How to enrol in courses

Step-by-step instructions
Important Dates

Check the [Important Dates page](https://www.yorku.ca) on the York University Website to find the following information:

**Add/Drop Deadlines**
- Deadlines to [add a course](https://www.yorku.ca) with and without permission of the instructor
- Deadlines to [drop a course](https://www.yorku.ca) or [withdraw from a course](https://www.yorku.ca)

**Financial Deadlines**
- [Financial refund deadlines](https://www.yorku.ca) 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](https://www.yorku.ca)
- [Holidays](https://www.yorku.ca) 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)

Start here: //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).
Complete the 2-Factor Authentication

Authenticate your log-in using the DUO Mobile application.

What’s this? See here for more details
Select the Academic Session

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

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

![Academic Session selection screen](image-url)
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 – 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 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.
Plot your Timetable (get a visual printout of your schedule)

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.
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.
Questions?

New student inquiries
› dearadvisor@glendon.yorku.ca

Current student inquiries
› acadservices@glendon.yorku.ca