Pre-Arrival Webinar Series:

Building your Timetable

WEDNESDAY JUNE 14, 2023

YORK U
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.

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
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.
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

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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Course Type</th>
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</thead>
<tbody>
<tr>
<td>LECT</td>
<td>Lecture – some in-person components</td>
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<tr>
<td>TUTR</td>
<td>Tutorial</td>
</tr>
<tr>
<td>ONLN</td>
<td>Online – not on-campus (Asynchronous)</td>
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<tr>
<td>BLEN</td>
<td>Blended Learning</td>
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<tr>
<td>ONCA</td>
<td>Online but exams and assignments on-campus</td>
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<tr>
<td>HYFX</td>
<td>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.</td>
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</tbody>
</table>

- **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:**
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 2015), GL/PHIL 1690 3.00.

**Language of Instruction:**
English

<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>This course or a portion of this course will meet in person in the location assigned.</td>
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Please click here to see availability
Section Director: Not Available

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

https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm
Scheduling Tool: Visual Schedule Builder (VSB)

Use the VSB to schedule your classes before enrolling in classes
Enrolling in Courses
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

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.
Registration and Enrolment

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: [Redacted]
Academic Session: FALL/WINTER 2023-2024 | UNDERGRADUATE STUDENTS

Select F/W 2023-2024
Registration and Enrolment

Add courses here

***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

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

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

Input "Cat #"

Click to add the course
# Find your Course Schedule after Enrolling: Plot My Timetable

## Fall Timetable - Terms F and Y

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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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

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

- 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

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
• 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 (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:

- **June 21**: Ask me Anything with International Student Ambassadors
- **July 5**: 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
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