

liberal arts &  
professional studies

YORK  
UNIVERSITÉ  
UNIVERSITY



Welcome to First Year  
Enrolment & Planning!

Summer 2018

VARI HALL

# Objectives:

1. A **glossary**: Defining some of the words you'll hear today
2. An overview of Degree Program **types** and **requirements**
3. How to **choose** your courses
4. How to **enrol** in your courses
5. Next steps



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# Learning the Language of York

VARI H

# Glossary

## Faculty:

A large academic division of the University that offers programs in related disciplines. For example, the *Faculty* of Liberal Arts & Professional Studies offers programs in the humanities, social sciences and professional programs.

# Glossary

## **Program:**

A prescribed set of courses and associated requirements that leads to a degree (e.g. Bachelor of Arts - BA) upon completion.

## **Major:**

A primary concentration of courses taken in one subject area within a degree program.

## **Minor:**

A secondary concentration of courses taken in one subject area within an Honours degree.

# Glossary

## Prerequisite:

A prerequisite course must be completed successfully before you can enroll in your requested course or program.

## Co-requisite:

A co-requisite course must be taken simultaneously with another course.

## Course Credit Exclusions:

A course credit exclusion is a course that is sufficiently similar to another course that credit will not be given to you twice if you take both courses.

## Cross-listed Course:

Courses offered jointly by two or more departments Cross-listed courses may not be “double-counted” in order to fulfill degree requirements.

# Glossary

## Credits:

Each course has a number of credits attached to it. Generally, this reflects the minimum number of in-class hours spent in the course each term:

	SU	S1	S2
3 credits	3 hours per week	6 hours per week	6 hours per week
6 credits	6 hours per week	Not advised	Not advised
9 credits	8 hours per week	Not advised	Not advised

**Note:** Summer terms and associated hours per week will vary. Please see the Summer course timetable offerings for details.

# Glossary

## Transfer Credits:

Credits, or course equivalents, granted towards your York degree based on previous postsecondary studies.

## Academic Calendar:

The Calendar is the University's official reference document for all academic programs and requirements.  
You must follow the calendar for the year you entered the program.

Go to [www.registrar.yorku.ca/program/glossary/](http://www.registrar.yorku.ca/program/glossary/) for a more complete glossary of terms.



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# Degree Types and Requirements

# Degree Program Types

**BACHELOR Degree:** 90 credits

Usually completed over 3 years of full-time study

**HONOURS BACHELOR Degree:** 120 credits

Usually completed over 4 years of full-time study

**Types** of Honours Bachelor's Degrees:

1. Honours.....Single Major
2. Specialized Honours.....More credits taken in single major
3. Honours Double Major..... Equal amount of credits in 2 majors
4. Honours Major/Minor.....Single major plus a single minor

# Degree Requirements

- 1) General education credits
  - 2) Major credits
  - 3) Credits outside the major
  - 4) Free choice credits
  - 5) Upper level credits
- 

Residency Requirement  
GPA Requirements

# General Education Requirements

*For all degree types in LA&PS, students must take a minimum of **21 General Education credits** from the approved list of LA&PS General Education comprised of:*

- 6.00 credits in Natural Science (NATS)
- 9.00 credit approved General Education course in the Social Science or Humanities categories.
- 6.00 credit approved General Education course in the opposite category to the 9.00 credit course in Social Science or Humanities already taken.

*\*Ex. If your Humanities course is 9.00 credits your Social Science course should be 6.00 credits*

For more information:

[www.yorku.ca/laps/courses/gen\\_education.html](http://www.yorku.ca/laps/courses/gen_education.html)



# General Education Requirements

1. It is strongly recommended that students successfully complete their first General Education course within the first year and all General Education courses within the first two years of full-time study.
2. All General Education courses are offered at the 1<sup>st</sup> year, 1000-level.
3. All approved General Education courses will count as a General Education Credit; some may count as a major credit; none may count as both.
4. For students in programs where a General Education course is a required major course, a different General Education course will have to be taken to satisfy the General Education requirement (no double counting).

# Major subject requirements

- Each degree program requires a primary area of concentration or **Major**.
- Each **Major** is comprised of mandatory credits. These credits can be found in the Academic Calendar: <http://calendars.students.yorku.ca/>

## 2017-2018 Academic Calendars

[Programs](#) [About York](#) [Policies and Regulations](#) [Academic and Financial Information](#) [Campus Services](#) [Other Calendars](#)

Please enter a program or faculty name

### Administrative Studies

Faculty of Liberal Arts & Professional Studies

The School of Administrative Studies is one of the largest undergraduate business programs in Canada, offering a 90-credit Bachelor of Administrative Studies, a 120-credit Specialized Honours BAS and a BAS Specialized Honours in Information Technology.

### Advanced Certificate in Hebrew and Jewish Studies

Faculty of Liberal Arts & Professional Studies

York University students may earn an Advanced Certificate in Hebrew and Jewish Studies concurrent with fulfillment of the requirements for a bachelor's degree. This certificate is also open to students who already hold a bachelor's degree from an accredited institution and who are admissible according to Faculty and University policies. This certificate is not, however, open to students who are pursuing or who already hold a degree in Hebrew and Jewish studies.

### African Studies


2016-2017 Undergraduate Academic Calendar

[f](#) [t](#) [You Tube](#) [G](#) [3i](#) [in](#)


YU START - Login Page

See All Important Dates

Registrarial Services  
Hours of operation  
Check current in-person wait times

 Ask a Student Services Expert  
Type your question here. [Go!](#)  
[Top 10 Questions](#)

Links  
[Registrar's Office](#)  
[Student Financial Services](#)  
[Academic Resources](#)  
[Current Students](#)  
[My Online Services](#)

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# Credits Outside the Major & Free Choice

## Credits Outside the Major:

- Credits Outside the Major are credits that are taken from another academic discipline.

## Free Choice (elective):

- Credits that can be taken within or outside the major.

\*Note: Beware of course credit exclusions & cross-listed courses

# Course Levels

**1000** level = 1<sup>st</sup> year courses

**2000** level = 2<sup>nd</sup> year courses

**3000** level = 3<sup>rd</sup> year courses

**4000** level = 4<sup>th</sup> year courses

The first digit of the course level tends to correspond to the year taken. Upper level courses frequently have pre-requisites.



# Upper Level Credits

## **BA (90 credits):**

- At least 18 credits at the 3000 or 4000 level including 12 credits in the major.

## **BA Honours Degrees (120 credits):**

- At least 36 credits at the 3000 or 4000 level, including at least 18 credits at the 4000 level, including 12 credits @ 4000 level in the major.

# Grade Point Average (GPA) Requirements

## **BA (90 credits): maintain a “C”**

- Students are expected to maintain a minimum grade point average of 4.0 (“C”) throughout their 90-credit degree program.

## **Honours BA (120 credits): maintain a “C+”**

- Students are expected to maintain a minimum grade point average of 5.0 (“C+”) throughout their honours degree program.

Grade Point Values	
A+	9
A	8
B+	7
B	6
C+	5
C	4
D+	3
D	2
E	1
F	0

# Transfer Credits

## Residency:

- If you are coming from another university or college, you may be entitled to transfer credits but there are restrictions on how many credits can be applied and still get a degree from York University.
- A minimum of 30 course credits, including at least half of your major/minor credits, must be taken at York University

Note: Every person with transfer credits has to be addressed on a case by case basis.

For more information visit:

<http://laps.yorku.ca/student-resources/academic-resources-and-faqs/academic-standing/>

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Section 3  
Choosing Your  
Courses

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# How to Search for Courses

Go to [www.yorku.ca](http://www.yorku.ca) and click on **Current Students**

The screenshot shows the York University website's 'Current Students' page. At the top left is the York University logo. To its right are navigation links for 'FUTURE STUDENTS', 'CURRENT STUDENTS' (highlighted in yellow), and 'ALUMNI & FRIENDS'. A search bar with the text 'Search yorku.ca' and a magnifying glass icon is on the right. Below the navigation is a red banner with the text 'Current Students'. Underneath this banner is a horizontal menu with links: 'Registrar's Office', 'Student Financial Services', 'Academic Calendars', 'Academic Resources', 'Alternate Exam/ Test Scheduling', 'Convocation', 'Manage My Academic Record', 'My Online Services', and 'OSAP'. The main content area features a large photograph of two students with backpacks walking on a snowy path. Below the photo is the text: 'Welcome back Lions! We've collected some resources here to help you through the start of the Winter term.' To the right of this text are social media icons for Facebook, Twitter, YouTube, Gmail, Google Drive, 3i, and LinkedIn. Below the social media icons is a horizontal menu with links: 'NEW STUDENTS', 'EXAMS', 'ENROLMENT', 'STUDENT ACCOUNT', 'OSAP-RELATED', and 'WEATHER + TRANSPORTATION'. The 'NEW STUDENTS' link is highlighted. Below this menu is a red banner with the text 'NEW STUDENTS' and a photograph of students smiling, one holding a large stuffed animal. To the right of the main content area is a 'Reminders' section with a dashed border containing the text: 'Download York's mobile safety app for access to University safety resources, campus security, goSafe, and Campus Shuttle.' Below the reminders is a small red double bar icon and three colored dots (blue, red, blue). At the bottom right of the page is the text 'Looking for the old Current Student webpage?'.

# How to Search for Courses

Scroll down and click on **Course Timetable**



Welcome back Lions! We've collected some resources here to help you through the start of the Winter term.



[NEW STUDENTS](#) | [EXAMS](#) | [ENROLMENT](#) | [STUDENT ACCOUNT](#) | [OSAP-RELATED](#) | [WEATHER + TRANSPORTATION](#)

## NEW STUDENTS



### SETTLE IN

Meet your fellow-students and get to know your college by attending [Winter Orientation](#) on **January 3** (**January 5** for Vanier College students). Find your [Faculty Advising Office](#) and learn about how they can help you with your academic pathway. Get your [YU Card](#).

### ENROL IN COURSES

Use the [Enrolment and Registration Guide](#) to look for courses on the [Course Timetable](#), plan your schedule with the [Visual Schedule Builder](#), and access the [Registration and Enrolment](#) system.

### TAKE CARE OF FINANCES

Get your [OSAP application](#) and all supporting documents submitted as soon as possible. Learn how and when to pay your fees online and understand [Your Student Account](#). If you wish to opt-out of the [YFS Health Plan](#), the deadline for doing so is **February 10**.

### Reminders

Download York's [mobile safety app](#) for access to University safety resources, campus security, goSafe, and Campus Shuttle.

[Looking for the old Current Student webpage?](#)



[See All Important Dates](#)

[my.yorku.ca](#) | [LOGIN](#) | [Learn more](#)

Access your: [Profile](#) | [Courses, Exams & Grades](#) | [Finances](#) | [Library](#) | [E-mail](#)

[My Online Services](#)

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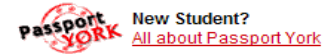


# Search for Courses

## Search Current Courses by **Subject**

### SEARCH COURSE TIMETABLES

#### Welcome to the York Courses Web site



The York Courses Web site is designed to provide a central location where information can be obtained on thousands of courses that are being taught and have been taught in the past at York University.

This site contains information about the current course timetables and the current exam schedules once they have been released. Descriptions for courses offered in the past several years are available from the "Course Search By..." link at the bottom of the grey bar on the left.

**Before enrolling:** you should read through the [Important Dates](#) pages to ensure that you are fully aware of the various course add/drop and start/end dates, and the financial impact of enrolling in and dropping courses. Instructions for using the Registration and Enrolment Module (REM) and troubleshooting help is also available on the [Enrolment and Registration Guide](#) page; you are particularly encouraged to check out the Faculty-Specific Enrolment Reminders section. If you have further questions, you may also want to [Ask a Student Services Expert](#).

For more information on your Faculty's rules, policies and your program of study, please visit to the [Calendars Web site](#).

#### York Courses Information:

- Search Current Courses By ....
  - [Subject](#)
  - [Term](#)
  - [Course Title](#)
  - [Instructor](#)
  - [Distance Courses](#)
  - [After 6pm Courses](#)
  - [Weekend Courses](#)
  - [Advanced Search](#) (by Faculty, subject and course number)
  - [View Active Course Timetables](#) (by Faculty)
- My Class Schedule ...
  - [Plot My Timetable](#)
  - [Timetable Help](#)
- Exam Information ...
  - [Search Current Schedule](#)
  - [My Exam Schedule](#)
  - [Exam Conflicts](#)
  - [Building Acronyms](#)
  - [Deferred Exams: FAQ](#)
  - [Religious Observances](#)
- Course Search By ...
  - [Faculty, Subject, Number](#)
  - [Course Title](#)
- Course Information
  - [FAQ](#)
  - [Important Dates](#)
  - [Enrolment and Registration Guide](#)
  - [Timetables](#)
  - [University Calendars](#)

# Search for Courses

Choose **Academic Session**: Summer 2018

## SEARCH COURSE TIMETABLES

Search Current Courses by Subject



New Student?  
[All about Passport York](#)

Session:

Subject:   
ADMB - Administrative Studies Bridging - ( AP )  
ADMS - Administrative Studies - ( AP )  
ANTH - Anthropology - ( AP, GS )  
ARB - Arabic - ( AP )  
ARTH - Art History - ( FA, GS )  
ARTM - Arts and Media - ( SB )  
ASL - Asl American Sign Language - ( AP )  
AUCO - Aural Communication 1/2 - ( ED )  
BC - Bethune College - ( SC )




# Search for Courses

Find the **Subject** you want to search (e.g. HUMA - Humanities)

**SEARCH COURSE TIMETABLES**

**Search Current Courses by Subject**

 **New Student?**  
[All about Passport York](#)

Session:

Subject:



# Search for Courses

Find the **Course** you want to search  
(e.g. AP/HUMA 1780 6.00 *Stories in Diverse Media*)

## SEARCH COURSE TIMETABLES

### Current Courses Search Results



New Student?  
[All about Passport York](#)

Course	Title	Course Description and Schedule	General Education Details
AP/HUMA 1010 3.00	Word Power: Building Essential English Vocabulary Using Latin and Greek Roots	<a href="#">Summer 2018 Course Schedule</a>	
AP/HUMA 1105 9.00	Myth and Imagination in Ancient Greece and Rome	<a href="#">Summer 2018 Course Schedule</a>	Click on Schedule to see details
AP/HUMA 1165 9.00	Gods and Humans	<a href="#">Summer 2018 Course Schedule</a>	Click on Schedule to see details
AP/HUMA 1220 6.00	Canadian Language and Culture	<a href="#">Summer 2018 Course Schedule</a>	Click on Schedule to see details
AP/HUMA 1745 6.00	Thinking about Contemporary Canada	<a href="#">Summer 2018 Course Schedule</a>	Click on Schedule to see details
AP/HUMA 1780 6.00	Stories in Diverse Media	<a href="#">Summer 2018 Course Schedule</a>	Click on Schedule to see details
AP/HUMA 1825 9.00	Law and Morality in Literature and Culture	<a href="#">Summer 2018 Course Schedule</a>	Click on Schedule to see details
AP/HUMA 1850 6.00	The Bible and Modern Contexts	<a href="#">Summer 2018 Course Schedule</a>	Click on Schedule to see details
AP/HUMA 1860 6.00	The Nature of Religion: An Introduction	<a href="#">Summer 2018 Course Schedule</a>	Click on Schedule to see details
AP/HUMA 2215 6.00	Understanding Movies: Viewing and Critical Reading	<a href="#">Summer 2018 Course Schedule</a>	
AP/HUMA 2220 3.00	Communication, Presentation Skills and Voice	<a href="#">Summer 2018 Course Schedule</a>	
AP/HUMA 2230 6.00	Music in Human Experience	<a href="#">Summer 2018 Course Schedule</a>	
AP/HUMA 2411 3.00	Introduction to Science and Technology Studies	<a href="#">Summer 2018 Course Schedule</a>	
AP/HUMA 2600 6.00	Humanities for a Global Age	<a href="#">Summer 2018 Course Schedule</a>	

# Understanding Courses

Read the **Course Description**. Is this the course for you? Also look for pre-requisites and general education eligibility.

## SEARCH COURSE TIMETABLES

**AP/HUMA 1780 6.00 Stories in Diverse Media**



**New Student?**  
[All about Passport York](#)

### Course Description:

Focuses on recurrent stories and themes that have been realized in a variety of media (film, literature, music, theatre, visual arts). Emphasized are various settings for the arts and their reception by audiences, viewers and readers. Note: **This is an approved LA&PS General Education course PRIOR TO FALL 2009: Course credit exclusion: AK/HUMA 1780 6.00.**

### Language of Instruction:

English

### General Education Details:

[Please click here to see details.](#)



# Understanding Courses

**In which term** is it offered? **Is there room** in the course?

## Term SU Section A

[Please click here to see availability.](#)

Section Director: Not Available

Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	T	18:00	180	ACW 306	X03S01		
	R	18:00	180	ACW 306			

## Term SU Section B

[Please click here to see availability.](#)

Section Director: Not Available

Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	M	11:30	180	ACW 304	B50E01		
	W	11:30	180	ACW 304			

# How to Read the Course Timetable

## Terms:

- S1 (Summer) April 30 to June 11
- S2 (Summer) June 18 to July 30
- SU (Summer) April 30 to July 30

## Section:

- Some courses are offered at more than one time. Each Section (e.g. Section A) of each course is offered at a different time.

## LECT (Lecture):

- A regularly scheduled course class time when everyone enrolled in the course attends. Typically, lectures are delivered by the Course Director.

## TUTR (Tutorial):

- A regularly scheduled course class time when a smaller “break out” group of students can discuss material from the lecture in a more informal setting. Tutorials may be lead by a graduate student or teaching assistant.

## ONLN (Online):

- Fully online courses.

## BLN (Blended Learning):

- Blended courses are both in-class and online.



# How to Read the Course Timetable

## Days:

M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday,  
U = Sunday, SU = Saturday & Sunday

## Start Times:

8:30 = 8:30AM, 13:00 = 1PM, 17:30 = 5:30PM

## Duration:

60 = 60 minutes (1 hour), 90 = 90 Minutes (1.5 hours), 120 = 120 minutes (2 hours),  
etc.

## Location:

See “Building Acronyms” on left navigation bar.

## CAT #:

Each course enrolment option has a unique identifying “Catalogue Number”.

# How to Read the Course Timetable

Once you have decided to enrol in a course,  
note the **Cat #** (Catalogue Number)

## Term SU Section A

[Please click here to see availability.](#)

Section Director: Not Available

Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	T	18:00	180	ACW 306	X03S01		
	R	18:00	180	ACW 306			

## Term SU Section B

[Please click here to see availability.](#)

Section Director: Not Available

Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	M	11:30	180	ACW 304	B50E01		
	W	11:30	180	ACW 304			



# Using the Visual Schedule Builder

You can use the Visual Schedule Builder!  
<http://registrar.yorku.ca/enrol/guide/vsb>

The screenshot displays the Visual Schedule Builder interface. On the left, under 'Select Courses', three courses are listed: AP-SOSC-1375-3.00-EN (Introductory Socio-legal Studies), AP-CRIM-1650-6.00-EN (Introduction to Criminology), and AP-ECON-1000-3.00-EN (Introduction to Microeconomics). Each course entry includes a 'Keele Select...' button, dropdown menus for 'All Terms' and 'All Sections', and a 'Try all classes' button. A 'Description' field is visible for each course. At the bottom of the selection area are links for 'Clear this Search', 'Increase Accessibility', and 'View Help Documentation'. The right side, under 'Results', shows 'Generated Results' for '1 of 796' schedules. It features a grid with time slots (8:00 to 9:00) and days (Mon-Fri). Colored blocks represent selected courses: blue for AP-SOSC-1375, orange for AP-CRIM-1650, and green for AP-ECON-1000. A legend at the bottom identifies these colors. To the right of the grid are options for 'Print schedule', 'Display helpful tips', 'Sort preference: None', and 'Show me schedules containing:' with checkboxes for 'Full classes (+)', 'Online classes (v)', and 'On-campus classes'.

**\*NOTE: The VSB does not officially enrol you in your courses**



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Section 4  
How to enrol

VARI HALL



# How to Enrol in Courses

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# It's time to enrol!

Click on **Registration and Enrolment**



Welcome back Lions! We've collected some resources here to help you through the start of the Winter term.



[NEW STUDENTS](#) [EXAMS](#) [ENROLMENT](#) [STUDENT ACCOUNT](#) [OSAP-RELATED](#) [WEATHER + TRANSPORTATION](#)



## Reminders

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[See All Important Dates](#)

[my.yorku.ca](#) [LOGIN](#) [Learn more](#)

Access your: [Profile](#) | [Courses, Exams & Grades](#) | [Finances](#) | [Library](#) | [E-mail](#)

[My Online Services](#)

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# Login to Passport York

Remember your Passport York **Username & Password?**



## Passport York Login

**Passport  
YORK**

**Passport York** authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

**Username:**

**Password:**

Login

Click this box before logging in to change your Passport York password.

### New to Passport York?

- [New Student Sign Up](#)
- [Employee Sign Up](#)
- [Faculty and Staff](#)
- [Alumni](#)

### Forgot your Password or Username?

- [Students](#)
- [Faculty and Staff](#)
- [Alumni](#)

# Enroling in courses

Choose **Academic Session**: Summer 2018

## 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](#) .

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**Student Number:**

**Academic Session:**

# Enroling in courses

Read and answer the following **questions...**

## Please answer the following questions

Student Number: 1111111111

Since this is the first time that you have logged into REM for this academic session, you will now be asked a few questions. If you have any questions or concerns about the next several questions, please contact the REM Help Line at (416) 650-8160. After you have answered the questions, you may continue to enrol in courses.

### Tuition Fees Contract

Your current status makes you eligible for regular or Canadian tuition fees.

Your enrolment/registration contract with this University requires that you verify this fee status information, that you agree to supply supporting documents on request, and that you agree to pay the fees assessed for your registration and/or enrolled courses.

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](http://www.yorku.ca/scdr).

Do you accept this agreement?

No

Yes

# Enrolling in courses

The screenshot shows the 'Passport YORK' online services interface. At the top right, there is a 'LOGOUT' button and the text 'Logged in as'. The main navigation bar includes 'MY ONLINE SERVICES' and 'Registration and Enrolment'. Below this, there are two tabs: 'Select Academic Session' and 'Course Timetable'. The main content area is titled 'Session Summary for' and includes a 'Student Number:' field. Under 'Academic Program', it lists 'Faculty of Liberal Arts and Professional Studies, B.A., Hons. Communication Studies'. A section titled 'You are currently enrolled in:' is currently empty. A 'Course Details' button is centered below this section. A warning message states: 'You are responsible for ensuring you do not have any scheduling conflicts when enrolling in more than one course.' Below this are four action buttons: 'Add a Course' (with a green plus sign), 'Drop a Course' (with a red minus sign), 'Transfer a Course' (with a blue arrow), and 'Exchange a Course' (with a green plus and red minus sign). Each button has a brief description of its function. At the bottom, a red 'NOTE' states: 'Please ensure you pay your \$300 registration deposit for this academic session. Refer to <http://sfs.yorku.ca/fees/deposit/> for deadlines.'

Passport YORK LOGOUT  
Logged in as

MY ONLINE SERVICES ▶

Registration and Enrolment

Select Academic Session Course Timetable

Session Summary for Student Number:

Academic Program  
▶ Faculty of Liberal Arts and Professional Studies, B.A., Hons. Communication Studies

You are currently enrolled in:

Course Details

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

**+** Add a Course  
Enrol into a course.

**-** Drop a Course  
Drop a course currently enrolled.

**→** Transfer a Course  
Within a course transfer from one section/tutorial/lab to another.

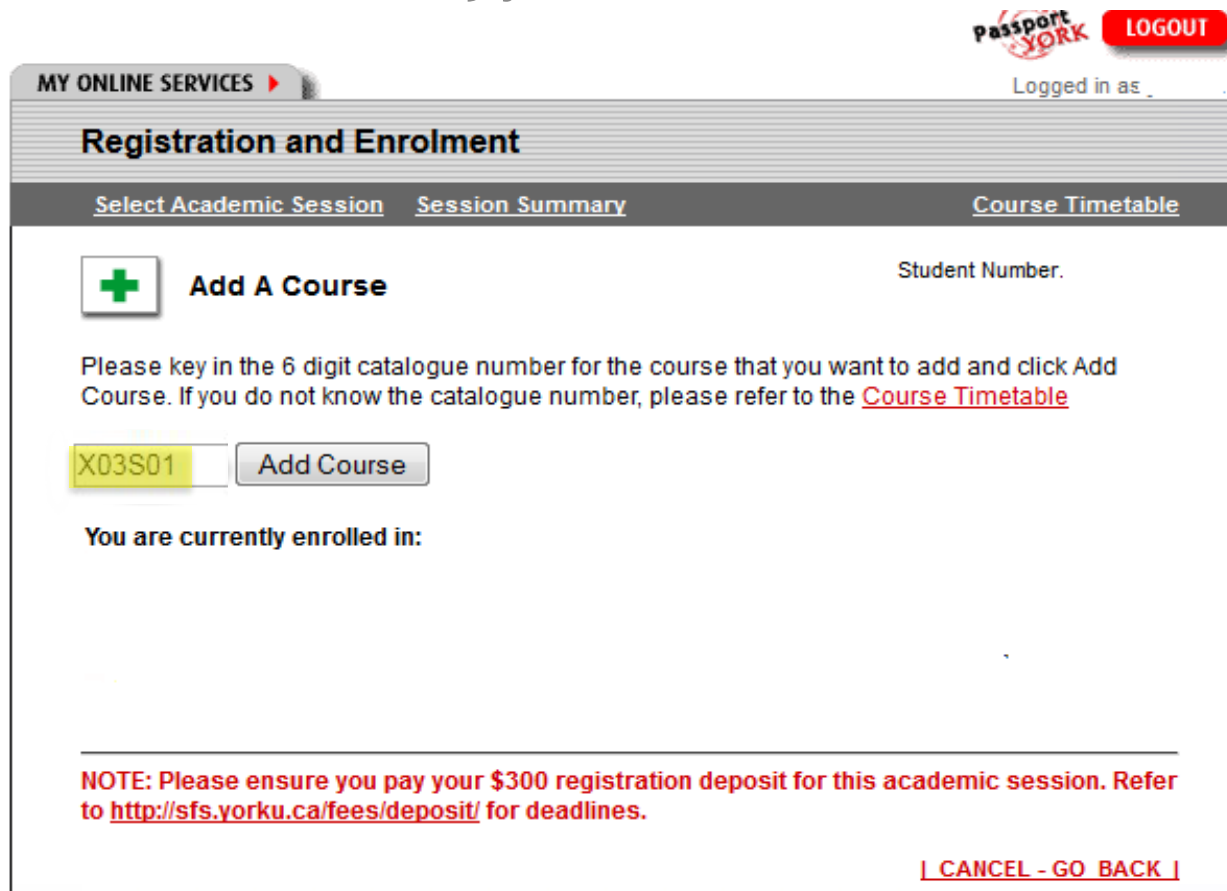
**+ -** Exchange a Course  
Drop one course and add a different course at the same time.

**NOTE:** Please ensure you pay your \$300 registration deposit for this academic session. Refer to <http://sfs.yorku.ca/fees/deposit/> for deadlines.



# Enroling in courses

Enter the **Cat #** (Catalogue Number) of the course (including tutorial) you want to enrol in



The screenshot shows the 'Passport YORK' online services interface. At the top right, there is a 'LOGOUT' button and a 'Logged in as' field. The main header is 'MY ONLINE SERVICES' with a right-pointing arrow. Below this is the 'Registration and Enrolment' section, which has three sub-sections: 'Select Academic Session', 'Session Summary', and 'Course Timetable'. The 'Add A Course' section features a green plus icon and a text input field containing 'X03S01'. To the right of the input field is an 'Add Course' button. Below the input field, it says 'You are currently enrolled in:'. At the bottom of the page, there is a red note: 'NOTE: Please ensure you pay your \$300 registration deposit for this academic session. Refer to <http://sfs.yorku.ca/fees/deposit/> for deadlines.' and a red link: '| CANCEL - GO BACK |'.


Passport YORK LOGOUT

MY ONLINE SERVICES ▶

Logged in as

## 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 enrolled in:

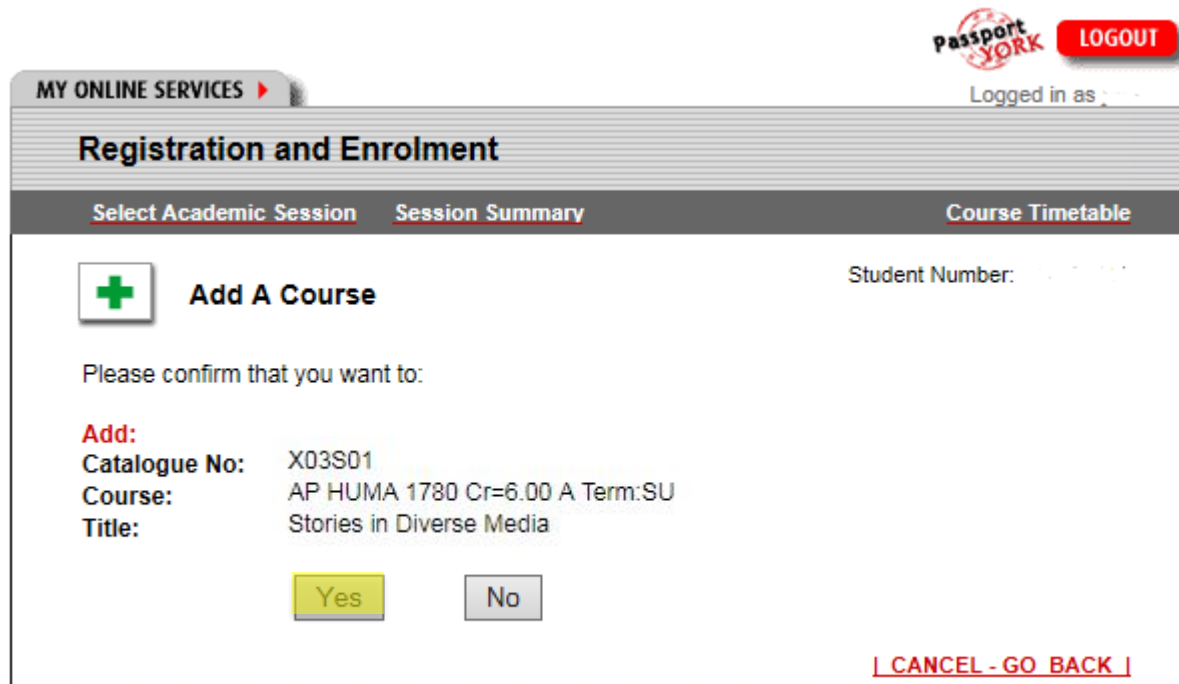
---

**NOTE:** Please ensure you pay your \$300 registration deposit for this academic session. Refer to <http://sfs.yorku.ca/fees/deposit/> for deadlines.

[| CANCEL - GO BACK |](#)

# Enroling in courses

**Confirm** this is the course (including section and tutorial, if applicable) you want to enrol into.



The screenshot shows the 'Passport YORK' online services interface. At the top right, there is a 'LOGOUT' button and the text 'Logged in as:'. 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 is active, indicated by a green plus icon. To the right of this section is a 'Student Number' field. The text 'Please confirm that you want to:' is displayed. Below this, the course details are listed: 'Add: Catalogue No: X03S01', 'Course: AP HUMA 1780 Cr=6.00 A Term:SU', and 'Title: Stories in Diverse Media'. At the bottom of the confirmation area are two buttons: 'Yes' (highlighted in yellow) and 'No'. At the bottom right of the entire interface is a link: '| CANCEL - GO BACK |'.

# Enroling in courses


Passport YORK **LOGOUT**

MY ONLINE SERVICES ▶

Logged in as **username**

## Registration and Enrolment

[Select Academic Session](#) [Session Summary](#) [Course Timetable](#)

 **Add A Course** Student Number:

If you do not meet the prerequisites, co-requisites, placement tests, or audition requirements, you may be dropped from the course. Please check with the departmental office if you require clarification.

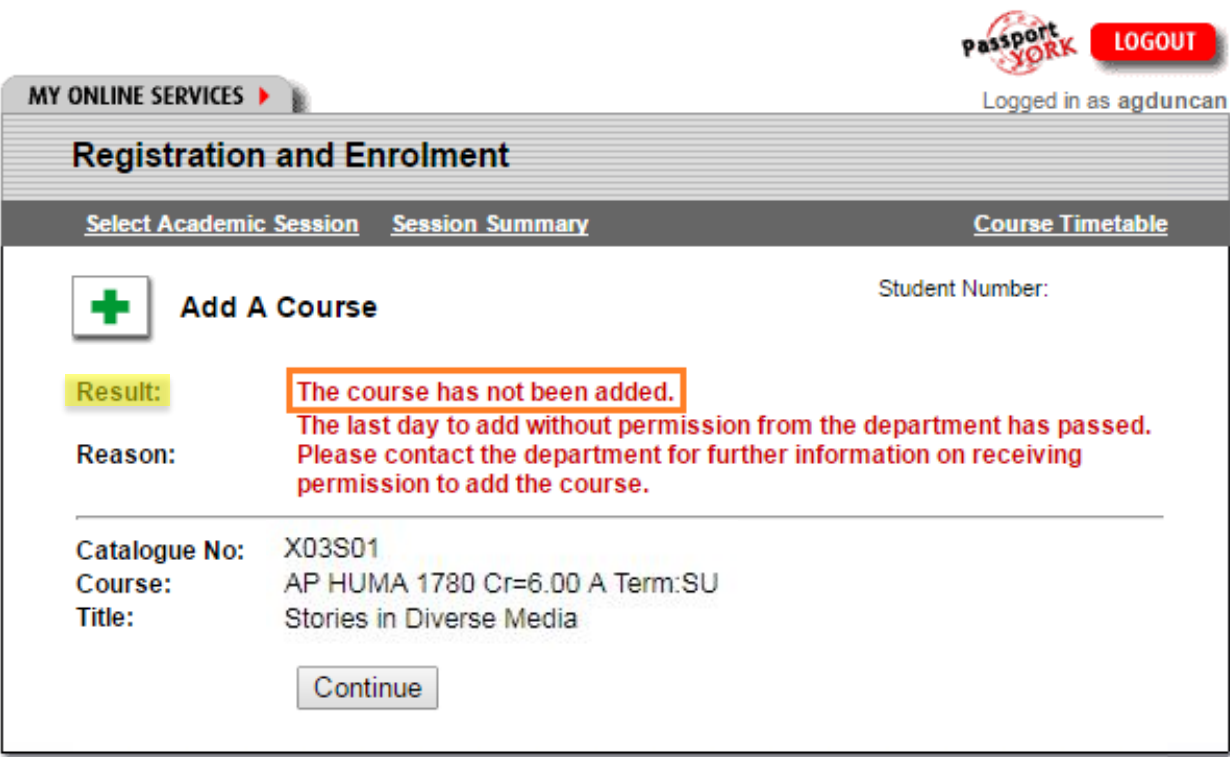
**Result:** **The course has been successfully added.**

---

**Catalogue No:** X03S01  
**Course:** AP HUMA 1780 Cr=6.00 A Term:SU  
**Title:** Stories in Diverse Media

# Enroling in courses

This is an example of a failed course add




The screenshot shows the 'Passport YORK' online services interface. At the top right, there is a 'LOGOUT' button and the text 'Logged in as agduncan'. The main navigation bar includes 'MY ONLINE SERVICES' and 'Registration and Enrolment'. Below this, there are links for 'Select Academic Session', 'Session Summary', and 'Course Timetable'. The 'Add A Course' section is highlighted with a green plus icon. A 'Student Number:' field is present. A red error message is displayed: 'The course has not been added. The last day to add without permission from the department has passed. Please contact the department for further information on receiving permission to add the course.' Below the error message, the course details are listed: 'Catalogue No: X03S01', 'Course: AP HUMA 1780 Cr=6.00 A Term:SU', and 'Title: Stories in Diverse Media'. A 'Continue' button is located at the bottom of the section.

Passport YORK LOGOUT  
Logged in as agduncan

MY ONLINE SERVICES ▶

Registration and Enrolment

[Select Academic Session](#) [Session Summary](#) [Course Timetable](#)

 Add A Course Student Number:

**Result:** **The course has not been added.**  
The last day to add without permission from the department has passed.  
Please contact the department for further information on receiving permission to add the course.

**Reason:**

---

Catalogue No: X03S01  
Course: AP HUMA 1780 Cr=6.00 A Term:SU  
Title: Stories in Diverse Media

Continue

# Enroling in courses

If a course is **reserved...**

The expression "Course Reserved" means that the seats have been set aside for a specific academic category of student.

If you are enrolling in courses which are appropriate to your year level, major and/or minor, you will have a better chance of meeting the restrictions.

**Contact the Department** that directly oversees the course to ask for permission to enrol.

*Example: A student interested in AP/**HUMA** 1780 9.00 would call the **HUMANITIES** Department*

**You should know:**

1. Your student number
2. The Course Code
3. The Section
4. The Tutorial Number (if applicable)

*Note: Enrolment is based on course availability. You will be unable to enrol unless there is an available seat.*



# Enroling in courses

## If a **course** is **full...**

The expression "Course Full" means that there are no seats available in a course.

**Patience and persistence** is required. You will not be able to enrol in a course unless seats become available.

## If a **tutorial** is **full...**

If a tutorial is full you will need to enrol in another tutorial with seats available.

\*REM will provide a list of all tutorials that still have seats available.

*Note: If a course **required** for your major is full, please inform the department.*

# Plot your timetable

Once you have enrolled in all your courses, go to [Plot My Timetable](#) to make sure there are no conflicts.

**YORK UNIVERSITY**

Glendon Campus | Alumni | Research | Giving to York | Media | Careers | International | York U Lions **ACCESSIBILITY**

**FUTURE STUDENTS** **CURRENT STUDENTS** **FACULTY AND STAFF** Search yorku.ca **GO**

FACULTIES LIBRARIES YORK U ORGANIZATION DIRECTORY SITE INDEX CAMPUS MAPS

**York Courses Web Site**

SEARCH COURSE TIMETABLES

**Welcome to the York Courses Web site**

**Passport York** **New Student?**  
All about Passport York

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**  
> Timetable Help

Exam Information...  
> Search Current Schedule  
> My Exam Schedule  
> Exam Conflicts  
> Building Acronyms  
> Deferred Exams: FAQ  
> Religious Observances

Historical Course Search  
> Faculty, Subject, Number  
> Course Title

Course Information...  
> FAQ  
> Important Dates

The York Courses website is designed to provide a central location where information can be obtained on thousands of courses that are being taught and have been taught in the past at York University.

This site contains information about the current course timetables and the current exam schedules once they have been released. Descriptions for courses offered in the past several years are available from the "Course Search By..." link at the bottom of the grey bar on the left.

**Before enrolling:** you should read through the you should read through the [Important Dates](#) pages to ensure that you are fully aware of the various course add/drop and start/end dates, and the financial impact of enrolling in and dropping courses. Instructions for using the Registration and Enrolment Module (REM) and troubleshooting help is also available on the [Enrolment and Registration Guide](#) page; you are particularly encouraged to check out the Faculty-Specific Enrolment Reminders section. If you have further questions, you may also want to [Ask a Student Services Expert](#).

For more information on your Faculty's rules, policies and your program of study, please visit to the [Calendars Website](#).

**York Courses Information:**

- **Search Current Courses By ....**
  - [Subject](#)
  - [Term](#)
  - [Course Title](#)
  - [Instructor](#)
  - [General Education Courses](#)
  - [eLearn Courses](#)
  - [After 6pm Courses](#)
  - [Weekend Courses](#)
  - [Advanced Search](#) (by Faculty, subject and course number)
  - [View Active Course Timetables](#) (by Faculty)
- **My Class Schedule ...**
  - [Plot My Timetable](#)
  - [Timetable Help](#)
- **Exam Information ...**
  - [Search Current Schedule](#)
  - [My Exam Schedule](#)
  - [Exam Conflicts](#)
  - [Building Acronyms](#)
  - [Deferred Exams: FAQ](#)
  - [Religious Observances](#)
- **Course Search By ...**
  - [Faculty, Subject, Number](#)
  - [Course Title](#)
- **Course Information**
  - [FAQ](#)
  - [Important Dates](#)
  - [Enrolment and Registration Guide](#)

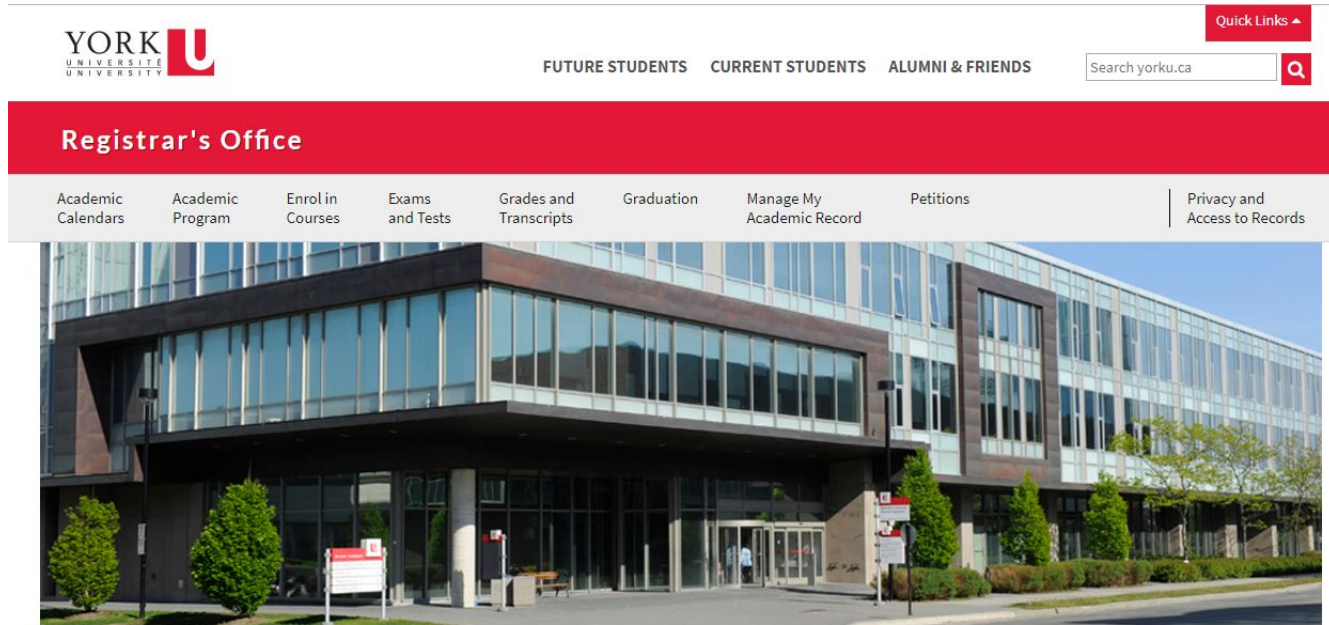
# Plot your timetable

Once you have enrolled in all your courses, go to [Plot My Timetable](#) to make sure there are no conflicts.

The screenshot shows the York University website interface. At the top left is the York University logo. To the right are navigation links for 'FUTURE STUDENTS', 'CURRENT STUDENTS', and 'ALUMNI & FRIENDS'. A search bar is located on the right side. Below the navigation is a red banner with the text 'Current Students'. Underneath this banner is a horizontal menu with several options: 'Registrar's Office', 'Student Financial Services', 'Academic Calendars', 'Academic Resources', 'Alternate Exam/ Test Scheduling', 'Convocation', 'Manage My Academic Record', 'My Online Services', and 'OSAP'. The 'Registrar's Office' option is highlighted in yellow. Below the menu is a large photograph of two students with backpacks walking on a snowy campus path. Below the photo is a welcome message: 'Welcome back Lions! We've collected some resources here to help you through the start of the Winter term.' To the right of the message are social media icons for Facebook, Twitter, YouTube, Gmail, Google Drive, 3i, and LinkedIn. Below the message is a horizontal menu with links for 'NEW STUDENTS', 'EXAMS', 'ENROLMENT', 'STUDENT ACCOUNT', 'OSAP-RELATED', and 'WEATHER + TRANSPORTATION'. Below this menu is a red banner with the text 'NEW STUDENTS' and a photograph of a group of students smiling, with one student holding a large stuffed Santa Claus toy. To the right of the 'NEW STUDENTS' banner is a 'Reminders' section with a message: 'Welcome back students! We've temporarily taken over the Current Students homepage for easy access to back-to-school resources.' Below the message are three colored dots (red, blue, blue) and a link: 'Looking for the old Current Student webpage?'.

# Plot your timetable

Once you have enrolled in all your courses, go to [Plot My Timetable](#) to make sure there are no conflicts.



Login with Passport York to use these self-service tools:



## Courses & Enrolment

- [Find out when I can enrol](#)
- [Search course timetables](#)
- [Add/Drop Courses](#)
- [Plot my timetable](#)
- [Enrol in classes](#)
- [My courses & grades](#)
- [My exam schedule](#)

## My Student Records

- [Change my profile](#)
- [My college affiliation](#)
- [Request a letter](#) (including enrolment verification and RESPs)
- [My grade report](#) (fall/winter, summer)
- [My Degree Progress Report](#)
- [Order a transcript online](#)
- [Apply to Graduate Online](#)

## Reminders

Download York's [mobile safety app](#) for access to University safety resources, campus security, goSafe and Campus Shuttle.

STUDENT VOICES

liberal arts &  
professional studies





# Plot your timetable

Make sure there are **no conflicts** in your schedule.

11:00 - 11:30					
11:30 - 12:00			<b>AP ITEC 1000 3.0</b> Section M Term W Lecture [CLH.G ]		
12:00 - 12:30					
12:30 - 13:00					
13:00 - 13:30					
13:30 - 14:00					
14:00 - 14:30					
14:30 - 15:00	<b>AP JP 2000 6.0</b> Section A Term Y Language Classes [R_S537 ]	<b>AP FR 2100 6.0</b> Section B Term Y Language Classes [R_S122 ]	<b>AP JP 2000 6.0</b> Section A Term Y Language Classes [R_S537 ]	<b>AP FR 2100 6.0</b> Section B Term Y Language Classes [R_S122 ]	
15:00 - 15:30					
15:30 - 16:00					
16:00 - 16:30		<b>CONFLICT</b>			
16:30 - 17:00		<b>CONFLICT</b>			
17:00 - 17:30		<b>CONFLICT</b>			
17:30 - 18:00		<b>CONFLICT</b>			
18:00 - 18:30		<b>CONFLICT</b>			
18:30 - 19:00		<b>CONFLICT</b>			
19:00 - 19:30					



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professional studies

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UNIVERSITY



VARI HALL

Section 5  
Next Steps



# Where to Go for Help?

## Academic Advising Services

Academic Advising Services at LA&PS provides students with the information and guidance they need to succeed in their academic careers. Advisors can help students make the right academic decisions by explaining policies and regulations as well as presenting different options available to them in their studies.

By speaking with an academic advisor, students can get answers to questions related to program selection, academic standing, petitions, grades and degree requirements. Students may be able to speak with an advisor on the spot, or they may need to book a future appointment. For questions related to a specific major, students should contact their major program office. Before you book an academic advising appointment, see these [Frequently Asked Questions](#) for the information you need.

### Student Academic Advising Services

103 Central Square (next to Scott Library)

Monday: 9 am – 5 pm

Tuesday & Wednesday: 9 am – 6:30 pm

Thursday: 9 am – 5 pm

\*Friday: 10:30 am – 5 pm

\*June, July & August, Friday hours are 10:30am – 4 pm

416-736-5222 (best to call before 10 am)

[laps@yorku.ca](mailto:laps@yorku.ca)



# Where to Go for Help?

## Advising in program offices

If you are majoring in one of the following programs, please visit their office for advice about general degree requirements (e.g. academic penalties, program changes, and degree and general education requirements). For all other majors, contact Student Academic Advising Services.

<p><b>▼ Administrative Studies (BAS &amp; BDEM)</b></p> <p><b>Location:</b> 282 Atkinson College  <b>Tel:</b> 416-736-5210  <b>Email:</b> <a href="mailto:apsas@yorku.ca">apsas@yorku.ca</a>  <b>Website:</b> <a href="http://www.yorku.ca/laps/sas/">http://www.yorku.ca/laps/sas/</a></p> <p>An academic advising appointment is not required for the following petitions:</p> <ul style="list-style-type: none"> <li>▪ Deferred Standing/Extension of Deferred Standing</li> <li>▪ Enrol or re-enrol late in a course</li> </ul>	<p><b>▼ Social Science*</b></p> <p><b>Location:</b> S737 Ross Building  <b>Tel:</b> 416-736-5054  <b>Email:</b> <a href="mailto:socsci@yorku.ca">socsci@yorku.ca</a>  <b>Website:</b> <a href="http://www.yorku.ca/laps/sosc/">http://www.yorku.ca/laps/sosc/</a></p> <p>*Includes: African Studies, Business &amp; Society, Criminology, Health &amp; Society, International Development Studies, Latin American &amp; Caribbean Studies, Law &amp; Society, Interdisciplinary Social Science, South Asian Studies, Urban Studies, Work &amp; Labour Studies</p>
<p><b>▼ Children's Studies</b></p> <p><b>Location:</b> 209 Vanier College  <b>Tel:</b> 416-736-2100 ext. 33214  <b>Email:</b> <a href="mailto:lapschst@yorku.ca">lapschst@yorku.ca</a>  <b>Website:</b> <a href="http://www.yorku.ca/laps/huma/chst">http://www.yorku.ca/laps/huma/chst</a></p>	<p><b>▼ Public Policy &amp; Administration (BPA)</b></p> <p><b>Location:</b> 119 McLaughlin College  <b>Tel:</b> 416-736-5384  <b>Email:</b> <a href="mailto:lapssppa@yorku.ca">lapssppa@yorku.ca</a>  <b>Website:</b> <a href="http://www.yorku.ca/laps/sppa">http://www.yorku.ca/laps/sppa</a></p>
<p><b>▼ English</b></p> <p><b>Location:</b> 208 Stong College  <b>Tel:</b> 416-736-5166  <b>Email:</b> <a href="mailto:lapsengl@yorku.ca">lapsengl@yorku.ca</a>  <b>Website:</b> <a href="http://www.yorku.ca/laps/en/">http://www.yorku.ca/laps/en/</a></p>	<p><b>▼ Undecided majors</b></p> <p><b>Location:</b> 213 Vanier College  <b>Tel:</b> 416-736-2100 ext. 33963  <b>Email:</b> <a href="mailto:aprilj@yorku.ca">aprilj@yorku.ca</a>  <b>Website:</b> <a href="http://futurestudents.yorku.ca/program/undecided_major">http://futurestudents.yorku.ca/program/undecided_major</a></p>
<p><b>▼ Human Resource Management (BHRM and Certificate)</b></p> <p><b>Location:</b> 150 Atkinson  <b>Tel:</b> 416-736-5806  <b>Email:</b> <a href="mailto:lapsshrm@yorku.ca">lapsshrm@yorku.ca</a>  <b>Website:</b> <a href="http://www.yorku.ca/laps/shrm">www.yorku.ca/laps/shrm</a></p> <p>By appointment only. Flexible times are available.</p>	

# Need Support on Campus?

The University offers a variety of personal and academic supports for students.

## The Learning Commons

Writing Instruction pod on the 2<sup>nd</sup> floor of Scott Library

- <http://www.library.yorku.ca/cms/learning-commons/>

## The Writing Centre

311 South Ross

- <http://www.yorku.ca/laps/writ/centre/>

## Learning Disabilities Services

W128 Bennett Centre for Student Services

- <http://lds.info.yorku.ca/>

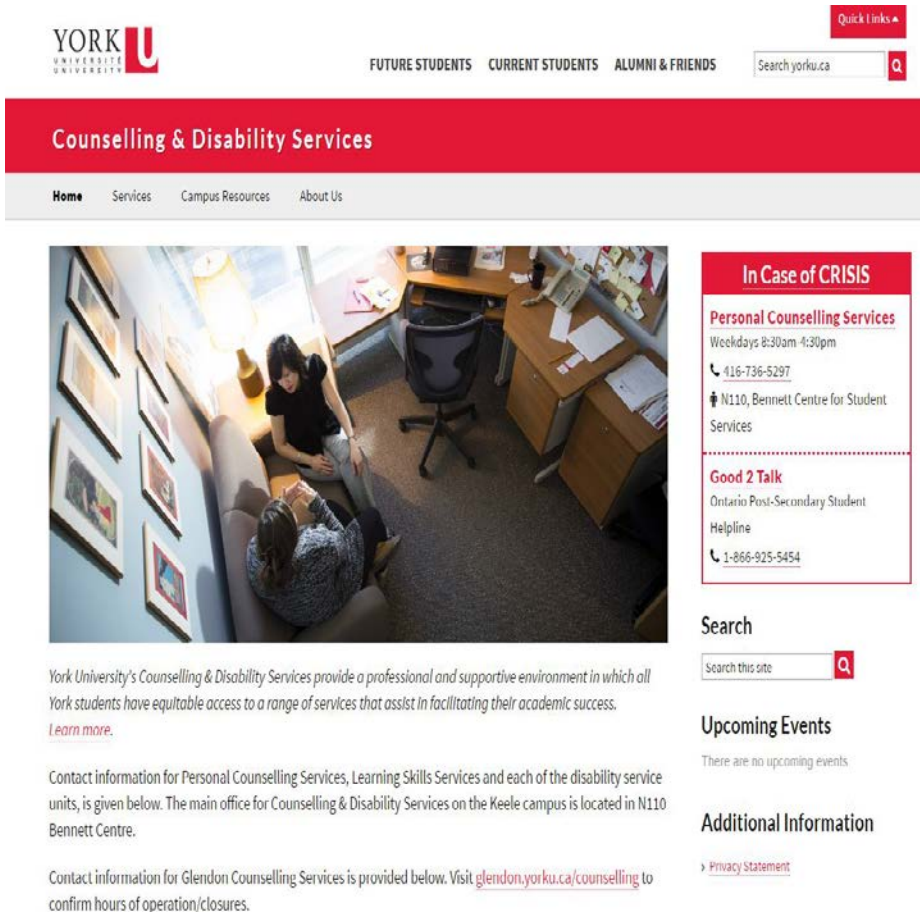
## Counselling and Disability Services

Bennett Centre for Student Services

- <http://cds.info.yorku.ca/>

## ESL Open Learning Centre (open to all students)

311 South Ross



**YORK UNIVERSITY**

**FUTURE STUDENTS** **CURRENT STUDENTS** **ALUMNI & FRIENDS**

Search

**Quick Links**

**Counselling & Disability Services**

**Home** Services Campus Resources About Us

**In Case of CRISIS**

**Personal Counselling Services**  
Weekdays 8:30am-4:30pm  
416-736-5297  
N110, Bennett Centre for Student Services

**Good 2 Talk**  
Ontario Post-Secondary Student Helpline  
1-866-925-5454

**Search**

**Upcoming Events**  
There are no upcoming events.

**Additional Information**  
[Privacy Statement](#)

York University's Counselling & Disability Services provide a professional and supportive environment in which all York students have equitable access to a range of services that assist in facilitating their academic success. [Learn more.](#)

Contact information for Personal Counselling Services, Learning Skills Services and each of the disability service units, is given below. The main office for Counselling & Disability Services on the Keele campus is located in N110 Bennett Centre.

Contact information for Glendon Counselling Services is provided below. Visit [glendon.yorku.ca/counselling](http://glendon.yorku.ca/counselling) to confirm hours of operation/closures.



# Need Support on Campus?

The University offers a variety of personal and academic supports for students.

## Career Centre

202 McLaughlin College

- <http://careers.yorku.ca/>

## Food Bank

337 Student Centre

- <http://www.yfs.ca/yfs-food-services/>

Career Centre

Students & New Grads Alumni Employers Faculty & Staff Educational Recruiters Co-op & Internships Calendar Contact Us

CONNECTING STUDENTS & NEW GRADUATES WITH OPPORTUNITIES

Career Centre » Home Page

LOGIN »  
event registration & job postings

Recruitment Policies & Disclaimer

Career Centre News

> "My Career Plan" is your step-by-step guide to choosing and pursuing a career

Students & New Grads

Employers

Look for a job or find out what you can do with your degree.

Hire or connect with York students and new grads.



# Important Dates

## Undergraduate Summer 2018 Sessional Dates

SUMMER 2018 SESSIONAL DATES FOR SU, S1 AND S2 TERMS



SUMMER 2018 SESSIONAL DATES FOR ALL OTHER TERMS



ADD AND DROP DEADLINE INFORMATION



IMPORTANT FINANCIAL DATES TO CONSIDER



SCHEDULE OF SUMMER HOLIDAYS AND UNIVERSITY CLOSINGS



SUMMER 2018 SESSIONAL DATES FOR SU, S1 AND S2 TERMS



	SU	S1	S2
Classes start	April 30	April 30	June 18
Last date to add a course without permission of instructor	May 14	May 4	June 22
Last date to add a course with permission of instructor	May 28	May 11	June 29
Last date to drop course without receiving a grade	July 5	May 28	July 16
Study Days/Notes	July 24-28 July 31	June 12	July 31
Course End Date	July 30	June 11	July 30
Course Withdrawal Period (withdraw from a course and receive a grade of "W" on transcript – see the Add and Drop Deadline Information below)	July 8-31	June 3-12	July 22-31

# Refund Table

*At this time, the Refund Table has not been updated for Summer 2018. Please refer to:*

**<https://sfs.yorku.ca/refunds/tables>**

# Need to review something?

This entire presentation is available at the LAPS New Student Advising Web page.

1. Go to: [www.yorku.ca/laps](http://www.yorku.ca/laps)
2. Hover over: Student Resources
3. Hover over: New Students
4. Click on: Accepted. Now What?
5. Click on: Step 5 “Review the 1<sup>st</sup> year Orientation Presentation”
6. Select: “Use this presentation if you’re starting classes in Winter 2018”

YORK UNIVERSITY

FUTURE STUDENTS CURRENT STUDENTS ALUMNI & FRIENDS

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Quick Links

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Welcome to the Faculty of Liberal Arts & Professional Studies (LA&PS)

As the largest liberal arts faculty in Canada, we offer an education that thinks big and dreams even bigger. Our scholars lead ground-breaking, award-winning research that responds to society's needs. We proudly deliver top-ranked programs in the social sciences, humanities, and professional fields. By making the liberal arts a critical foundation for learning and by bridging the divide between liberal and professional education, we enhance the capacity of our graduates as global leaders for the 21st century. [Join us.](#) [Meet our Dean.](#)

Departments, Schools & Colleges

View, download and print our PROGRAM CATALOGUE

liberal arts & professional studies | YORK UNIVERSITY

# Between now and when classes start...

IF YOU BEGIN TO ENROL FOR SUMMER TERM COURSES:	...THEN YOU MUST PAY YOUR REGISTRATION DEPOSIT NO LATER THAN:
between March 1 and March 31	April 10
between April 1 and April 30	May 10
on or after May 1	10 days after you enrol in your first course

A deposit of **\$300** must be paid by the 10th of the month following the date you began enrolling in courses.

*For example, if you begin enrolling into courses in October, then your deposit is due on November 10th. If you begin enrolling into courses on or after December 1st, then your deposit is due no later than 10 days after you've enrolled in your first course.*

Please remember it takes 3 business days for the tuition charge to appear on your student online account.

It will also take 3 business days to process most payments to the University.

# Between now and when classes start...

- Get familiar with the **LAPS** and **Current Students** Web sites including **Important Dates and Deadlines**.
- It's a good idea to familiarize yourself with the campus; try to find all of your classrooms before classes start.
- Arrange for your YU Card (York I.D.) at the William Small Centre. Rm. 200.
- First day of classes: **Monday, April 30<sup>th</sup> 2018**.