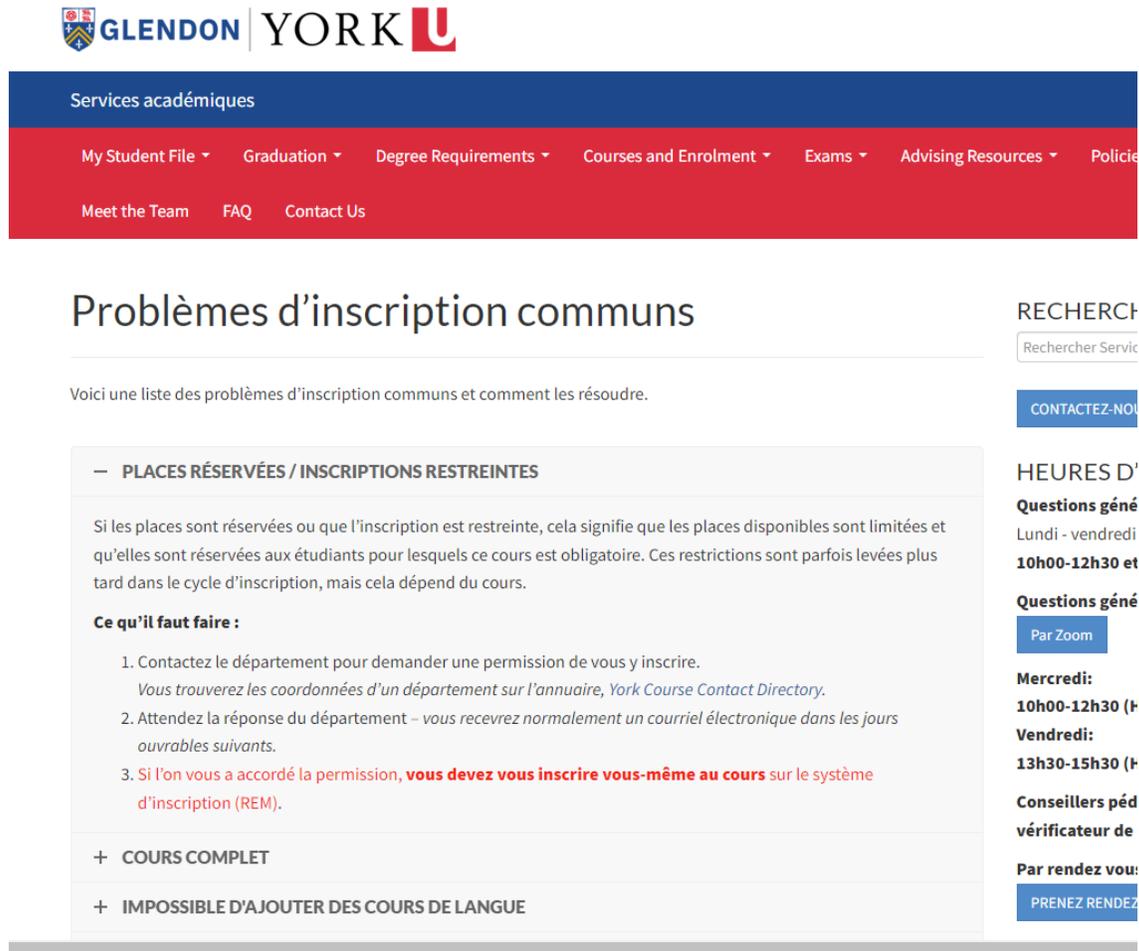
Consultez les dates limites [ici](#).

## Comment payer

Consultez [la foire aux questions](#) sur le site des services financiers aux étudiants de Glendon.

# Problèmes d'inscriptions

Visitez notre site web pour les [problèmes d'inscriptions communs](#) et les instructions pour les résoudre.



The screenshot shows the Glendon York University website. At the top is the university logo and a navigation menu with categories like 'Services académiques', 'My Student File', 'Graduation', 'Degree Requirements', 'Courses and Enrolment', 'Exams', 'Advising Resources', and 'Policies'. Below the navigation is a search bar and a 'CONTACTEZ-NOUS' button. The main content area is titled 'Problèmes d'inscription communs' and contains a section for 'PLACES RÉSERVÉES / INSCRIPTIONS RESTREINTES'. This section explains that reserved spots or restricted enrollment means limited availability and provides a list of steps to resolve the issue: 1. Contact the department for permission, 2. Wait for a response, and 3. Register yourself on the system if permission is granted. Below this are sections for 'COURS COMPLET' and 'IMPOSSIBLE D'AJOUTER DES COURS DE LANGUE'. On the right side of the page, there are sections for 'RECHERCHER' (with a search bar) and 'HEURES D'...' (with a 'Par Zoom' button).



# Questions ?

Nouveaux étudiants

› [dearadvisor@glendon.yorku.ca](mailto:dearadvisor@glendon.yorku.ca)

Étudiants actuels

› [acadservices@glendon.yorku.ca](mailto:acadservices@glendon.yorku.ca)