How To Book Your Online Enrolment Session

WINTER | 2024
Congratulations on your offer to Faculty of Health, York University! We are pleased that you will be joining us this Winter 2024 academic term.
Here we will outline your next steps:

1. If you have not done so already, accept your offer of admission on MyFile.

2. Book your mandatory online enrolment session on MyFile, where you will learn about your degree and program requirements, find out how to enrol, and register for courses.

*Please note that this is not an on-campus appointment.*
How to Book Your Online Enrolment Session

Select “Book/Manage My Enrolment Appointment”

Welcome to York University’s Application Portal (MyFile)

Within MyFile, there’s everything you need regarding your application to YorkU.

Read on to understand what you’ll find in the tabs in the left navigation bar:

Application Status: You will find the status of your application including admission decisions.

Scholarship: Upon admission, if you are eligible for an undergraduate admission scholarship it will be listed here. For more information about available entrance scholarships and application requirements (if applicable), please visit our website.

Supporting Documents: If your application requires supporting information, use this screen to upload the documentation to each requirement. Have a question about these documents? Please visit our Applied Page for more information.

Address Details: A list of your current address information.

Housing: Upon admission, use this tab to apply for a university residence.

Book/Manage My Enrolment Appointment: Upon admission, and once you have accepted your offer, use this screen to book your academic advising appointment.

Admission Letters: Find all your official admission notifications from the Office of Admissions including decision letters and missing document letters.

Transfer Credit Supplemental Form: Upon admission, this is available to undergraduate students who have been identified as eligible for transfer credits.

Interested in studying at Glendon? Vous souhaitez étudier à Glendon?

Visit our Applied Page for answers to common questions, definitions and processing timelines.
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Click “Advising: Book/Manage”

Course Enrolment Information

To check your application status, select “Application Status” from the Navigation Bar. If you have not yet done so, you can accept your offer of admission on the Application Status page.

Once you have accepted your offer of admission, please follow these steps:

- Click below to find out when you can begin enrolling in courses. The method for course enrolment you follow will depend on your chosen program.

- If you have been admitted to a program, but do not see the option to book an appointment below, please contact your Faculty’s advising office (advising.students.yorku.ca/locations) for assistance.

- Depending on your program of choice, either book an in-person course enrolment advising appointment with the Faculty offering your program (please note you may only book one appointment at a time) OR complete your course enrolment online.

- IMPORTANT: DO NOT book an advising appointment if you are admitted to one of these programs as your program or Faculty will contact you directly:
  - a graduate degree program;
  - a diploma/certificate program (graduate or undergraduate);
  - the Collaborative Nursing Program; or
  - if you are a visiting/non-degree or exchange student.

Questions about your application? Please contact Student Support & Advising.
Select “Book Appointment Now”
You will then be able to book the next available date.

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STEP 2: What To Expect Prior to Your Online Enrolment Session

Two days prior to your online enrolment session you will receive two emails

- **Email 1:** You will receive a list of "Courses to Take" for your first year. If you are a transfer credit student you will receive an advising note which outlines recommended courses
- **Email 2:** Appointment Reminder

The “Appointment Reminder” email will provide you with a link which will contain videos and slides to help navigate you through the enrolment process
STEP 3: Enrol in Courses

Accessing the Registration and Enrolment Module (REM)

1. Go to Registrar's Office Website
2. Underneath the heading “Courses and Enrolment”, click on Add/Drop Courses
3. Log in to the Registration and Enrolment Module using your Passport York username and password.
4. Select the Fall/Winter 2023-24 session.
5. Answer the questions presented in the Registration and Enrolment Module (REM).
Questions?

If you have further questions, please reach out to our Faculty of Health Advisors:

› Email: hhenrol@yorku.ca
› Phone: (416) 736-5299
› Website: https://www.yorku.ca/health/academic-advising/