Welcome to First Year Enrolment & Planning!

Welcome to: The Faculty of Liberal Arts & Professional Studies Winter 2019 Academic Enrolment Information
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
Glossary: Learning the Language of York
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.
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:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fall (F)</th>
<th>Winter (W)</th>
<th>Full Year (Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits</td>
<td>3 hours per week</td>
<td>3 hours per week</td>
<td>Unavailable</td>
</tr>
<tr>
<td>6 credits</td>
<td>6 hours per week</td>
<td>6 hours per week</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>9 credits</td>
<td>Not Advised</td>
<td>Not Advised</td>
<td>4 hours per week</td>
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</table>

**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/ for a more complete glossary of terms.
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.

*Eg. 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
General Education Requirements

1. It is strongly recommended that students successfully complete their General Education courses within the first two years of full-time study.

2. All General Education courses are offered at the 1st 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/
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\textsuperscript{st} year courses
2000 level = 2\textsuperscript{nd} year courses
3000 level = 3\textsuperscript{rd} year courses
4000 level = 4\textsuperscript{th} year courses

Please note:

The first digit of the course corresponds to the year level of the course.

Upper level courses (3000 and 4000 level) 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.
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 to 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.

For more information visit:
http://laps.yorku.ca/student-resources/academic-resources-and-faqs/academic-standing/
Choosing Your Courses
How to Search for Courses

Go to [www.yorku.ca](http://www.yorku.ca) and click on Current Students
How to Search for Courses

Go to www.yorku.ca and click on Registrar’s Office.
How to Search for Courses

Scroll down and click on **Search Course Timetable**

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

**Courses & Enrolment**
- Find out when I can enrol
- Search course timetables
- Add/Drop Courses
- Drop Courses due to labour disruption (for students whose courses were suspended and/or who chose not to participate in active courses)
- Plot my timetable
- Enrol in classes
- My courses & grades
- My exam schedule
- Moodle

**My Student Records**
- Change my profile
- My college affiliation
- Request a letter (including enrolment verification and RESP)
- My grade report (fall/winter, summer)
- My Degree Progress Report
- Order a transcript online
- Apply to Graduate Online
- Verify my official name
- My graduation status

View all online services
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/finish 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 the Calendars Web site.

York Courses Information:

- Search Current Courses By ...
  - Subject
  - Term
  - Course Title
  - Instructor
  - Distance Courses
  - After-Dim 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 ...
  - Season 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**: Fall/Winter 2018-2019

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**SEARCH COURSE TIMETABLES**

*Search Current Courses by Subject*

- **Session:** Fall/Winter 2018-2019

- **Subject:**
  - ACTG - Accounting - ( SB )
  - 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 )
  - AUCL - Audiology/Communication Disorders - ( ED )
  - BBED - Bilingual/Bicultural Education - ( ED )
  - BC - Bethune College - ( SC )

[Search Courses]
Search for Courses

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Schedule</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP/HUMA 1751 6.00</td>
<td>Italian Culture: The Great Ideas and the Masterworks</td>
<td>Fall/Winter 2018-2019 Course Schedule</td>
<td>Click on Schedule to see details</td>
</tr>
<tr>
<td>AP/HUMA 1761 9.00</td>
<td>Italian Cinema, Literature and Society</td>
<td>Fall/Winter 2018-2019 Course Schedule</td>
<td>Click on Schedule to see details</td>
</tr>
<tr>
<td>AP/HUMA 1770 6.00</td>
<td>One World: Historical and Cultural Perspectives of Globalization</td>
<td>Fall/Winter 2018-2019 Course Schedule</td>
<td>Click on Schedule to see details</td>
</tr>
<tr>
<td>AP/HUMA 1780 6.00</td>
<td><strong>Stories in Diverse Media</strong></td>
<td>Fall/Winter 2018-2019 Course Schedule</td>
<td>Click on Schedule to see details</td>
</tr>
<tr>
<td>AP/HUMA 1825 9.00</td>
<td>Law and Morality in Literature and Culture</td>
<td>Fall/Winter 2018-2019 Course Schedule</td>
<td>Click on Schedule to see details</td>
</tr>
<tr>
<td>AP/HUMA 1840 9.00</td>
<td>Existence, Freedom and Meaning: The Idea of Human in European Thought</td>
<td>Fall/Winter 2018-2019 Course Schedule</td>
<td>Click on Schedule to see details</td>
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<tr>
<td>AP/HUMA 1845 6.00</td>
<td>Islamic Traditions</td>
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<td>Click on Schedule to see details</td>
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<td>AP/HUMA 1846 6.00</td>
<td>Arts and Culture in South Asia</td>
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<td>AP/HUMA 1850 6.00</td>
<td>The Bible and Modern Contexts</td>
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</tr>
<tr>
<td>AP/HUMA 1855 9.00</td>
<td>Buddhism and Asian Cultures</td>
<td>Fall/Winter 2018-2019 Course Schedule</td>
<td>Click on Schedule to see details</td>
</tr>
<tr>
<td>AP/HUMA 1860 6.00</td>
<td>The Nature of Religion: An Introduction</td>
<td>Fall/Winter 2018-2019 Course Schedule</td>
<td>Click on Schedule to see details</td>
</tr>
</tbody>
</table>
Understanding Courses

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

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

**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 Course Codes

Faculty  

AP / HUMA  

Course level

1780 6.00

Department

Credits
Understanding Courses

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Day</th>
<th>Start Time</th>
<th>Duration</th>
<th>Location</th>
<th>Cat #</th>
<th>Instructor</th>
<th>Notes/Additional Fees</th>
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<tr>
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<td>120</td>
<td>SLH A</td>
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<td>Course Outline</td>
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<td>HNE 105</td>
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<td>Backup - this course meet is not available for enrolment at this time</td>
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<td>TUTR 06</td>
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How to Read the Course Timetable

Terms:
• F (Fall) September to December
• W (Winter) January to April
• Y (Full Year) September to April

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.

BLEN (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)

<table>
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<tr>
<th>Type</th>
<th>Day</th>
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Please click here to see availability.

Section Director: Not Available.
Using the Visual Schedule Builder

You can use the Visual Schedule Builder!

http://registrar.yorku.ca/enrol/guide/vsb

*NOTE: The VSB does not officially enrol you in your courses
How to Enrol into your Courses
How to Enrol in Courses

Go to www.yorku.ca and click on Current Students
How to Search for Courses

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Scroll down and click on **Add/Drop Courses**

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- Apply to Graduate Online
- Verify my official name
- My graduation status

View all online services
Login to Passport York

Remember your Passport York Username & Password?

Passport York Login

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

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

Username: 

Password: 

Login

Click this box before logging in to change your Passport York password.
Enroling in courses
Choose **Academic Session**: Fall/Winter 2018
Enrolling in courses

Read and answer the following questions...

Please answer the following questions

Student Number XXXXXXXX

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.

Do you accept this agreement?

☐ No  ☐ Yes
Enrolling in courses

Session Summary for

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

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.

liberal arts & professional studies
Enroling in courses

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

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

Add a Course

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 B Term :Y
Title: Stories in Diverse Media

Continue
Enroling in courses
This is an example of a failed course add

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.

Catalogue No: X03S01
Course: AP HUMA 1780 Cr=6.00 B Term: Y
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 into 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 6.00 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 into a course unless seats become available.

If a tutorial is full...

If a tutorial is full you will need to enrol into 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.
Plot your timetable

Once you have enrolled in all your courses, go to **Plot My Timetable** to make sure there are no conflicts.
Plot your timetable

Once you have enrolled in all your courses, go to Plot My Timetable to make sure there are no conflicts.
Plot your timetable

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

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Where to Go for Help?

Academic Advising Services

How can Academic Advising Help?

Academic Advising Services in the Faculty of Liberal Arts and Professional Studies (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. 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 10:30 am – 4 pm

416-736-5222 (best to call before 10 am)
laps@yorku.ca
Where to Go for Help?

How can I speak with an Academic Advisor?

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.

- Administrative Studies (BCom & BDEM)
- Children’s Studies and Humanities
- Economics, Financial and Business Economics, Business Economics
- English
- Human Resource Management (BHRM, HRM Minor and Certificate)
- Political Science
- Public Policy & Administration (BPA)
- Social Science Programs
- Social Work
- Sociology
- Undecided Majors
Need Support on Campus?

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

The Learning Commons
Writing Instruction pod on the 2nd floor of Scott Library
- [http://www.library.yorku.ca/cms/learning-commons/](http://www.library.yorku.ca/cms/learning-commons/)

The Writing Centre
311 South Ross
- [http://www.yorku.ca/laps/writ/centre/](http://www.yorku.ca/laps/writ/centre/)

Learning Disabilities Services
W128 Bennett Centre for Student Services
- [http://lds.info.yorku.ca/](http://lds.info.yorku.ca/)

Counselling and Disability Services
Bennett Centre for Student Services
- [http://cds.info.yorku.ca/](http://cds.info.yorku.ca/)

ESL Open Learning Centre (open to all students)
311 South Ross
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/
## Important Dates

### Undergraduate Fall/Winter 2018-2019 Important Dates

<table>
<thead>
<tr>
<th>Sessional Dates</th>
<th>Fall (F)</th>
<th>Year (Y)</th>
<th>Winter (W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date to add a course <strong>without permission</strong> of instructor (also see Financial Deadlines)</td>
<td>Sept. 18</td>
<td>Sept. 18</td>
<td>Jan. 16</td>
</tr>
<tr>
<td>Last date to add a course <strong>with permission</strong> of instructor (also see Financial Deadlines)</td>
<td>Oct. 2</td>
<td>Oct. 23</td>
<td>Jan. 30</td>
</tr>
<tr>
<td>Drop deadline: Last date to drop a course without receiving a grade (also see Financial Deadlines)</td>
<td>Nov. 9</td>
<td>Feb. 8</td>
<td>March 8</td>
</tr>
<tr>
<td>Course Withdrawal Period (withdraw from a course and receive a grade of &quot;W&quot; on transcript – see note below)</td>
<td>Nov. 10  - Dec. 4</td>
<td>Feb. 9 - Apr. 3</td>
<td>March 9 - Apr. 3</td>
</tr>
</tbody>
</table>

### Financial Deadlines

### Convocation Deadlines

### Holidays and University Closures

### Fall/Winter 2018-2019 Sessional Dates for All Other Terms
## Refund Table

<table>
<thead>
<tr>
<th>TERM CODE</th>
<th>FULL REFUND (UP TO AND INCLUDING)</th>
<th>10% COURSE FEE WITHHELD</th>
<th>20% COURSE FEE WITHHELD</th>
<th>60% COURSE FEE WITHHELD</th>
<th>NO REFUND (ONWARD)</th>
</tr>
</thead>
</table>
Need to review something?

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

1. Go to: 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 1st year Orientation Presentation”

6. Select: “Use this presentation if you’re starting classes in Summer 2018”
Between now and when classes start...

<table>
<thead>
<tr>
<th>IF YOU BEGIN TO ENROL FOR WINTER TERM COURSES:</th>
<th>...THEN YOU MUST PAY YOUR REGISTRATION DEPOSIT NO LATER THAN:</th>
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<tbody>
<tr>
<td>between September 1 and September 30</td>
<td>October 15</td>
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<tr>
<td>between October 1 and October 31</td>
<td>November 15</td>
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<tr>
<td>between November 1 and November 30</td>
<td>December 10</td>
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<tr>
<td>on or after December 1</td>
<td>10 days after you enrol in your first course</td>
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A deposit of $300 must be paid by the deadline(s) provided above.

*For example, if you begin enrolling into courses in October, then your deposit is due on November 15th. 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.*
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: Thursday, January 3rd, 2019.