Welcome to First Year Enrolment & Planning!

Welcome to:
The Faculty of Liberal Arts  &  Professional Studies

Fall /Winter 2019 – 2020 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
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.
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>
</tr>
</tbody>
</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 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 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/](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 and click on Current Students
How to Search for Courses

Go to [www.yorku.ca](http://www.yorku.ca) and click on [Registrar’s Office](http://www.yorku.ca).
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 (for Summer 2018)
- 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 RESPs)
- 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/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 the Calendars Web site.

York Courses Information:

- Search Current Courses By ...
  - Subject
  - Term
  - Course Title
  - Instructor
  - Distance Courses
  - After-Dom 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 Aids
  - Deferred Exam FAQ
  - Religious Observances

- Course Search By ...
  - Faculty Subject Number
  - Course Title

- Course Information
  - FAQ
  - Important Dates
  - Enrolment and Registration Guide
  - Timetables
  - UniversiCalendars
Search for Courses

Choose **Academic Session**: Fall/Winter 2019-2020

**Search Current Courses by Subject**

**Session:**
- Fall/Winter 2018-2019
- Summer 2019
- Fall/Winter 2019-2020

**Subject:**
- ACTG - Accounting - (SB, ED)
- 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)
- AURO - Aural Communication 1/2 - (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>Fall/Winter 2019-2020 Course Schedule</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP/HUMA 1751 6.00</td>
<td><a href="#">Italian Culture: The Great Ideas and the Masterworks</a></td>
<td><a href="#">Fall/Winter 2019-2020 Course Schedule</a></td>
<td><a href="#">Click on Schedule to see details</a></td>
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<tr>
<td>AP/HUMA 1761 9.00</td>
<td><a href="#">Italian Cinema, Literature and Society</a></td>
<td><a href="#">Fall/Winter 2019-2020 Course Schedule</a></td>
<td><a href="#">Click on Schedule to see details</a></td>
</tr>
<tr>
<td>AP/HUMA 1770 6.00</td>
<td><a href="#">One World: Historical and Cultural Perspectives of Globalization</a></td>
<td><a href="#">Fall/Winter 2019-2020 Course Schedule</a></td>
<td><a href="#">Click on Schedule to see details</a></td>
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<tr>
<td>AP/HUMA 1780 6.00</td>
<td><a href="#">Stories in Diverse Media</a></td>
<td><a href="#">Fall/Winter 2019-2020 Course Schedule</a></td>
<td><a href="#">Click on Schedule to see details</a></td>
</tr>
<tr>
<td>GL/HUMA 1820 6.00</td>
<td><a href="#">Art in Society</a></td>
<td><a href="#">Fall/Winter 2019-2020 Course Schedule</a></td>
<td><a href="#">Click on Schedule to see details</a></td>
</tr>
<tr>
<td>AP/HUMA 1825 9.00</td>
<td><a href="#">Law and Morality in Literature and Culture</a></td>
<td><a href="#">Fall/Winter 2019-2020 Course Schedule</a></td>
<td><a href="#">Click on Schedule to see details</a></td>
</tr>
<tr>
<td>AP/HUMA 1840 9.00</td>
<td><a href="#">Existence, Freedom and Meaning: The Idea of Human in European Thought</a></td>
<td><a href="#">Fall/Winter 2019-2020 Course Schedule</a></td>
<td><a href="#">Click on Schedule to see details</a></td>
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<td><a href="#">Islamic Traditions</a></td>
<td><a href="#">Fall/Winter 2019-2020 Course Schedule</a></td>
<td><a href="#">Click on Schedule to see details</a></td>
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<td>AP/HUMA 1846 6.00</td>
<td><a href="#">Arts and Culture in South Asia</a></td>
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<td><a href="#">Click on Schedule to see details</a></td>
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<tr>
<td>AP/HUMA 1850 6.00</td>
<td><a href="#">The Bible and Modern Contexts</a></td>
<td><a href="#">Fall/Winter 2019-2020 Course Schedule</a></td>
<td><a href="#">Click on Schedule to see details</a></td>
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<tr>
<td>AP/HUMA 1860 6.00</td>
<td><a href="#">The Nature of Religion: An Introduction</a></td>
<td><a href="#">Fall/Winter 2019-2020 Course Schedule</a></td>
<td><a href="#">Click on Schedule to see details</a></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

AP / HUMA 1780 6.00

Faculty Department Course level Credits

liberal arts & professional studies YORK UNIVERSITY
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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<td>180</td>
<td>DB 0006</td>
<td>W29S01</td>
<td>Corinne Szulanski</td>
<td>Course Outline</td>
</tr>
</tbody>
</table>
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”. Classes
with a tutorial require one CAT # from the tutorial list to enrol into the class.
How to Read the Course Timetable

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

### Term W Section M

<table>
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### Term Y Section A

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<td>11:30</td>
<td>180</td>
<td>DB 0006</td>
<td>W29S01</td>
</tr>
</tbody>
</table>

**Backup - this course meet is not available for enrolment at this time**

### Notes/Additional Fees

- Corinne Szulanski
- Course Outline
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.

As of Monday, March 5, a labour disruption is ongoing at York University.

The University is open. Acting in the interests of our students, all classes that can continue will continue. Libraries, cafeterias, residences, student services, administrative offices and other university facilities will remain open. Some classes, labs and tutorials may have to be temporarily suspended. We will work to accommodate and support any students whose studies are interrupted. To check the status of your courses, please go to my.yorku.ca.

For information about the labour disruption, please visit labour.yorku.ca. The frequently asked questions section provides the most up-to-date and accurate information.
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 **Add/Drop Courses**

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

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- My graduation status

View all online services
Login to Passport York
Remember your Passport York Username & Password?
Enroling in courses
Choose **Academic Session**: Fall/Winter 2019-2020
Enrolling in courses

Read and answer the following questions...

**Please answer the following questions**

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
Enroling in courses

Session Summary for
Academic Program
Faculty of Liberal Arts and Professional Studies, B.A., Hons. Communication Studies
You are currently enrolled in:

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.
Enroling in courses

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

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
Title: Stories in Diverse Media

Continue
Enroling in courses

This is an example of a failed course add
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 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 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.
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Plot your timetable

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

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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](mailto:lapshelp@yorku.ca) 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
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.

- 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/

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://cdu.info.yorku.ca/

ESL Open Learning Centre (open to all students)
311 South Ross
  • http://www.library.yorku.ca/cms/learning-commons/
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 2019/2020 Important Dates

<table>
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<tr>
<th>Sessional Dates</th>
<th>Fall (F)</th>
<th>Year (Y)</th>
<th>Winter (W)</th>
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<tbody>
<tr>
<td>Last date to add a course <strong>without permission</strong> of instructor (also see Financial Deadlines)</td>
<td>Sept. 17</td>
<td>Sept. 17</td>
<td>Jan. 19</td>
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<td>Last date to add a course <strong>with permission</strong> of instructor (also see Financial Deadlines)</td>
<td>Oct. 1</td>
<td>Oct. 22</td>
<td>Feb. 3</td>
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<td>Drop deadline: Last date to drop a course without receiving a grade (also see Financial Deadlines)</td>
<td>Nov. 8</td>
<td>Feb. 3</td>
<td>March 13</td>
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<td>Course Withdrawal Period (withdraw from a course and receive a grade of “W” on transcript – see note below)</td>
<td>Nov. 9 - Dec. 3</td>
<td>Feb. 4 - April 5</td>
<td>March 14 - April 5</td>
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</tbody>
</table>

### Financial Deadlines

### Convocation Deadlines

### Holidays and University Closures

### Fall/Winter 2019-2020 Sessional Dates for All Other Terms
Refund Table

At this time, the Refund Table has not been updated for Fall 2019/2020. 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

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 Fall 2019”
Between now and when classes start...

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: Wednesday September 4th, 2019.