

How to enrol in courses

Step-by-step instructions

Important Dates

Check the [Important Dates page](#) on the York University Website to find the following information:

Add/Drop Deadlines

- › Deadlines to **add a course** with and without permission of the instructor
- › Deadlines to **drop a course** or **withdraw from a course**

Financial Deadlines

- › **Financial refund deadlines** to drop a course and receive a full or partial refund
- › Payment deadlines
- › OSAP deadlines

Sessional Dates

- › Start and end of classes
- › Dates of the **exam period**
- › **Holidays** and university closures

Technical preparation for course enrolment

Create your Passport York Account

You'll need your **Passport York** account to access the Registration and Enrolment Module. [Sign up as a new student here.](#)

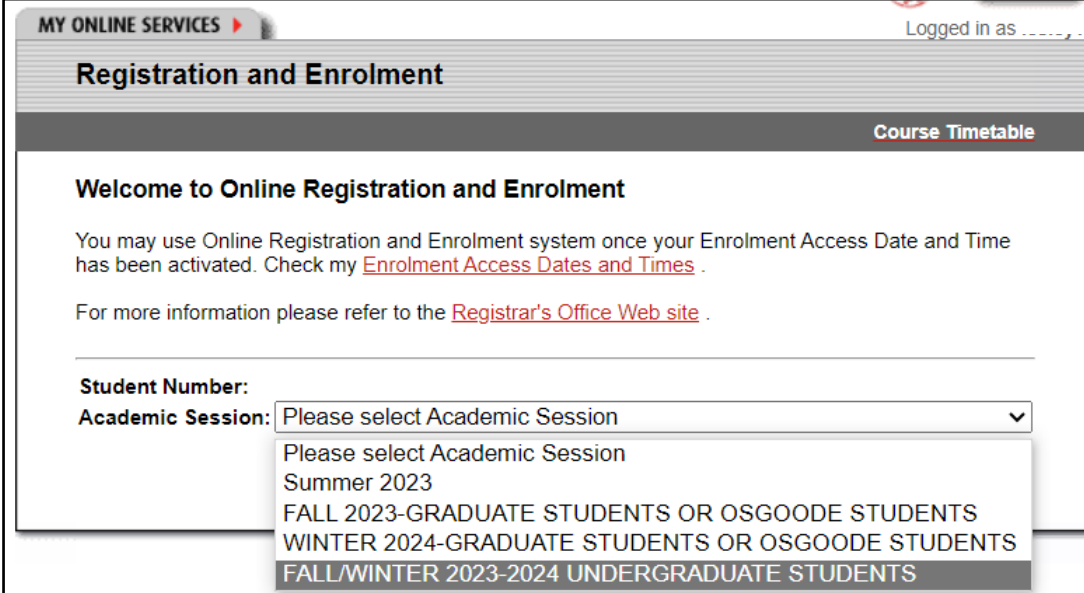
Set up DUO Mobile

After you log in to Passport York for the first time, you will be prompted to set up two-factor authentication (2FA). [Prepare by reading the instructions on the Duo Two Factor Authentication Website.](#)

Set Up Your Security Questions

Setting up your **Security Questions** is required before you can enrol in your first course. [Click here to set up your Security Questions.](#)

Navigate to the online Registration and Enrolment Module (REM)

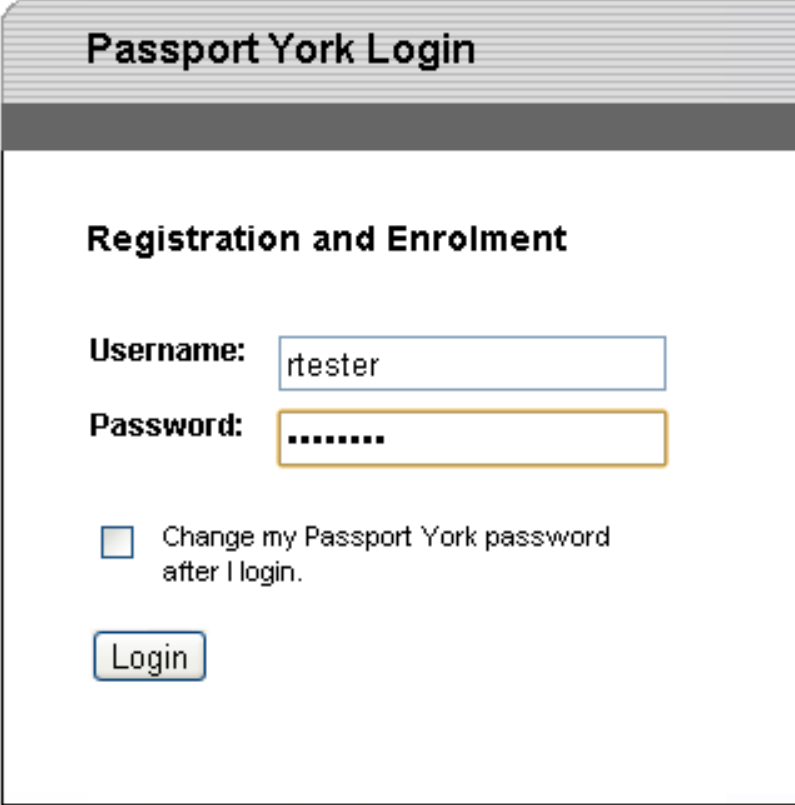


The screenshot shows the 'MY ONLINE SERVICES' header with a 'Logged in as' dropdown. The main title is 'Registration and Enrolment' with a 'Course Timetable' link. The content area includes a welcome message, instructions on when to use the system, and a link to the Registrar's Office Web site. Below this is a 'Student Number' field and an 'Academic Session' dropdown menu. The dropdown menu is open, showing options: 'Please select Academic Session', 'Summer 2023', 'FALL 2023-GRADUATE STUDENTS OR OSGOODER STUDENTS', 'WINTER 2024-GRADUATE STUDENTS OR OSGOODER STUDENTS', and 'FALL/WINTER 2023-2024 UNDERGRADUATE STUDENTS'.

- Start here: [//my.yorku.ca/](https://my.yorku.ca/)
- Open the **Courses** tab
- Click **Enrol in Courses** to be directed to the **Registration and Enrolment Module**

Sign into Passport York

- 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 browser window titled "Passport York Login". Below the title bar is a dark grey header. The main content area is white and contains the following elements:

- Registration and Enrolment**: A section header in bold black text.
- Username:** A text input field containing the text "rtester".
- Password:** A text input field containing seven dots, indicating a masked password.
- Change my Passport York password after I login.**: A checkbox with the text "Change my Passport York password after I login." to its right.
- Login**: A button with the text "Login" inside.



"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](#)


Complete the 2-Factor Authentication

Authenticate your log-in using the DUO Mobile application.

What's this?

[See here for more details](#)

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](#)

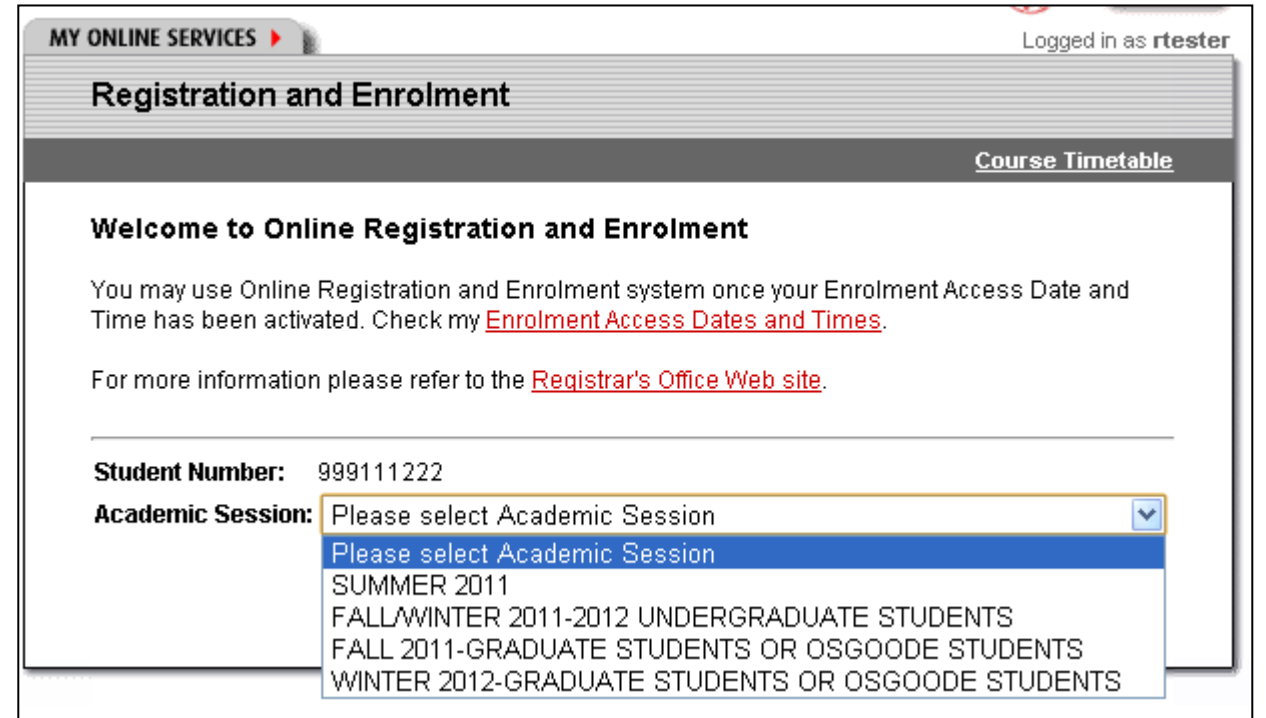
Passcode [Enter a Passcode](#)

Remember me for 30 days

Select the Academic Session

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

(Ex. **FALL/WINTER UNDERGRADUATE STUDENTS**)



MY ONLINE SERVICES Logged in as rtester

Registration and Enrolment

[Course Timetable](#)

Welcome to Online Registration and Enrolment

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](#).

Student Number: 999111222

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 browser window with the URL www.yorku.ca/scdr. The page is titled "Registration and Enrolment" and is part of the "MY ONLINE SERVICES" section. The user is logged in as "lucybell". The questionnaire is titled "Student Code of Conduct Agreement" and contains the following sections:

- Please answer the following questions:** Since this is the first time that you have used this website, you will be asked a few questions.
- Honours or Bachelor Question:** If you are academically eligible, or become eligible, for either an Honours or Bachelor degree of pursuing either an Honours degree or a Bachelor degree, which degree would you like to pursue?
 - Honours (120 credits)
 - Bachelor
- Tuition Fees Contract:** Your current status makes you eligible for a tuition fee waiver. Your enrolment/registration contract will require you to provide certain information, that you agree to supply and to pay the fees assessed for your registration.
 - Do you agree to this contract?
 - No
 - Yes
- 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.
 - Do you accept this agreement?
 - No
 - Yes
- E-mail and Cellphone Confirmation:**
 - Are those emails, which we have on file, correct? If not, please correct them.
 - York e-mail:**
 - External e-mail:**
 - 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.
 - Are following cellphone details correct? If not please correct them.
 - Cellphone:**
 - Cellphone Provider:**

At the bottom of the form is a "Continue" button.

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.

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.

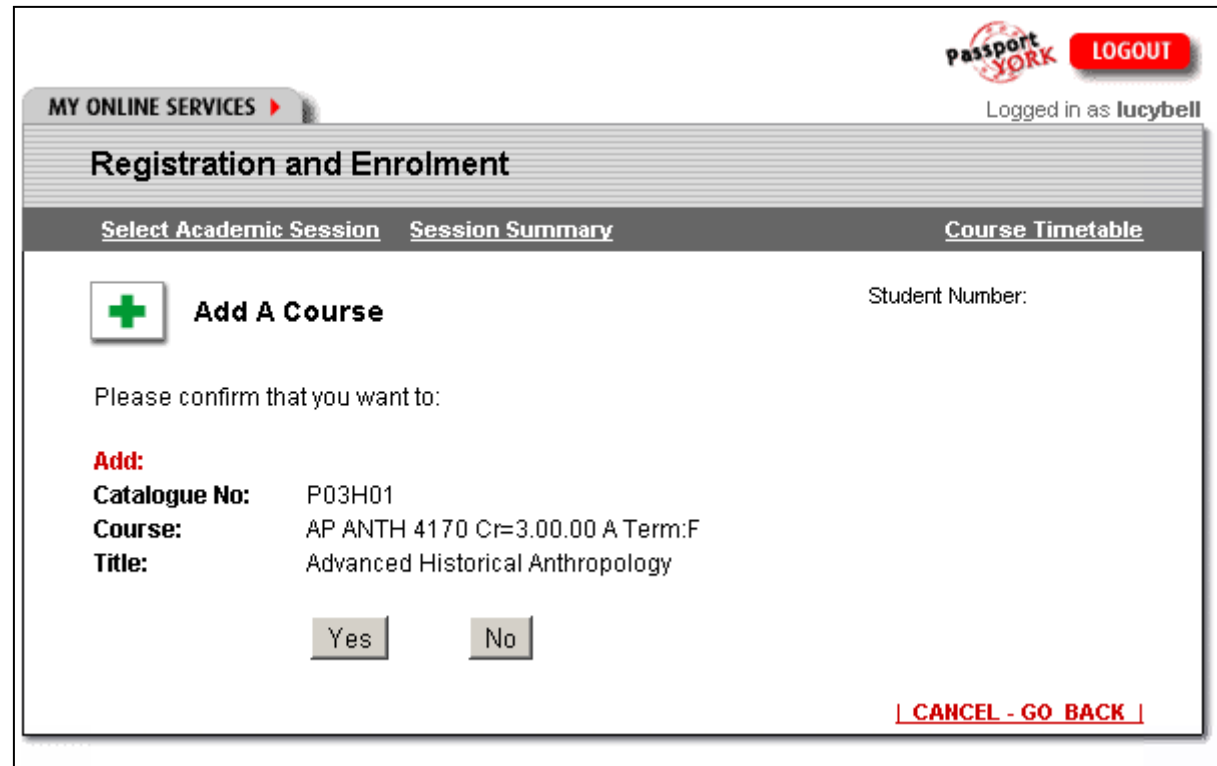
Language of Instruction:
English

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			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				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)	Adam Schachhuber	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' online services interface. 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'. Below the heading 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 of this section is a 'Student Number:' label. Below the heading, 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 the form are 'Yes' and 'No' buttons. A red link labeled 'CANCEL - GO BACK' is located at the bottom right of the form area.

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.

Session Summary

If you were successful in adding your course, it will appear in your list of courses in the **Session Summary** page.

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](#)

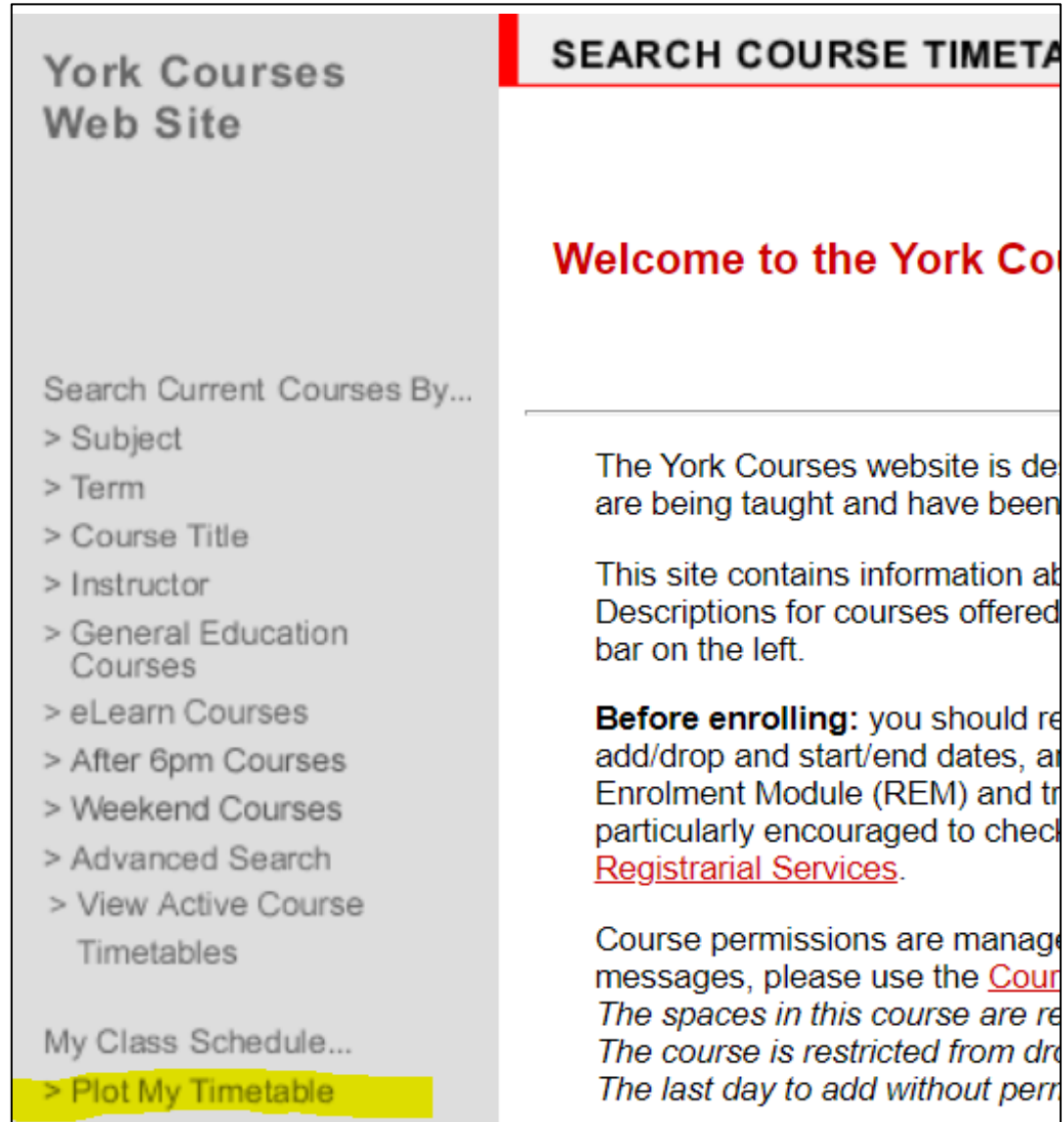
You are responsible for ensuring you do not have any scheduling conflicts when enrolling in more than one course.

Add a Course	Drop a Course	Transfer a Course	Exchange a 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.

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



The screenshot shows the 'York Courses Web Site' interface. On the left is a sidebar with a search menu. The main content area is titled 'SEARCH COURSE TIMETA' and contains a welcome message and several paragraphs of text. The 'Plot My Timetable' option in the sidebar is highlighted in yellow.

York Courses Web Site

SEARCH COURSE TIMETA

Welcome to the York Co

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

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

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

13:30 - 14:00	SC BIOL 1000 3.0 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		SC BIOL 1000 3.0 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	AP HUMA 1780 6.0 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

Pay your \$300 Registration Deposit



What is it?

For new students, a **\$300 payment** to your student account is required when you enrol in your first semester at the university. **This deposit is part of your tuition fees: it is not an additional fee.**

Deadline

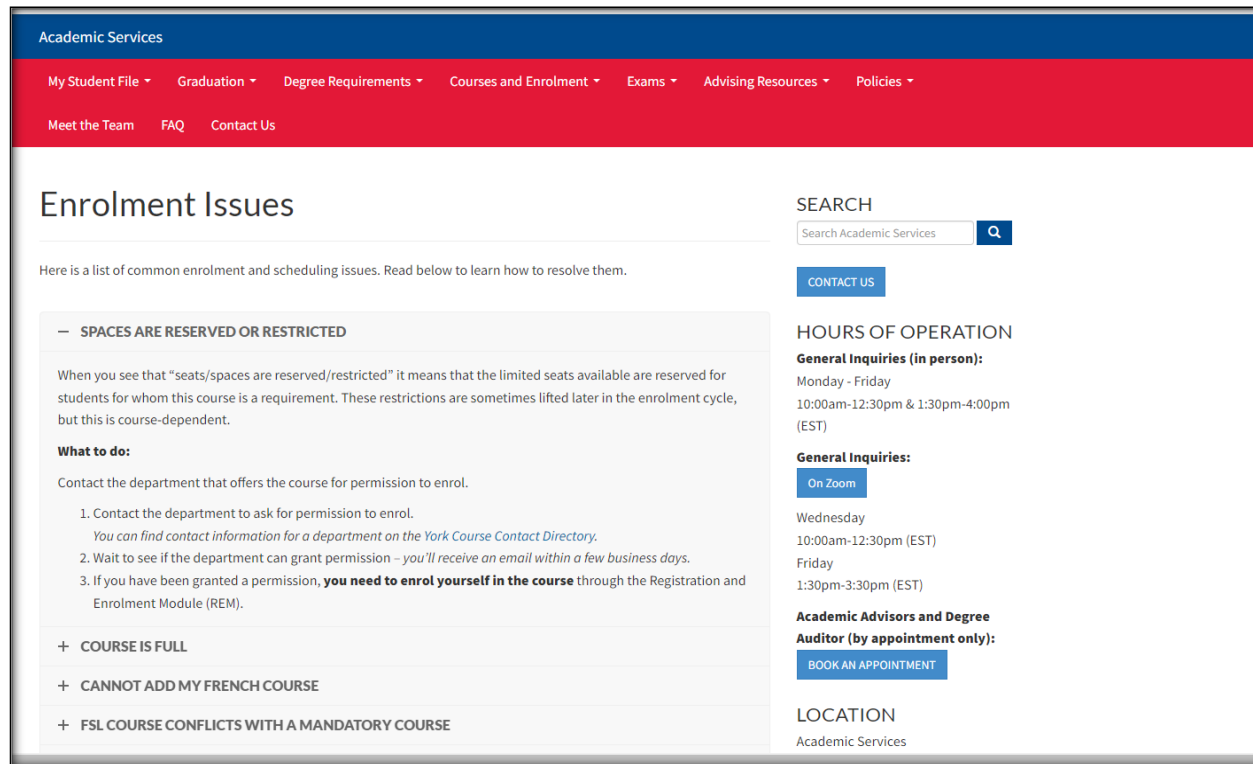
The payment deadline is based on when you enrol in your first course. [See here for deadlines](#)

How to pay

See [How To Make Payments](#) section of the Glendon Student Financial Services website.

Enrolment Errors

Visit our website for [common enrolment errors](#) and how to resolve them.



The screenshot shows the 'Academic Services' website. The top navigation bar includes links for 'My Student File', 'Graduation', 'Degree Requirements', 'Courses and Enrolment', 'Exams', 'Advising Resources', and 'Policies'. Below this is a secondary navigation bar with 'Meet the Team', 'FAQ', and 'Contact Us'. The main content area is titled 'Enrolment Issues' and contains a search bar, a 'CONTACT US' button, and a list of enrolment issues. The first issue is 'SPACES ARE RESERVED OR RESTRICTED', which explains that limited seats are reserved for students for whom the course is a requirement and provides a list of steps to resolve this issue. Other issues listed include 'COURSE IS FULL', 'CANNOT ADD MY FRENCH COURSE', and 'FSL COURSE CONFLICTS WITH A MANDATORY COURSE'. On the right side of the page, there is a 'HOURS OF OPERATION' section with 'General Inquiries (in person)' and 'General Inquiries' (with an 'On Zoom' button) for Monday-Friday and Wednesday-Friday. There is also a 'LOCATION' section for 'Academic Services' and a 'BOOK AN APPOINTMENT' button.



Questions?

New student inquiries

› dearadvisor@glendon.yorku.ca

Current student inquiries

› acadservices@glendon.yorku.ca