



Information for Incoming Exchange Students

York International

200 York Lanes

Keele Campus

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Students interested in coming to York University on an exchange are encouraged to read this document. The information provided address the most common questions asked by new exchange students and provides an overview of many important issues pertaining to life as a student at York and in Toronto.

York International is your one-stop destination for all questions about your exchange. Please get in touch with any questions and visit our office once you arrive at York. We are located at 200 York Lanes (above the York Lanes Mall).

Table of Contents

1. [Accommodation Information](#)
2. [Campuses](#)
3. [Contact Information](#)
4. [Cost of Living](#)
5. [Course Information - Credits and Grades](#)
6. [Course Information - Choosing](#)
7. [Course Information - Enrolling and Dropping](#)
8. [Dates – Academic and Holidays](#)
9. [Directory of York Staff, faculty and departments \(York Atlas\)](#)
10. [Disability Services](#)
11. [Employment](#)
12. [English Language Support](#)
13. [Events, York International](#)
14. [Fees](#)
15. [Financial Charges](#)
16. [Health Insurance Information](#)
17. [Identification Card \(YU-Card\)](#)
18. [Language Requirements](#)
19. [Maps](#)
20. [Orientation Information](#)
21. [Payments](#)
22. [Program Restrictions](#)
23. [Recreation Facilities](#)
24. [Support Services at York University](#)
25. [Textbooks](#)
26. [Transcripts and Course Evaluations](#)
27. [Transportation - Airport to where students will be staying](#)
28. [Transportation \(Public Transit\) - Greater Toronto Area \(GTA\)](#)

1. Accommodation Information

On-Campus Housing

On-campus housing at York is divided into undergraduate residences/dormitories and graduate apartment housing. **The distinction pertains to the student's age and not their level of study.** Students who are 20 years of age and under and are interested in on-campus housing must apply for undergraduate housing only. Students 21 years of age and over that are interested in on-campus housing must apply to graduate housing. York International will distribute the housing application directly to incoming students.

On-campus housing arrangements are made through York International. LIMITED SPACE IS AVAILABLE. We can not guarantee space in a particular building.

The following information pertains to students registering for **undergraduate on-campus housing**:

- Students will be assigned a single room in undergraduate housing.
- Students will not be placed in Calumet or Bethune Suites
- All students in undergraduate housing are required to purchase a meal plan (except students placed in Pond Road housing).
- Meal plan rates are \$2,500 to \$4,000 per year, depending on the plan students choose. Please visit the undergraduate on-campus housing website for further information. <http://foodservices.info.yorku.ca/meal-plan/>
- Students need their own bed linens, towels and related items within residences. Items may be purchased from local stores upon arrival, but students should bring sleeping bags for use during the first few days.
- Undergraduate exchange students must be enrolled in a minimum 9 credits per term for the academic year (or 12 credits for either the fall or the winter term) to stay in on-campus housing.
- Undergraduate housing costs vary depending on residences. For information purposes only, a list of residence costs are available at: <http://studenthousing.info.yorku.ca/>
- Please note that access to each residence differs, students should verify the access rules pertaining to their particular residence

The following information pertains to students registering for **graduate on-campus housing**:

- All the information pertaining to Graduate Housing can be found on their website at <http://studenthousing.info.yorku.ca/>
 - This website contains information such as layout plans, the application form, rental rates, information about what is supplied to students and what they should bring with them

Off-Campus Housing

There are various sources for finding off campus rental housing for students. The University does not endorse or recommend any particular locations. Students are advised to be aware of the Landlord and Tenant Board (link – <http://www.ltb.gov.on.ca/en/>) and not to sign any contracts without viewing the rental space in person.

2. Campuses

York University has two primary campuses, Glendon and Keele. Keele is York University's largest campus, located at the intersection of Steeles Avenue and Keele Street. The vast majority of York's courses are located on the Keele campus. When selecting courses keep in mind that the Glendon campus is separate from the Keele Campus. It takes from 45 minutes to one hour to get from one campus to the other. A free shuttle bus is available for students to get between the two campuses. The availability of the bus is limited. The bus schedule is available at: <http://www.yorku.ca/trnsprt/shuttle.htm>

[TOP](#)

3. York International Contact Information

Names:	<p>Beth Alaksa – Coordinator International Mobility Programs</p> <p>Lee Mendelsohn-LiVolsi - Education Abroad Advisor , Non-Europe exchanges (lmendel@yorku.ca)</p> <p>Norma Speranza - Education Abroad Advisor, Europe exchanges (speranza@yorku.ca)</p>
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Phone:	416-736-5177
Fax:	416-736-5176
E-mail:	exchange@yorku.ca
Websites:	<ul style="list-style-type: none"> • http://yorkinternational.yorku.ca/ - York International website • http://yorkinternational.yorku.ca/incoming-exchange-students/ - Information for Incoming Exchange Students • http://www.yorku.ca – York University's main website

4. Cost of Living

Estimates for students attending both the fall and winter semesters (based on 2014-15 rates)

Item	Cost (in Canadian Dollars)
Books and Supplies	\$1000
Housing*	\$4700
Mandatory Meal Plan for Undergraduate On-Campus Housing*	Prices vary depending on which meal plan students choose (\$2500-\$4000)
Miscellaneous	\$2000
Recreation Centre*	\$15
Mandatory UHIP* Health Insurance	\$432 (for 8 months)
Supplemental Health Insurance Plans* • YFS Health Plan – The York Federation of Students Health Plan • Graduate Students' Health Plan	Price depends on which insurance plan students are automatically enrolled in
Transportation	\$100 per month

- These items are explained in depth later in this document

5. Course Information – Credits and Grades

Types

There are 3 main types of courses at York:

1. Fall courses (F) run for the fall semester only (dates previously mentioned)
2. Winter courses (W) run for the winter semester only (dates previously mentioned)
3. Year courses (Y) run from the beginning of the fall semester until the end of the winter semester.

If a student is coming to York for the full year, he or she can pick from any of these 3 types of courses. If the student is only coming for one semester, he or she can only choose courses running in the semester that he or she will be at York.

Some lectures are groups of 200-300 students and therefore smaller organized sessions are created called tutorials. A tutorial is usually between 10-30 students where key topics, concepts and ideas are discussed with the tutorial leader. Students are expected to attend the lecture and a tutorial. Enrolling in a tutorial enrolls the student in the lecture attached to it.

Credit System

The majority of courses offered at York International are valued at 3.0, 6.0 or 9.0 credits per course. The number of credits each course is valued at is indicated by the number which follows the four-digit course code number. Normally courses that run solely for one semester (either the Fall or Winter semester) are valued at 3.0 credits; these courses usually have one lecture per week. There are more rigorous one semester courses that are valued at 6.0 credits, because they meet 2 times per week.

Full year courses (commencing at the beginning of the fall term and ending at the end of the winter term) usually are valued at 6.0 credits. Full year courses that are very rigorous and that often require more work are valued at 9.0 credits.

Number of Courses to Take

Exchange students must be registered as full-time students during their studies at York, defined as registered in a minimum of 3 courses or 9 credits per semester or term, but students should also be aware that 24 credits per year are required to stay in on-campus housing.

Note that 30 credits per year is the normal workload for degree students who want to complete their degree in 4 years. We advise students to check with their home university to determine the credit load required while on exchange. York does not require a particular credit load other than the ones listed above.

Grading System

Grade	Grade Point	Percent Range	Description
A+	9	90-100	Exceptional
A	8	80-90	Excellent
B+	7	75-79	Very Good
B	6	70-74	Good
C+	5	65-69	Competent
C	4	60-64	Fairly Competent
D+	3	55-59	Passing
D	2	50-54	Barely Passing
E	1	Marginally Below 50	Marginally Failing
F	0	Below 50	Failing
DEF			Deferred Standing
P			Pass

6. Course Information – Choosing

Please Note: Prior to enrolling in courses online, be sure to have a list of courses you wish to take along with the correct course number, course title and catalogue number.

You can find a list of courses at <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm>

- use the SUBJECT search, select the appropriate session and then review the courses available
- note the correct course number and course title
- After carefully examining the schedule note down the lecture Course Catalogue Number (Cat#). Please note, if the lecture has tutorials (meaning the lectures are divided into different sections/tutorials), then please select the tutorial you wish to take and write down the Catalogue number (Cat#) listed for the tutorial.

Example:

Women and the Law - AS/SOSC 1350

Course Title: Women and the Law
Course Number: 1350
Term: Y = year (Fall and Winter)
Catalogue Number: J59E02

7. Course Information – Enrolling and Dropping

Choose your courses beforehand (See 'Course Information - Choosing' above)

Note: Be prepared with alternatives as your first choice in courses may be full or have restriction. This is normal practice for York University.

1. Go to the Current Students page: <http://www.yorku.ca/yorkweb/cs.htm>
2. Click on **Add/Drop a Course**, this is the first thing under the Courses & Enrolment heading (which is the first one in the centre of the page)
3. Click on the **New Student Sign Up** link (on the right hand side of the page near the bottom).
4. Fill in the required fields (student number and date of birth) and follow necessary steps to create your passport York which will allow you to enroll in and drop courses online.
5. Go to the Current Students page: <http://www.yorku.ca/yorkweb/cs.htm>
6. Select Add/Drop a Course (under the Course and Enrolment heading).
7. Enter your created **Username** and **Password**.
8. Select the appropriate year from the drop down box.
9. Click **Continue**
10. Select the **ADD A COURSE** button. You are asked to fill in the **COURSE CATALOGUE NUMBER (Cat #)**
11. Enter the **Cat#** in the field provided.
12. Click the **ADD COURSE** button. The system will tell you whether you have successfully added the course.
13. If you want to drop a course, go back to **Step 13** and continue, but this time selecting the **DROP A COURSE** button.
14. Select the course you would like to drop and then select the **DROP COURSE** button. The system will tell you if the course has been dropped successfully (in most cases there are no problems here).

NOTE: You **do not** need to know the Catalogue Numbers of courses you want to drop, only for courses you want to add. **DO NOT FORGET TO LOG OUT WHEN YOU ARE DONE!**

[TOP](#)

8. Dates – Academic and Holiday

There are 24 weeks of classes in an academic year and 4 weeks of exams at the end of each term. Check the Important Dates website (<http://www.registrar.yorku.ca/enrol/dates/index.htm>) for specific dates. Sometimes the word “semester” is used interchangeably with the word “term.”

9. Directory of York Staff, Faculty and Departments (York Atlas)

York Atlas is a searchable online database of e-mail addresses and phone numbers of York faculty, students, staff and departments. To access York Atlas please visit: <http://mocha.yorku.ca/atlas/servlet/atlas>

10. Disability Services

York International in collaboration with the Disability Services works to assist exchange students with disabilities settle in both socially and academically. Students requiring this type of assistance should include details with the exchange application. For further details, please visit: <http://ds.info.yorku.ca/>

11. Employment

Full-time exchange students holding a Study Permit are eligible to work on campus only. In general, York University defines a full-time student undergraduate student as one who is registered in the equivalent of 18 credits or more in an academic year (meaning 9 credits or more per term for students that are here for only 1 term). Students do not need a special work permit, but do require a Social Insurance Number. Information on the SIN and directions for applying for one are available here (<http://yorkinternational.yorku.ca/current-international-students/immigration-information/working-in-canada/>)

12. English Language Support

ESL 1000

Students who do not speak English as their native language are eligible to take the ESL 1000 course. **Registration for this course must be directed through York International.** The current course academic calendar includes this description:

This course has two main objectives. First, it aims at fostering those language skills which students using English as a second language need to succeed academically in the multicultural, English-medium context at York. The course accomplishes this goal primarily through content, rather than explicit language exercises, as is appropriate to learners at the university level. Second, the course aims to promote students' awareness of various aspects of Canadian society through the discussion and analysis of fiction and non-fiction texts exploring themes such as language and communication, culture and identity, immigration and multiculturalism and Canada's minorities.

English as a Second Language – Open Learning Centre

The ESL Open Learning Centre (ESL-OLC) offers support to English as a Second Language (ESL) students

[TOP](#)

registered in credit courses at York University. The Centre is a free service open to degree and exchange students at York.

Services include:

- A regular workshop series on topics related to the language needs of ESL students
- Small group English language learning
- Independent language learning using print and multimedia materials
- Individual tutoring on specific language needs
- Social interaction opportunities, such as weekly English movie nights

For further information please visit: <http://www.yorku.ca/eslolc/keele/default.asp>

YUELI – York University English Language Institute

Pre-university English as a Second Language courses are available through the York University English Language Institute (YUELI) (non-credit, summer courses). These courses are not part of the exchange and a fee applies. For full details please visit :<http://yueli.yorku.ca>

13. Events at York International

Throughout the year, York International coordinates special events specifically for international students. Some previous events have included snow tubing, a trip to the CN Tower and a trip to Niagara Falls. York International will send out notices of upcoming events via email.

14. Fees

Tuition fees are paid directly to the student's home university and not to York University. However, students are still responsible for any other academic fees such as course or material fees and the mandatory UHIP premium and other insurance. Some materials fees can be high, check course details closely. It is the student's responsibility to pay these fees.

15. Financial Charges

York uses a centralized accounting system for academic and other fees called a "student account." This account can only be viewed online, statements are not mailed out and it is the student's responsibility to check the account regularly. The account can be viewed by visiting <http://www.yorku.ca/yorkweb/cs.htm> and clicking on Money Matters, My Student Account On-line.

Mandatory UHIP, other insurance plans and residence fees (explained elsewhere on this site) are all charged upfront to the student account (in September or January).

York will charge tuition fees to exchange student's accounts; however a fee waiver item will also appear on the account for each course offsetting the tuition fee.

A positive balance in the account indicates the student owes funds to York. A negative balance in the account indicates the university owes funds to the student.

Students should make sure that their student account has been paid in full prior to their departure. Transcripts cannot

[TOP](#)

be issued to students who have a balance owing to York University.

16. Health Insurance Information

Exchange students are charged for two insurance plans.

1) Primary health insurance plan - UHIP (University Health Insurance Plan) is a mandatory primary care plan. It covers costs associated with visits to the doctor or a hospital. Exchange students are advised not to purchase health insurance from home as UHIP is a mandatory plan. Students may apply to for an exemption from UHIP, however exemptions are only granted when the other insurance plan meets the same level of coverage as UHIP. Applications for exemptions are submitted to the insurance company with supporting documentation for review. The University does not have the authority to grant exemptions. Very few insurance plans meet the same level of coverage as UHIP, therefore in the majority of cases UHIP is mandatory, and referred to as such. Refer to the UHIP web-site for further details. Students are required to pay their UHIP premium even if they apply for an exemption. Premiums are refunded only if an exemption is granted.

Further important information about the plan is found at: <http://yorkinternational.yorku.ca/current-international-students/health-insurance/>

2) Secondary health insurance plans (York Federation of Students and Graduate Students' Health plan) may also automatically be charged to students. Students with proof of similar coverage may apply to opt out of the secondary plan. Generally the secondary plan can cover dental and non emergency medical care. Students should review the information on each plan carefully, <http://yorkinternational.yorku.ca/current-international-students/health-insurance/>

17. Identification Card (YU-Card)

The YU-card (pronounced why-you card) is York University's official photo ID card. It is the only card you need to access services across campus. It can be used as photo ID for exams, as a library card, and as a meal plan card. It can also be used as a "student ID" card off campus for student discounts.

Further information is available at: <http://www.yorku.ca/yucard/>

18. Language Requirements

Students enrolling in the undergraduate program: If English is not the student's first language, he or she should have proof of English Proficiency appropriate for study at the University level. The proof can be either an official TOEFL score (as outlined below) or a letter from the home university confirming appropriate language proficiency. If proof of language proficiency is a letter from the home university, the TOEFL scores listed at www.futurestudents.yorku.ca/requirements/language_tests should be used as guidelines when assessing proficiency.

Students enrolling in the Graduate Program: If English is not the student's first language, he or she must present proof of TOEFL results or equivalent proof of English proficiency. For most graduate programs a paper test score of **600** is the minimum requirement for TOEFL. However, it is best to check the requirements for individual programs <http://futurestudents.yorku.ca/graduate/programs/>

For more information about English as a Second Language (ESL) support, see the item #10 English Language Support (above).

[TOP](#)

19. Maps

Maps of and directions to both York University's Keele and Glendon campuses can be found at <http://maps.info.yorku.ca/>

20. Orientation Information

Orientation dates:

Orientations are usually offered in late August/early September before classes start with a modified orientation offered during the first week of classes. Winter term students are offered an orientation in early January. Specific information about orientations sessions will be emailed to you by York International.

Suggested Date of Arrival

Students should plan on arriving a few days prior to the start of class to attend orientation sessions, find accommodation (if necessary) and generally get adjusted to York and Toronto. Students staying in on-campus residence will be given information on specific move-in dates. Details may be available on the website, or will be distributed with contract information. Students participating in an exchange for the winter term only, should note the university is not open between Dec 25 and Jan 1.

21. Payments

It is not possible to use international debit cards at the point of purchase at York University, and may also not be possible at the point of purchase in retail outlets elsewhere in Toronto or Canada. However, it is possible to use them at automatic banking machines to withdraw cash. It is also not possible to pay fees owing to York by credit card. Therefore, students will need to use the services of Western Union to pay York for charges such as residence, meal plans and health insurance. Payments should be made before leaving for Canada. Review the directions for using Western Union - http://sfs.yorku.ca/fees/paying/western_union.htm

Students should estimate charges that will be incurred. Overpayments can be refunded by the university. It is possible to use the service upon arrival in Toronto, but the student will still have to connect with their bank at home and should get clarification from their home bank on that process.

22. Program Restrictions

Most upper year courses (3000 & 4000 level) at York University will require students to have completed pre-requisites for the courses. Students on exchange may be exempt from this requirement, but it is imperative to have the sufficient background to handle material in the course.

Biology, Graduate level: Courses at the graduate level in Biology (5000, 6000) are not open to exchange students. Students take courses as part of research projects at York and therefore, students not attached to a research project

[TOP](#)

are not eligible to enroll in the courses. Therefore, exchange applicants interested in Biology at the graduate level should already be involved in a research project at their home university and should submit an application including a summary of a research project. Undertaking this type of program while on exchange requires an appointed supervisor; therefore, York International will submit the summary to the appropriate representative in the Program for review and recommendation. Exchange applicants who have made independent contact with the department and already have a designated supervisor, should submit a letter of invitation from the York professor with his/her exchange application. Acceptance of the proposal is not guaranteed, but reviewed on a case by case basis and depends on availability of York professors willing and able to act as supervisors.

Business (Schulich School of Business): Courses at the Schulich School of Business are open only to students participating in official Schulich School of Business exchange programs. Students participating in exchange programs administered by York International may not pursue courses at Schulich.

Computer Science: Students meet with an advisor in the department upon arrival to finalize placement in courses; however students are advised to select courses prior to arrival, ensuring they review all pre-requisites for Computer Science courses, including any programming requirements.

Fine Arts: Courses in the Faculty of Fine Arts (FFA) are open only to students participating in an official Faculty of Fine Arts exchange program (see: <http://finearts.yorku.ca/for-students/current-students/study-abroad>). Students participating in a York International exchange program can only take courses in FFA available to non-majors. Some exceptions can be made depending on course availability and pre-requisite

Law (Osgoode Hall Law School): Spaces are restricted to 1 or 2 students per partner institution. Students should have completed at least 3 years of study and have successfully completed a substantial number of law courses. Exchange students may not enroll in first year law courses. A high GPA (Grade Point Average) may also be required.

Nursing (Faculty of Health): This program is not currently open to exchange students.

Political Science, Graduate level: Demand for space in the graduate political science is high and therefore, spaces are limited. Exchange students must exceed minimum requirements for entry into the program.

Translation, Glendon College: Program is restricted, prior discussion with York International required.

23. Recreational Facilities

Exchange students must register to use the facilities.

Sport Facilities include:

- Tait McKenzie Centre: fully staffed Fitness Centre with several cardio machines, selectorized machines and free weights, 4 gymnasias, 3 studios, 5 North American squash courts, 25-metre swimming pool
- Outdoor facilities: 9 tennis courts, 5 playing fields, a stadium, 4 softball fields
- Ice Gardens: 6 ice surfaces
- Toronto Track and Field Centre: indoor and outdoor track and weight room.

For further information please visit: <http://www.yorkulions.ca/>

24. Support Services at York University

Faculty of Liberal Arts and Professional Studies - The Writing Department

The Writing Department offers practical instruction in all aspects of writing to all students in the Faculty of Liberal Arts and Professional Studies, the Faculty of Fine Arts, the Faculty of Graduate Studies, and the Schulich School of Business. Some tutors specialize in working with ESL students, and in working with students who have disabilities affecting language learning and language skills. The chief method of instruction is individual tutoring where sessions usually last 25 or 50 minutes. Their website provides students with up-to-date information about the Department's activities, and links to academic resources. www.yorku.ca/laps/writ

Counselling and Development Services

The CDS offers a range of services to students of York University including personal counselling, group development workshops, learning skills training, and support for learning disabilities and psychiatric dis/abilities. They currently offer Learning Skills Workshops related to: university success, reading skills for university, note-taking at university, time management, academic stress management and preparing for tests and exams. For specific workshop dates and descriptions being offered please visit: <http://www.yorku.ca/cds/>

Open Learning Centre (English as a Second Language support) – see item #12

General Campus Services

Further information about campus services offered at York University can be found at: <http://www.yorku.ca/yorkweb/currentstudents/campuservices/index.html>

26. Textbooks

York University Bookstore

This is the official place to buy texts required for students studying at York University. The Keele Campus bookstore is located in the east end of the York Lanes Shopping Mall. Their website is <http://bookstore.yorku.ca/>

The Glendon Campus Bookstore is located on the lower level of York Hall.

<http://www.glendon.yorku.ca/futurestudents/english/community/support/bookstore.php>

Other suggestions

- Visit bookstores around the city to buy textbooks at a discounted price
- Keep an eye out for posters around campus advertising books for sale
- Students should only buy books when they are sure they will take the course, as certain books and course kits cannot be returned. An option is to borrow books from the library for the first two weeks, if possible.

York University Libraries

York University has many libraries available to students. There are many quiet study areas and computers available to students. Group study rooms are also available and can be reserved online. To learn more about York University libraries and view their online catalogue please visit: <http://www.library.yorku.ca/>

27. Transcripts and Course Evaluations

Once students complete the exchange at York an original transcript will be sent to the home institution's international office as long as no fees are owing to York University. If students require their own copy they must order it from the Registrar's Office website, the link is: <http://www.registrar.yorku.ca/transcripts/>

Please note that on York University transcripts marks are in letter grades. If foreign institutions require a number grade (percentage) or more detailed explanation of a student's marks, students will need to have a separate course evaluation form completed before they leave York University. It is the student's responsibility to check if his or her home institution requires a number grade. Please note that this is not possible for Osgoode Courses (Law).

One evaluation must be filled out per course. Students should coordinate with their professors as to how and where the forms should be sent once completed. Forms can be given back to students in a sealed and signed envelope. Forms can also be sent back directly to their home institution, to the attention of their home university's Exchange Coordinator. The student should let their Coordinator know that this will be sent to their attention. **Please do not send the forms to York International.**

Course Evaluation Forms are can be downloaded from:

<http://yorkinternational.yorku.ca/files/2014/05/Course-Assessment-Form-2014-151.pdf>

28. Transportation – From Airport to Housing

York University does not have a representative meet students at the airport. Students are responsible for their own transportation to York University. The fastest way to get from the airport to York University's Keele or Glendon campuses or to off-campus housing is by taxi or limousine (limo). If students are living on campus, it will cost approximately \$50-60 to get to residence.

If students decide to come to Toronto and directly look for a place to stay downtown Airport Express bus runs regular shuttles to many downtown hotels straight from Toronto Pearson International Airport to downtown Toronto. Fares as of June 2008 are approximately \$18.00 one way per person. For further information please visit: <http://www.torontoairportexpress.com/>

29. Transportation (Public Transit) - Greater Toronto Area (GTA)

Information on all public transit in Toronto is available at <http://www.yorku.ca/trnsprt/>

Buses and subways the most convenient, environmentally friendly and least expensive way to travel around Toronto. Walking and biking are other options available to students.

Toronto Transit Commission (TTC)

This is Toronto's main means of transportation for commuters. It is a public transit system linked by buses, streetcars and subways. Some TTC bus routes have stops right inside York University's Keele campus and on the street at the entrance to Glendon campus. Tickets, tokens and Metropasses can be bought at many convenience stores and all subway stations. At the Keele campus, TTC tickets are available at Ink Blotz in the York Lanes Mall. TTC monthly passes can also be purchased at Parking Structure 2 in the William Small Centre.

<http://www.toronto.ca/ttc/>

GO Transit

GO transit is a convenient commuter rail and bus service to areas in the Greater Toronto Area (GTA). At the Keele campus, GO Transit tickets are available at the Ink Blotz shop located in the York Lanes Mall. Ticket prices vary depending on the location traveled.

www.gotransit.ca

York Region Transit - YRT/Viva

YRT and Viva are the bus services which connect York Region with various GTA transit systems such as GO, TTC, and Brampton plus various TTC subway stations. YRT is a regular, frequent-stop system. Viva is a semi-express system.

For further information about YRT/Viva Transit routes, schedules and fares, please visit: www.yrt.ca

Transit at York

For further information about public transportation at York (including discounted monthly passes and York's FREE shuttle between Keele and Glendon campuses): <http://www.yorku.ca/trnsprt/>