

**Pre-Arrival Webinar Series:**

# **Building your Timetable**

**WEDNESDAY JUNE 14, 2023**

**YORK **



# Land Acknowledgement

York University recognizes that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University.

York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat.

It is now home to many First Nation, Inuit and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.



*The Indigenous Students' Association at York's (ISAY) 21st All Nations Pow Wow*

**Centre for Indigenous Student Services:** <https://aboriginal.info.yorku.ca/about-us/>

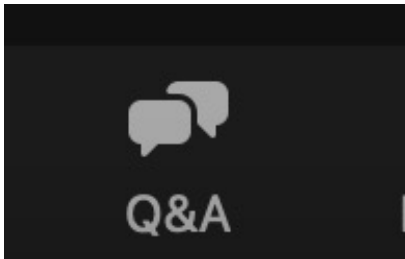
**Native Land Digital:** <https://native-land.ca/>



# Zoom Etiquette



**This Webinar is being recorded**



**Ask us questions using the Q&A Feature**



**Links will be shared in the chat during the presentation**



## Webinar Outcomes

By the end of this webinar, new incoming international students will have more knowledge about:

- *The general course enrollment process at York University.*
- *Faculty specific course enrollment processes.*
- *Important considerations students should think about when building their academic timetable.*



# York International Full-time, and Student Staff Team:



Nikita Cruz (she/her)  
**INTERNATIONAL STUDENT  
EXPERIENCE COORDINATOR**  
STUDENT SUCCESS PORTFOLIO



Kate Phan (she/her)  
**STUDENT SUCCESS  
STUDENT COORDINATOR**



Sharneela Inesa (She/her)  
**ORIENTATION AND TRANSITION  
STUDENT COORDINATOR**

# LA&PS FULL-TIME STAFF AND STUDENT STAFF TEAM:



Tony Vo (he/him)

**INTERNATIONAL STUDENT  
SUCCESS & ENGAGEMENT  
COORDINATOR, LA&PS**



Tiffany Guan (she/her)

**INTERNATIONAL STUDENT  
SUCCESS & ENGAGEMENT  
COORDINATOR, LA&PS**



Nusaiba Mustafa (she/her)

**TEAM LEAD, INTERNATIONAL  
STUDENT SUCCESS**



# **Agenda for Today:**

- **Building your Timetable**
  - Enrolment Checklist
  - Setting up Passport York account
  - How to Find Courses
  - Course Types
  - Enrolling in courses: How to use REM
  - How to Access the Student Online Account
  - Enrolment Deposit and Tuition Fees
- **Important Considerations**
- **Important Resources**
- **Q&A (1-on-1 Enrolment Support from Academic Advisors in Breakout Rooms)**

# Enrolment Checklist & Setting up Passport York





# Enrolment Checklist for 101s (Direct-Entry)

- ✓ Accept your offer through MyFile
- ✓ Book your enrolment appointment OR enrolment access time through YU Start
- ✓ Create your Passport York account
- ✓ Complete YU Start modules to access REM & enrol in courses
- ✓ Attend YU-Start advising session (Check your department's schedule)
- ✓ View new student presentation video



# Enrolment Checklist for 105s (Transfer Credit )

- ✓ Accept your offer through MyFile
- ✓ Book your enrolment appointment or look at your enrolment access time through YU Start
- ✓ Create your Passport York account
- ✓ Receive personalized enrolment email (personalized course checklist, transfer credit assessment, enrollment PPT & invitation to online enrollment session with advising)
- ✓ Access YU Start modules for additional supports (ie. International student module)

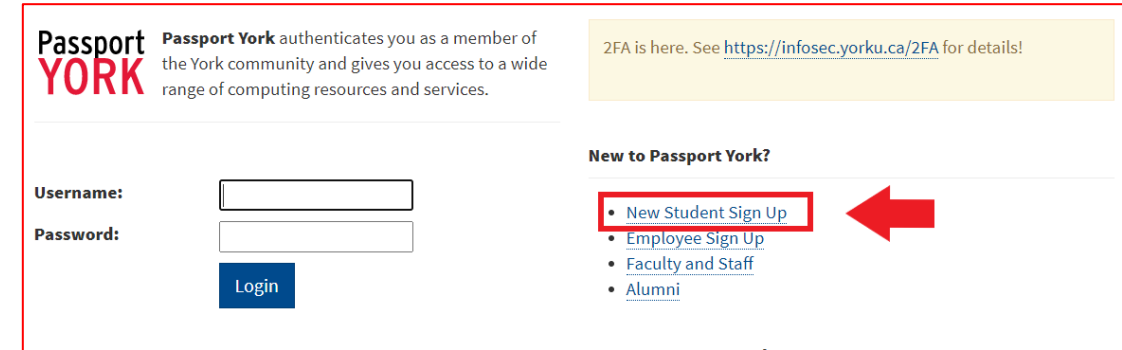




# Setting Up Your Passport York (PPY)

Here is a step-by-step process for registering a PPY:

- 1) Click on **“New student sign up”** on the right side. The hyperlink is highlighted in image 1.
- 2) Enter your **student number (9 digits), and date of birth**, and click “sign up”. Your student number can be found in the acknowledgement email you received after applying! An example of this is highlighted in image 2.
- 3) Follow instructions to create your username and password. This login info will give you access to all of your student accounts and security guarded York systems.



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.

2FA is here. See <https://infosec.yorku.ca/2FA> for details!

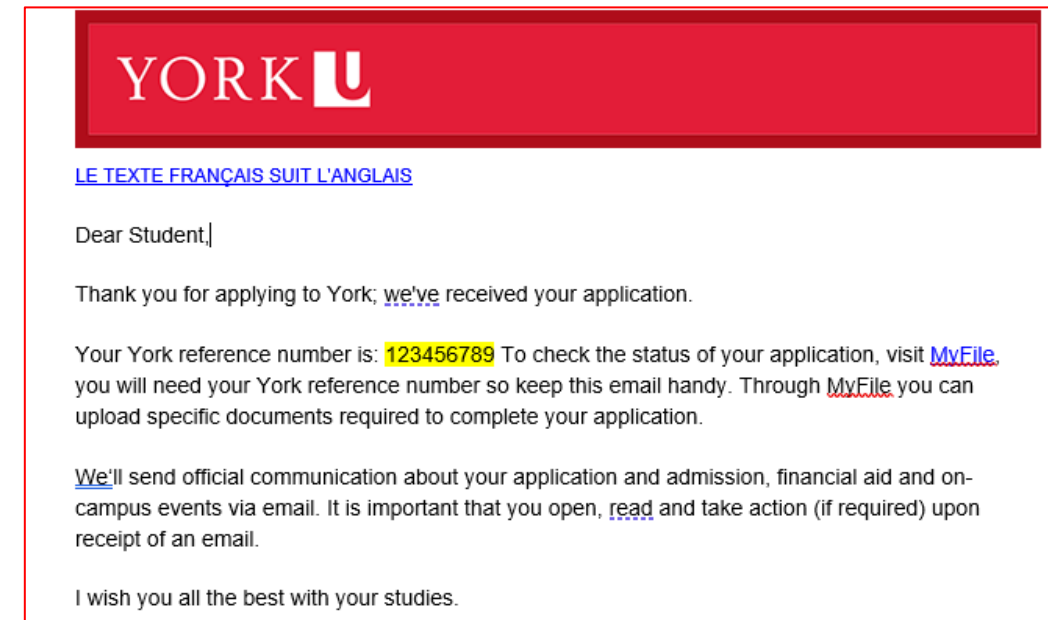
Username:

Password:

Login

New to Passport York?

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



**YORK U**

[LE TEXTE FRANÇAIS SUIT L'ANGLAIS](#)

Dear Student,

Thank you for applying to York; we've received your application.

Your York reference number is: **123456789** To check the status of your application, visit [MyFile](#). you will need your York reference number so keep this email handy. Through [MyFile](#) you can upload specific documents required to complete your application.

We'll send official communication about your application and admission, financial aid and on-campus events via email. It is important that you open, read and take action (if required) upon receipt of an email.

I wish you all the best with your studies.

A photograph of a university campus scene. In the foreground, a paved walkway leads towards a building. Several students are visible: three are sitting on a low concrete wall in the middle ground, and others are walking in the background. On the left, a person is using a motorized wheelchair. The area is surrounded by lush green trees and bushes, with a modern building visible in the background. The text "Find your Courses" is overlaid in white on the left side of the image.

# Find your Courses



# How to Find Courses

**Yorku.ca**

- Click on Study

**Click  
on "Current  
Students"**

- Click on  
Registration &  
Enrolment under  
Academics

**Click on  
"Check your  
courses"**

- Click on  
**Undergraduate  
Enrolment and  
Registration  
Guide**

**York  
Course Website**  
is found on this  
page



# Course Types

## COURSE TYPE

- There are different course codes that tell you how the course is being delivered:

Abbreviation	Course Type
LECT	Lecture – some in-person components
TUTR	Tutorial
ONLN	Online – not on-campus (Asynchronous)
BLEN	Blended Learning
ONCA	Online but exams and assignments on-campus
HYFX	Hyflex - Hyflex courses take place in classrooms that have the appropriate technology that allows students to opt for in-person or remote learning, usually synchronous.

- Asynchronous** = the course is not delivered in real time (I.e., lectures may be recorded)
- Synchronous** = live lecture (I.e., regular Zoom lectures at a consistent time weekly)



Course  
Description**Course Description:**

An introduction to the basic issues and classic writers in the Western philosophical tradition. Areas such as ethics, metaphysics, theory of knowledge and logic will be surveyed by examining the writings of philosophers such as Plato, Aristotle, Descartes and Hume, as well as more modern writers. Course credit exclusion: GL/PHIL 1410 3.00 (prior to Winter 2014), GL/PHIL 1420 3.00 (prior to Fall 2013), GL/PHIL 1690 6.00.

**Language of Instruction:**

English

Term

**Term Y Section A**[Please click here to see availability.](#)

Section Director: Not Available

Course  
TypeCatalogue  
Number

Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	M	10:30	60				This course or a portion of this course will meet in person in the location assigned.
	W	10:30	60				
TUTR 01	M	9:30	60		F94H02		This course or a portion of this course will meet in person in the location assigned.
TUTR 02	M	11:30	60		F94H03		This course or a portion of this course will meet in person in the location assigned.
TUTR 03	W	9:30	60		F94H04		This course or a portion of this course will meet in person in the location assigned.
TUTR 04	W	11:30	60		F94H05		This course or a portion of this course will meet in person in the location assigned.

**Pay close  
attention to  
course notes  
for details on  
delivery  
method**

# Scheduling Tool: Visual Schedule Builder (VSB)

Use the VSB to schedule your classes before enrolling in classes

Visual Schedule Builder

Select Courses

Session: ☐ Summer 2023 ☒ Fall/Winter 2023-2024

Campuses: Keele Select...

Enter Course

Course Number, Title, Instructor...

Select

☒ AP-SOSC-1000-6.00-EN  
Introduction to Social Science

Keele Select... ✕

Term Y

Section A

Try all classes (10)

Description: The course considers the distinctive characteristics ...[Show More](#)

☒ SC-NATS-1575-3.00-EN  
Forensic Science - An Introduction

Keele Select... ✕

Term F

All Sections (1)

Try all classes (1)

Description: Forensic Science is the application of Science to law ...[Show More](#)

☒ AP-ADMS-1000-3.00-EN  
Introduction to Business

Keele Select... ✕

Term F

Section D

Try all classes (1)

Description: Provides an overview of the context within which m ...[Show More](#)

Print schedule

Generated Results

1 of 1

Sort preference: None

Show me schedules containing:  
☒ Full classes  
☒ Online classes  
☒ On-campus classes

AP-SOSC-1000-6.00-EN  
Introduction to Social Science

Sep 6 - Apr 8

Term Y: Section A: Fully Online 01

Seats: Available (unscheduled)

Merouan Mekouar

Tutr 06

Cat #:F78Y07

Seats: Available (unscheduled)

[Show 9 Similar Options ...](#)

SC-NATS-1575-3.00-EN  
Forensic Science - An Introduction

Sep 6 - Dec 5

Term F: Section A: Lect 01

Cat #:W87K01

Seats: Available

AP-ADMS-1000-3.00-EN  
Introduction to Business

Sep 6 - Dec 5

Term F: Section D: Lect 01

Cat #:N94G01

Seats: Available

Shopping cart icon

Cat #s:

F78Y07 W87K01 N94G01

Mon

Tue

Wed

Thu

Fri

11 00

12 pm

1 00

2 00

3 00

4 00

5 00

6 00

7 00

8 00

9 00

SC-NATS-1575  
Lect Sec.A  
ACW 109

SC-NATS-1575  
Lect Sec.A  
ACW 109

AP-ADMS-1000  
Lect Sec.D  
SLH A

Sep

Oct

Nov

Dec

Introduction to Social Science

Forensic Science - An Introduction

Introduction to Business

Mon

Tue

Wed

Thu

Fri

11 00

12 pm

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3 00

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9 00

Jan

Feb

Mar

Apr

YORK U



# Enrolling in Courses



# Enrolling in Courses – Registration and Enrolment Module (REM)

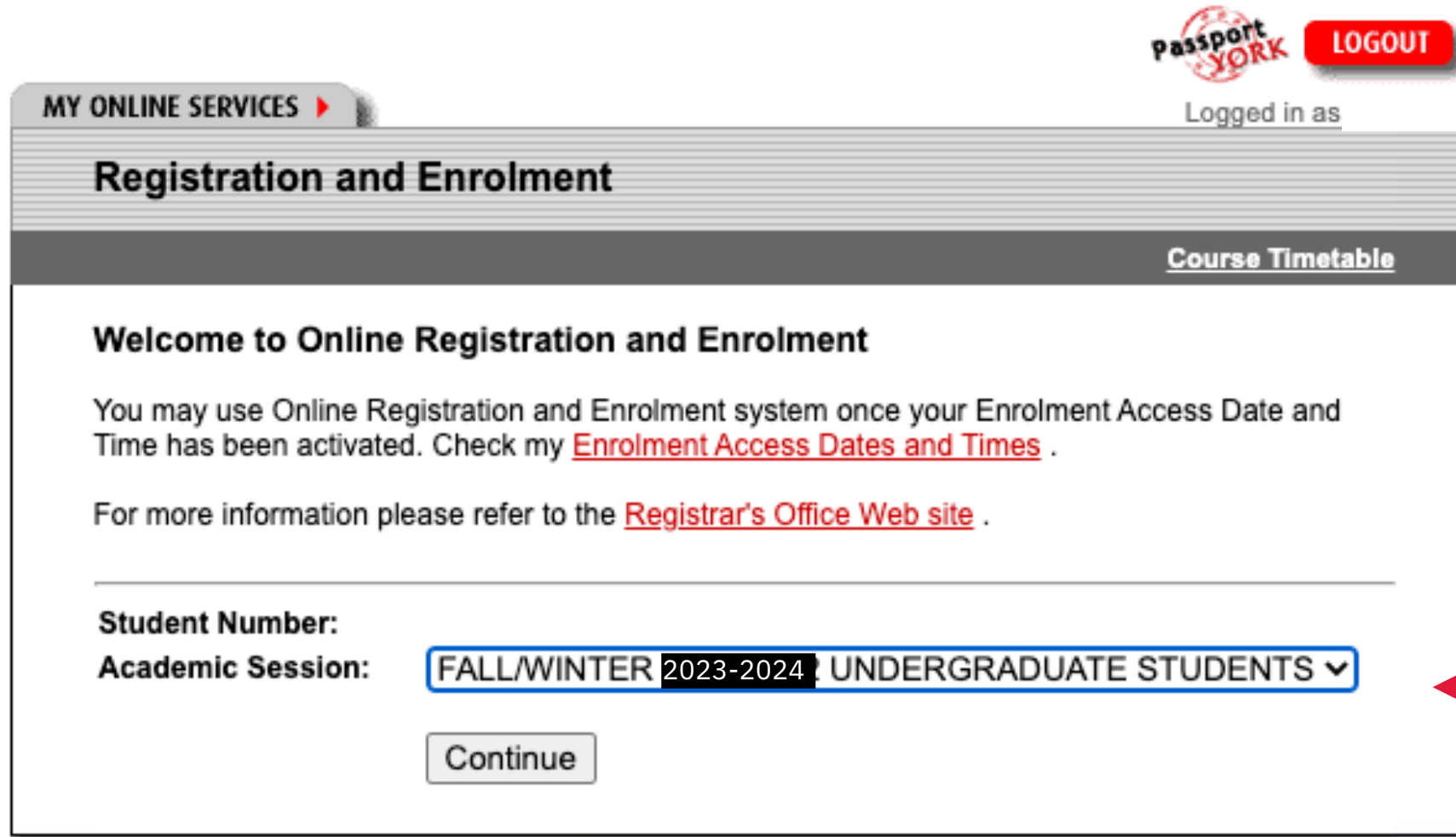
## TIME TO ENROL!

- Once you have chosen your courses and plotted your preferred course schedule, it is time to enrol!
- Note the "**course catalogue #**" of your courses
- Access  
REM: <https://registrar.yorku.ca/enrol/guide>

The screenshot shows the 'Registration and Enrolment' module of the York University online services. At the top right, there is a 'Passport YORK' logo and a 'LOGOUT' button. Below this, it says 'Logged in as'. The main header area includes 'MY ONLINE SERVICES' and 'Registration and Enrolment'. A 'Course Timetable' link is visible on the right. The main content area welcomes users to the 'Online Registration and Enrolment' system, stating that access is granted once the 'Enrolment Access Date and Time' is activated, with a link to 'Enrolment Access Dates and Times'. It also refers to the 'Registrar's Office Web site' for more information. Below this, there are input fields for 'Student Number' and 'Academic Session' (a dropdown menu with 'Please select Academic Session' and a downward arrow). A 'Continue' button is located at the bottom of the form.



# Registration and Enrolment



The screenshot shows the 'Registration and Enrolment' page of the York University Passport YORK system. At the top right, there is a 'Passport YORK' logo and a red 'LOGOUT' button. Below the logo, it says 'Logged in as'. On the left, a grey tab labeled 'MY ONLINE SERVICES' is visible. The main header is 'Registration and Enrolment', with a sub-header 'Course Timetable' on the right. The main content area has a heading 'Welcome to Online Registration and Enrolment' followed by instructions: '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](#) .' and 'For more information please refer to the [Registrar's Office Web site](#) .' Below this is a form with labels 'Student Number:' and 'Academic Session:'. The 'Academic Session' dropdown menu is open, showing 'FALL/WINTER 2023-2024' selected and 'UNDERGRADUATE STUDENTS' as an option. A 'Continue' button is at the bottom of the form.

MY ONLINE SERVICES ▶

Passport YORK LOGOUT

Logged in as

## 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](#) .

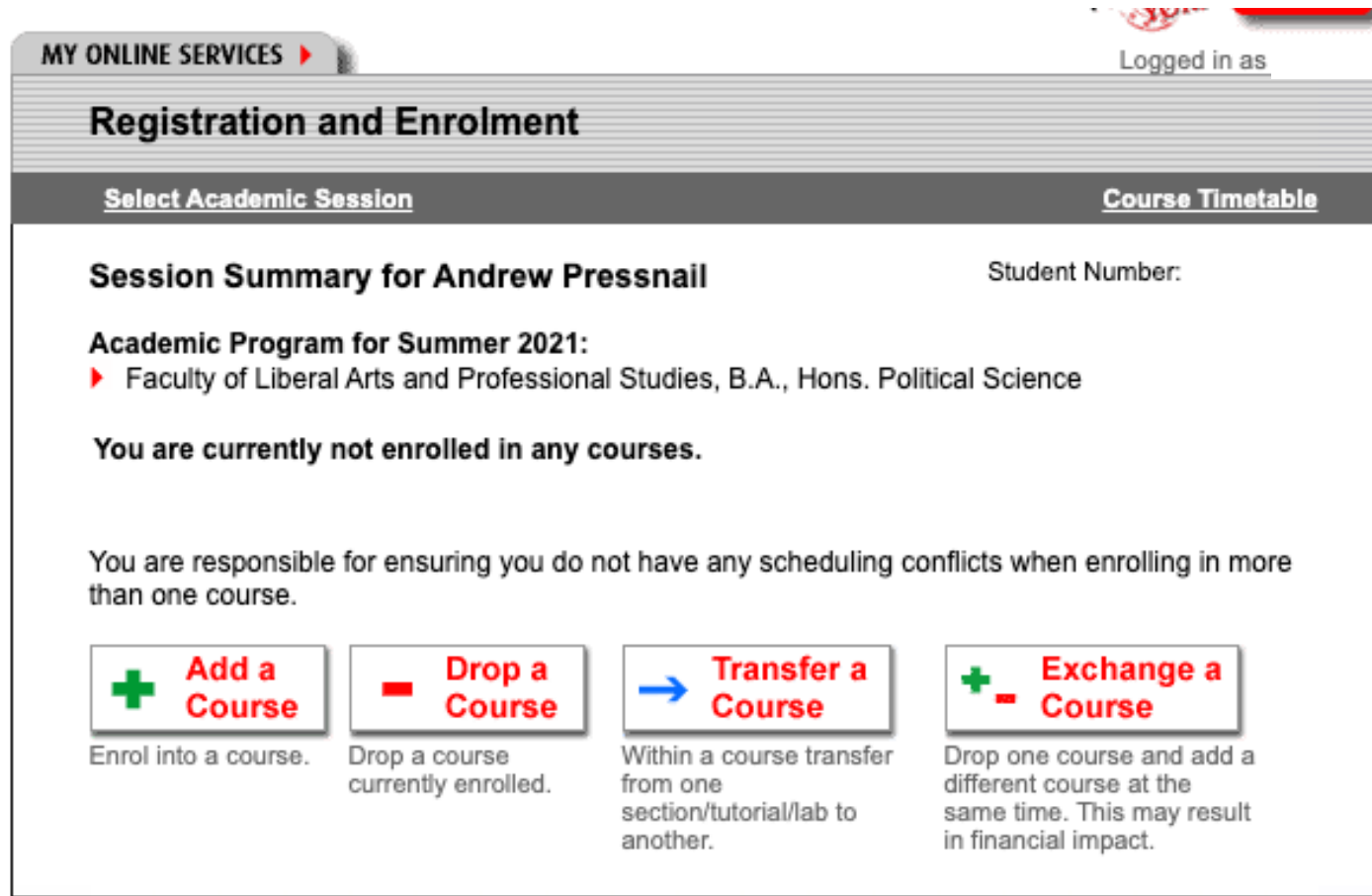
Student Number:

Academic Session: **FALL/WINTER 2023-2024** UNDERGRADUATE STUDENTS ▼

Continue

Select F/W  
2023-2024

# Registration and Enrolment



MY ONLINE SERVICES ▸

Logged in as

## Registration and Enrolment


Select Academic Session Course Timetable


**Session Summary for Andrew Pressnail** Student Number:


**Academic Program for Summer 2021:**  
▸ Faculty of Liberal Arts and Professional Studies, B.A., Hons. Political Science


You are currently not enrolled in any courses.

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. This may result in financial impact.


Add courses here

**Full Time:** 9 or more credits per semester/term

**Part Time:** less than 9 credits per semester/term

\*\*\***For International Students:** in any semester during your program, dropping courses may change your status from FULL Time student, to PART time student. This might impact your eligibility to apply for a **POST GRADUATE WORK PERMIT** - please connect with an immigration advisor before you drop your courses at: [iadvisor@yorku.ca](mailto:iadvisor@yorku.ca)


# Registration and Enrolment

MY ONLINE SERVICES  **LOGOUT**

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](#)

**Click to add the course**

You are currently not enrolled in any courses.

[| CANCEL - GO BACK |](#)

Input "Cat #"



# Find your Course Schedule after Enrolling: Plot My Timetable

## Fall Timetable - Terms F and Y

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30					
8:30 - 9:00					
9:00 - 9:30					
9:30 - 10:00		<b>AP PHIL 1000 6.0</b> Section B Term Y Tutorial 01 [FC 108 ]			
10:00 - 10:30					
10:30 - 11:00		<b>FA FILM 1401 6.0</b> Section A Term Y Tutorial 03 [ACE 012 ]	<b>AP EN 1101 6.0</b> Section A Term Y Lecture [ACW 205 ]	<b>AP GER 1791 6.0</b> Section A Term Y Tutorial 06 [VH 3006 ]	
11:00 - 11:30					
11:30 - 12:00		<b>AP PHIL 1000 6.0</b> Section B Term Y Lecture [VH C ]		<b>AP PHIL 1000 6.0</b> Section B Term Y Lecture [VH C ]	
12:00 - 12:30					
12:30 - 13:00		<b>AP GER 1791 6.0</b> Section A Term Y Lecture [LAS B ]	<b>AP EN 1101 6.0</b> Section A Term Y Tutorial 01 [ACW 306 ]		
13:00 - 13:30					
13:30 - 14:00					
14:00 - 14:30					
14:30 - 15:00		<b>SC NATS 1760 6.0</b> Section A Term Y Lecture [LAS C ]		<b>FA FILM 1401 6.0</b> Section A Term Y Lecture [CLH I ]	
15:00 - 15:30					
15:30 - 16:00					
16:00 - 16:30					
16:30 - 17:00					
17:00 - 17:30					
17:30 - 18:00					
18:00 - 18:30					
18:30 - 19:00					

A photograph of a university campus scene. In the foreground, a paved walkway leads towards a building. Several students are visible: some are walking in the distance, and three students are sitting on a low concrete bench in the middle ground. To the left, a person is using a motorized wheelchair. The background is filled with lush green trees and a modern building with large windows. The scene is brightly lit, suggesting a sunny day. Overlaid on the left side of the image is the text "Access your Student Online Account" in a large, white, sans-serif font.

**Access your Student  
Online Account**



# What is the online student account?

- **Similar to a York bank account**
  - It will show you all outstanding balances, including tuition fees, interest charges and any other fees that are chargeable to your student account (ie. Residence fees)
- After enrolling in courses, you will see an outstanding balance on your student account. **The full Fall balance must be paid in full by September 10th to avoid interest charges.**
  - A 1% interest charges accrues on the 10th of each month for any outstanding payments
- In order to confirm your enrolment, **you must pay a \$300 deposit to your student account on the 15th day of the month *after* you enroll into classes**





# How to Access Your Student Account

- Go to: <https://sfs.yorku.ca/fees/your-student-account>

## Student Financial Services - Your Student Account

SFS  
Home

View & Understand Your  
Statement

How & When to  
Pay

Overdue  
Balances

CONTACT

## Your Student Account



Program fees for online/remote courses are the same as for in-person courses. Some supplementary and associated course fees, where the associated service is not able to be provided online or remotely, will be waived. More details are available on the [Course and Program Fees](#) web page.

When York University communicates with you about your student account, we will always direct you to make payments to York through your financial institution, with "York University" as the Payee. You will never be directed to make payments, via cheque or cash, to any other "Payee". Please read [How to make payments](#) for full details.

Student Account Online Statements become available online around the 18th day of each month and an email notification is sent as a reminder. You will need your Passport York ID to access your personal online student account.

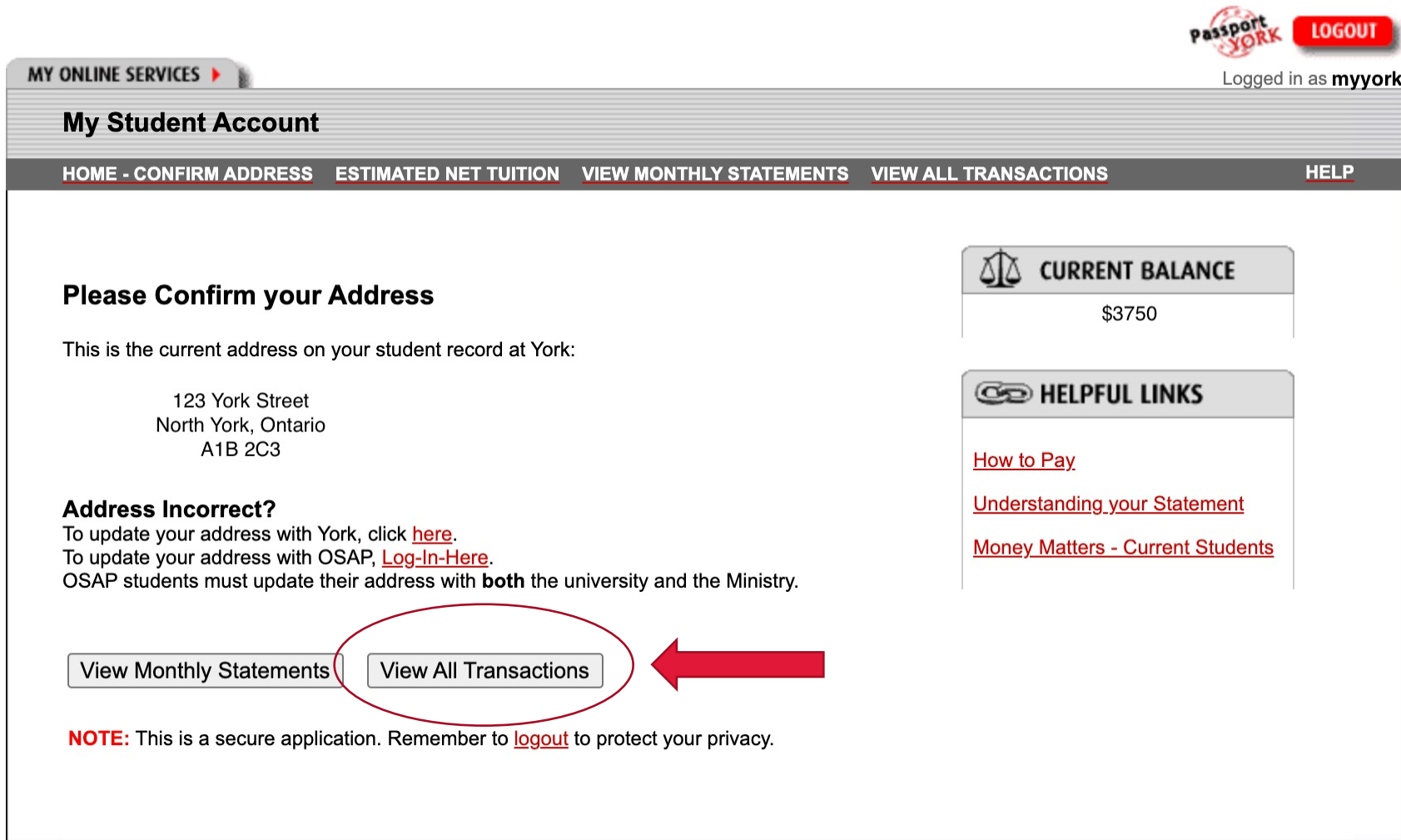
Transactions made after the statement date (e.g. adds, drops, payments) can also be viewed on your Student Account Online Statement: click on the **View Transactions** heading.

It is your responsibility to view your current account status and recent statements, and to pay outstanding amounts on your account.

[View Your Student Account Online Statement](#)



# How to Access Your Student Account



MY ONLINE SERVICES ▶

Passport YORK LOGOUT

Logged in as myyork

## My Student Account

[HOME](#) - [CONFIRM ADDRESS](#) [ESTIMATED NET TUITION](#) [VIEW MONTHLY STATEMENTS](#) [VIEW ALL TRANSACTIONS](#) [HELP](#)

### Please Confirm your Address

This is the current address on your student record at York:


123 York Street  
North York, Ontario  
A1B 2C3

### Address Incorrect?


To update your address with York, click [here](#).  
To update your address with OSAP, [Log-In-Here](#).  
OSAP students must update their address with **both** the university and the Ministry.

[View Monthly Statements](#) [View All Transactions](#)

**NOTE:** This is a secure application. Remember to [logout](#) to protect your privacy.

 **CURRENT BALANCE**

\$3750

 **HELPFUL LINKS**

[How to Pay](#)

[Understanding your Statement](#)

[Money Matters - Current Students](#)

- Go to "View All Transactions" to see your statement
- A positive balance means you have an outstanding balance with York
- A \$300 deposit **must be paid on the 15th day of the month after you enroll into classes**
  - For example, if you enrol into classes in June, your deposit is due July 15th
  - The deposit comes out of your total tuition fees



# Enrolment Deposit & Tuition Fees





# How to pay your enrolment Deposit & Tuition Fees

## Student Financial Services - Your Student Account

[SFS Home](#)[View & Understand Your Statement](#)[How & When to Pay](#)[Overdue Balances](#)

### International Students

York University has partnered with two providers (CIBC and Western Union Business Solutions) who offer secure online portals for International Students to make payments for course/program fees, residence, health care and UHIP charges appearing on their [Student Account Online Statement](#)

These portals provide the following benefits:

- Easily make payments in your preferred currency;
- Access competitive foreign exchange rates;
- Multiple payment options; and
- Student support provided by the service provider.

You can compare both for payment options and rates, and choose the best one that meets your needs.



CIBC International Student Pay



WU GlobalPay for Students

- As an international student, you may pay your deposit via:

- ❖ **CIBC International Student Pay**

- ❖ **Western Union GlobalPay for Students**

- This allows you to pay in your preferred currency from your preferred bank account
- Same deadlines still apply

# How to pay your enrolment deposit & tuition fees

Alternatively, if you have a Canadian bank account, you can follow the instructions mentioned below:

1. Contact your **financial institution** (bank, credit union or caisse populaire) in order to set up your bank account(s) for telephone or online banking.
2. When you are using the online banking, please select **Pay Bill** and add **York University** as a new Payee
3. Use your **York student number** (9-digit) as the account number
4. Transfer **\$300** to your account.

## Please note:

When you pay through telephone or online banking, it may take up to 4 business days for your payment to be transferred to your York student account.

A registration deposit is **required only once**, for the very first academic session in which you enrol in courses. Since the deposit is part of your tuition, it will not appear as a separate charge on your student account statement.



# **Important Things to Consider & Resources**



# Important Things to Consider:

- **Estimating your time**
  - Be mindful of your time gap between classes
  - Be realistic with the time of the day you pick
  - Keep your commute duration in mind when building your timetable
- **Timetable best practices**
  - Read the course description well
  - Understand the course delivery method





# Important Resources

## **YU Prep – Summer Modules for New University Learners:**

<https://futurestudents.yorku.ca/yu-prep>

- Math Essentials
- Science Essentials
- Customized Supports
- University Transition
- \* FREE Summer modules to get you ready to start classes!

## **Student Accessibility Services:**

<https://accessibility.students.yorku.ca/>

- Register early as it takes some time.
- See the 3 steps for registration



# Important Resources

## Faculty of Health Advising:

- Faculty of Health: <https://www.yorku.ca/health/academic-advising/>

## Faculty of Lassonde Advising:

- Faculty of Lassonde: <https://lassonde.yorku.ca/student-life/new-students>

## Faculty of Science Advising:

- Faculty of Science: <https://www.yorku.ca/science/academic-advising/new-students/>

## Glendon Faculty Advising:

- English: <https://www.glendon.yorku.ca/academic-services/courseregistrationfornewstudents/>
- French: <https://www.glendon.yorku.ca/academic-services/fr/inscription-aux-cours-pour-les-nouveaux-et-nouvelles-etudiant-e-s%e2%80%af/>

## Faculty of Liberal Arts and Professional Studies

- To make a 1-on-1 LA&PS advising appointment email: [lapsadv@yorku.ca](mailto:lapsadv@yorku.ca)
- LAPS International 1-on-1 Peer Support appointments: <https://www.yorku.ca/laps/students/international/peer-mentorship-program/one-on-one-appointment/>
- Add/drop and Financial Deadlines: <https://registrar.yorku.ca/enrol/dates/2023-2024/fall-winter>





# Faculty of Liberal Arts & Professional Studies



- Faculty of Liberal Arts & Professional Studies (LA&PS) offer bi-weekly sessions to help **YOU** excel in your transition to university and Canada:

❖ **Thursdays, 9am-10:30am EST**

❖ **Every 2 weeks between June 15th- August 10th, 2023**

Learn about **different useful topics & gain tips for your first year** including:

- ✓ *First-Year Anxiety and Wellness Support*
- ✓ *Job Hunting 101 as an International Student*
- ✓ *Making Friends and Getting involved at York*
- ✓ *How to get "As" in your first year*

**REGISTER NOW** for one (or all!) of our upcoming sessions at this link: <https://www.yorku.ca/laps/students/international/peer-mentorship-program/>

# Upcoming Webinars:



**Ask me Anything with International Student Ambassadors**



**Understanding your Health Insurance**



# Breakout Room Instructions:

- *Faculty-Based Breakout rooms are now open.*
- **Please join your faculty's breakout room to meet an Academic Advisor to learn more about the enrolment process and how to book appointments.**
- Questions are encouraged! Your Video and Audio will now be enabled to speak directly with an advisor.






## **Students from the following faculties can stay in this main room:**

- Faculty of Graduate Studies
- Faculty of Education
- Faculty of Environmental and Urban Change
- Schulich School of Business



# FOLLOW US

**YORK U  
INTERNATIONAL**

-  [fb.com/york.international](https://fb.com/york.international)
-  [@yorkuintlstdnts](https://@yorkuintlstdnts)
-  [@yorkuintlstdnts](https://@yorkuintlstdnts)
-  [yorkinternational](https://yorkinternational)
-  [@yorkuintl](https://@yorkuintl)