New Student Enrolment Appointment

Learn how to enrol in your first semester at Glendon

ACADEMIC SERVICES

Glendon | York
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.
Learning objectives

- Be able to find courses on the **York Courses Web Site**

- Find **important information** about a course
  - Days
  - Duration
  - Format (In person LECT, ONLN, Tutorials)
  - Year Level
  - Prerequisites, Corequisites, Exclusions
  - Backup sections, Full courses

- Create your **schedule**
  - Add a course on REM (Registration and Enrolment Module)
  - Check your timetable
  - Use the Visual Schedule Builder Tool
Basic Concepts
There are 5 main requirements for any degree

*Note: Some programs have additional requirements*

- Total credits needed
  - 120 credits for Honours degrees (~4 years)
  - 90 credits for Bachelor degrees (~3 years)

Find your specific program requirements in the Academic Calendar
Credit Values

6.00 credits
YEAR TERM COURSES (Y)

3.00 credits
FALL TERM COURSES (F) - WINTER TERM COURSES (W)

6.00 credits in a single term
= ACCELERATED COURSE!
Course loads

100%

Maximum course load
15 credits per term | ~5 classes

Full-time Status *
*Required for international students and financial aid programs (ex. OSAP)
9 credits per term | ~3 classes

60%

Full-time for students registered with a disability
6 credits per term | ~2 classes

40%

If you are unable to take 15 credits per term, it is possible to take a reduced course load. In these situations, it will take a longer time to complete your degree if you are unable to make up credits during the summer semesters.
How to search for courses
Navigate to the York Courses Web Site

Start here: //my.yorku.ca/
Open the Courses tab
Click View my course Timetable to be directed to the York Courses Web Site
Select the Advanced Search from the menu on the left
Find courses using the Advanced Search

1. Click on Advanced Search from the menu options on the left;

2. **Faculty** – Select Collège universitaire Glendon (GL);

3. **Subject** – Select the Subject of the course you are searching for;

4. **Session** – Select the current Fall/Winter session;

5. Click **Search Courses**.
Advanced Search results

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.
Details to look for in 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 corequisites
   • Course credit exclusions

2) Language of Instruction

3) Section-specific information
   • Term (F-term, W-term or Y-term)
   • Section
   • Course type
   • Day (M, T, W, R, F), start time, duration
   • Location
   • Catalogue number
   • Notes/Additional Fees
Course availability

“Seats Available: Remaining seats may be restricted”
▷ This message means that some of the spaces in the course may be reserved for a specific demographic (ex. students in a specific major, students of a certain year level, etc.)
  ● Since there are available spaces, you will often be able to add the course without issue.
  ● In some cases, you may be instructed to seek permission from the department that offers the course before enrolling.

“Section/Course Full”
▷ All seats for this section are taken. You will not be able to enrol unless another student drops the course.
How to create your schedule
What courses should you take this term?

Choose up to 15 credits in the following areas
Note: Some course options may not be available during Term W

**Major courses**
Use the Advanced Search to search for courses in your Major.

Open the 3-credit course options at the 1000/2000 level and look for courses offered in Term W. Remember to check the course description for prerequisites.

If there are no courses available, you can start your Major in the next available academic session, such as Summer or Fall.

**FSL**
Use the Advanced Search to find the list of FSL course offerings.

Find the FSL course that corresponds with your level of placement and open the description.

Identify the section(s) of the course that are offered in Term W. Make sure to read the Additional Notes to identify courses that are “Backup sections”.

If there are no FSL courses available, start your FSL in the next available academic session, such as Summer or Fall.

**General Education**
Use the Advanced Search to look for 3-credit General Education courses in the following subjects:
- HUMA (Humanities)
- SOSC (Social Science)
- MODR (Modes of Reasoning)
- NATS (Natural Science)

Open the 3-credit course options at the 1000/2000 level and look for courses offered in Term W, if available.

Note: Students in a BSc degree have additional General Education requirements in the following areas: 1000-level MATH, 1000-level CHEM, BIOL or PHYS, and 1000-level EECS (Computer Science). Remedial courses do not satisfy this requirement.

**Electives**
Use the Advanced Search to search for courses in any discipline of your choice.

Open the 3-credit course options at the 1000-2000 level and look for courses offered in Term W, if available. Remember to check the course descriptions for prerequisites.

Note: Electives do not fulfill a specific degree requirement, but they do contribute to your total required credits (i.e., 120 credits for Honours or 90 credits for Bachelor degrees).
Appropriate study levels

Enrol in courses that are in your current year level of study, one year level above, and one year level below.

Your year level is based on the number of credits you have earned at the start of the academic session.

You might begin your studies at a higher year level if you have received Transfer Credits from previous studies.

<table>
<thead>
<tr>
<th>Credits earned</th>
<th>Year Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 21 credits</td>
<td>1</td>
</tr>
<tr>
<td>24 to 51 credits</td>
<td>2</td>
</tr>
<tr>
<td>54 to 81 credits</td>
<td>3</td>
</tr>
<tr>
<td>84 or more credits</td>
<td>4</td>
</tr>
</tbody>
</table>
Enrol in courses
Navigate to the 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;
- Follow the prompts to add or drop a course.

Need more help?
- Click for a step-by-step guide for using REM
- Click for common enrolment issues and how to resolve them
- Click to find contact information when you need permission to enrol in a course
Tips for arranging your schedule

- No more than 15 credits in one term.

- Do not enrol in conflicting courses.
  - Note: the enrolment system does not prevent you from enrolling in two courses offered at the same time. **It is your responsibility** to resolve any scheduling conflicts.

- Enrolling in two courses back-to-back is fine if both courses take place at Glendon campus.

- Try to avoid more than 6 hours of class in one day when at all possible, especially in first year.

- If taking courses at more than one campus schedule at least 1.5 hours in between classes to account for travel time.
Visual Schedule Builder (Optional tool)

Website: https://registrar.yorku.ca/enrol/guide/vsb

This is a useful online tool that helps you visualize potential schedule options.

*The schedule builder does not register you in courses*

You will still need to enrol by entering course catalogue numbers on the Registration and Enrolment Site (REM).
Visual Schedule Builder Tips

Tip #1 - Uncheck the option **Show me schedules containing Full classes** to view only the courses that still have available spaces.

Show me schedules containing:
- [ ] Full classes (*)
- [x] Online classes (✓)
- [x] On-campus classes

Tip #2 - Some courses have multiple sections that might take place in different terms.

**Select Term W** instead of **All Terms (2)** to identify Winter course options.

Tip #3 - Courses with **Backup sections** are not identified in the Visual Schedule Builder.

For FSL/FRAN courses, consult the York Courses Website directly to check for backup sections.

Once you know the section of your course that is open for enrolment, **use the pin feature** to generate timetable options around the specific section of your course.
Final Reminders
Pay your $300 Registration Deposit

What is it?
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.
Plot your timetable

Use the Plot my timetable feature to check if you have created an appropriate schedule.

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

› Academic Advising for New Students
dearadvisor@glendon.yorku.ca
Looking for another department?

- **Fees, payments and financial aid**
  - Email: finance@glendon.yorku.ca
  - [https://www.glendon.yorku.ca/student-financial-services/](https://www.glendon.yorku.ca/student-financial-services/)

- **Accessibility and counselling**
  - Email: counselling@glendon.yorku.ca
  - [https://www.yorku.ca/glendon/supports-and-services/glendon-accessibility-services/](https://www.yorku.ca/glendon/supports-and-services/glendon-accessibility-services/)

- **Contact an academic department**
  - [https://registrar.yorku.ca/enrol/course-contacts/](https://registrar.yorku.ca/enrol/course-contacts/)

- **Residence**
  - Email: residence@glendon.yorku.ca
  - [https://www.yorku.ca/housing/glendon/](https://www.yorku.ca/housing/glendon/)

- **YU Card**
  - Email: yucard@yorku.ca
  - [https://www.yorku.ca/yucard/](https://www.yorku.ca/yucard/)

- **Technical Issues**
  - Email: ithelp@glendon.yorku.ca

- **YFS Health and Dental Plan** (All students)
  - [http://www.yfs.ca/healthplan](http://www.yfs.ca/healthplan)

- **UHIP Insurance** (International Students)
  - [https://yorkinternational.yorku.ca/uhip/](https://yorkinternational.yorku.ca/uhip/)

- **Immigration Advising**
  - [https://yorkinternational.yorku.ca/international-student-advising/](https://yorkinternational.yorku.ca/international-student-advising/)
Test your knowledge
Test your knowledge

1. How many credits is a one semester course usually worth?
   - 1 credit
   - 3 credits
   - 6 credits

2. A maximum (100%) course load is equal to:
   - 5 credits per term
   - 9 credits per term
   - 15 credits per term

3. True or false: Students who begin studies in January can enrol in 6-credit courses
   - True
   - False
Test your knowledge

1. How many credits is a one semester course usually worth?

   Answer: 3 credits

   Most courses offered in Term W are worth 3 credits.

   In rare cases, you might find a 6-credit course offered in Term W, which is considered an accelerated course.

2. A maximum (100%) courseload is equal to:

   Answer: 15 credits per term

3. True or false: Students who begin studies in January can enrol in 6-credit courses

   Answer: True

   You can enrol in 6-credit courses if they are offered during Term W (January to April) or Term WS (January to August)

   6-credit courses offered in Term W are considered accelerated courses.
Test your knowledge

4. What is the Catalogue Number for the course GL/ECON 1010 3.0 Introduction to Economics: Macroeconomics?

- 1010
- B75E01
- LECT01

5. Which section(s) of GL/FSL 1110 3.0 Français élémentaire are currently available for enrolment? Hint – pay attention to backup sections.

- Section N only
- Sections A, B, C, and N
- Sections N, O, and P

6. For the course GL/PSYC 2510 6.0 Introduction to Psychology, when and where does the class take place?

- 1010
- B75E01
- LECT01
Test your knowledge

4. What is the Catalogue Number for the course GL/ECON 1010 3.0 Introduction to Economics: Macroeconomics?

1010

Answer: B75E01
The catalogue number is a 6-digit alphanumeric code that you enter into the registration website in order to enrol in a specific section of a course.

LECT01

5. Which section(s) of GL/FSL 1110 3.0 Français élémentaire are currently available for enrolment? Hint – pay attention to backup sections.

Answer: Section N only
Section N is the only course offered in Term W that is not listed as a backup section.

Sections A, B, C, and N

Sections N, O, and P

6. For the course GL/PSYC 2510 6.0 Introduction to Psychology, section M, when and where does the course take place?

Answer:
Term:
Section M of PSYC 2510 is offered in the Winter term.

Day/Time
It takes place twice a week on Mondays and Wednesdays from 12pm to 3pm.

Format
The course type HYFX (Hyflex) means the course meets concurrently in person and virtually.
## Test your knowledge

7. Which course(s) do you need to **complete prior to enrolling** in GL/PSYC 2520 3.0 *Introduction to Experimental Psychology*?

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<tr>
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<tbody>
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<td>Introduction to Psychology</td>
</tr>
<tr>
<td>GL/PSYC 2530 3.0</td>
<td>Statistics I</td>
</tr>
<tr>
<td>HH/PSYC 2030 3.0</td>
<td>Introduction to Research Methods</td>
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8. What is a course that you **must take at the same time** as GL/PSYC 2520 3.0 *Introduction to Experimental Psychology*?

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9. What is a course that you **cannot receive credit** for if you have already completed GL/PSYC 2520 *Introduction to Experimental Psychology*?

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Test your knowledge

7. Which course(s) do you need to **complete prior to enrolling** in GL/PSYC 2520 3.0 *Introduction to Experimental Psychology*?

- GL/PSYC 2510 6.0 *Introduction to Psychology*
- GL/PSYC 2530 3.0 *Statistics I*
- HH/PSYC 2030 3.0 *Introduction to Research Methods*

The **prerequisites** listed in the course description are 1) GL/PSYC 2510 6.0 and 2) GL/PSYC 2530 3.0.

8. What is a course that you **must take at the same time** as GL/PSYC 2520 3.0 *Introduction to Experimental Psychology*?

- GL/PSYC 2510 6.0 *Introduction to Psychology*
- GL/PSYC 2530 3.0 *Statistics I*
- GL/PSYC 2531 3.0 *Statistics II*

The **corequisite** listed in the course description is GL/PSYC 2531 3.0.

9. What is a course that you **cannot receive credit** for if you have already completed GL/PSYC 2520 *Introduction to Experimental Psychology*?

- GL/PSYC 2510 6.0 *Introduction to Psychology*
- GL/PSYC 2530 3.0 *Statistics I*
- HH/PSYC 2030 3.0 *Introduction to Research Methods*

The **course credit exclusion** listed in the course description is HH/PSYC 2030 3.0, a similar course that is offered at the Faculty of Health (HH) on the Keele Campus.
Test your knowledge

10. Find three **GL/HUMA courses at the 1000-level** that are offered during the Winter term?

11. How many **GL/NATS courses at the 1000-level** are offered during the Winter term?
Test your knowledge

10. Find three **GL/HUMA courses at the 1000-level** that are offered during the Winter term?

   **Answer:**
   
   - GL/HUMA 1612 3.0
     Introduction to Philosophy: Ethics and Religion
   
   - GL/HUMA 1640 3.0
     Ideas Through Time and Space
   
   - GL/HUMA 1901 3.0
     Reading with Purpose

11. How many **GL/NATS courses at the 1000-level** are offered during the Winter term?

   **Answer:** 0

   There are no 1000-level GL/NATS courses that are offered in Term W.