

# How To Book Your Online Enrolment Session

WINTER | 2024

YORK 





## STEP 1: Book Your Online Enrolment Session

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”

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[Book/Manage My Enrolment Appointment](#)

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## 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 Detail:** A list of your current address information.

**Housing:** Upon admission, use this tab to apply to 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.

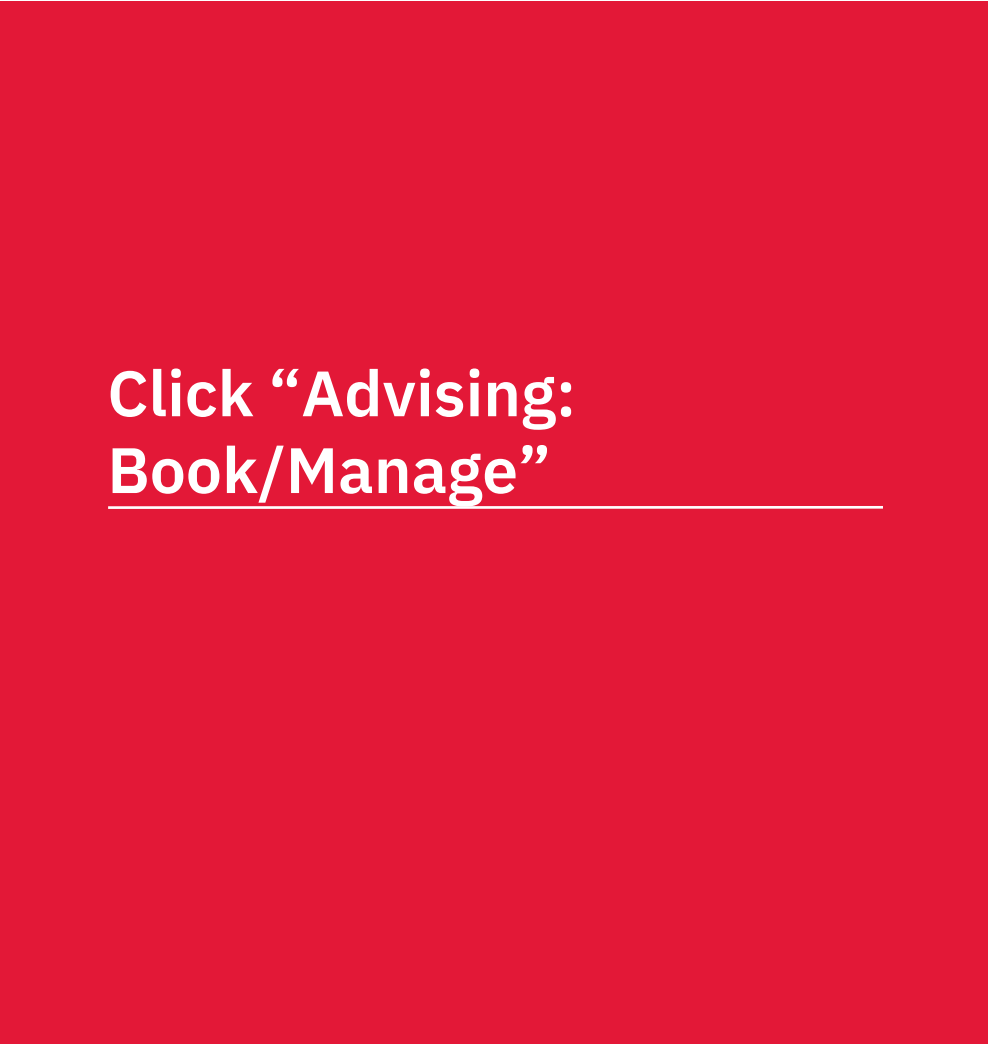
**Admission Letters:** Find all your official admission notifications from the Office of Admissions including decision letters and missing document letters.

**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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### 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](http://advising.students.yorku.ca/locations)) for assistance.

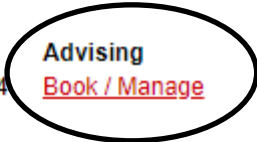
Depending on your program of choice, either book an in-person course enrolment advising appointment with the Faculty offering your program (please note you may only book one appointment at a time) OR complete your course enrolment online.

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](#).

<b>Program</b>	<b>Session</b>	<b>Advising</b>
Faculty of Health, B.H.S., Health Studies - Keele Campus	Winter 2024	<a href="#">Book / Manage</a>



# How to Book Your Online Enrolment Session

Select “Book Appointment Now”  
You will then be able to book the next available date

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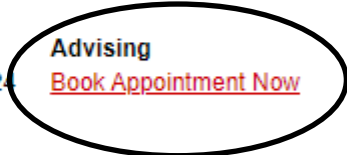
### Enrolment Appointment Details

You are eligible to book an enrolment appointment for this program.

Please ensure that you have read your enrolment materials (if applicable) prior to your appointment. If you have any questions about what will happen during your enrolment appointment or about the material, contact your [Faculty](#) directly.

If, after you've attended the enrolment appointment, you wish to accept an alternative offer, you will be required to amend your choice through the Ontario Universities' Application Centre (OUAC) if you applied through OUAC. If you submitted a York application contact [Admissions](#) to amend your choice.

Program	Session	Advising
Faculty of Health, B.H.S., Health Studies - Keele Campus	Winter 2024	<a href="#">Book Appointment Now</a>





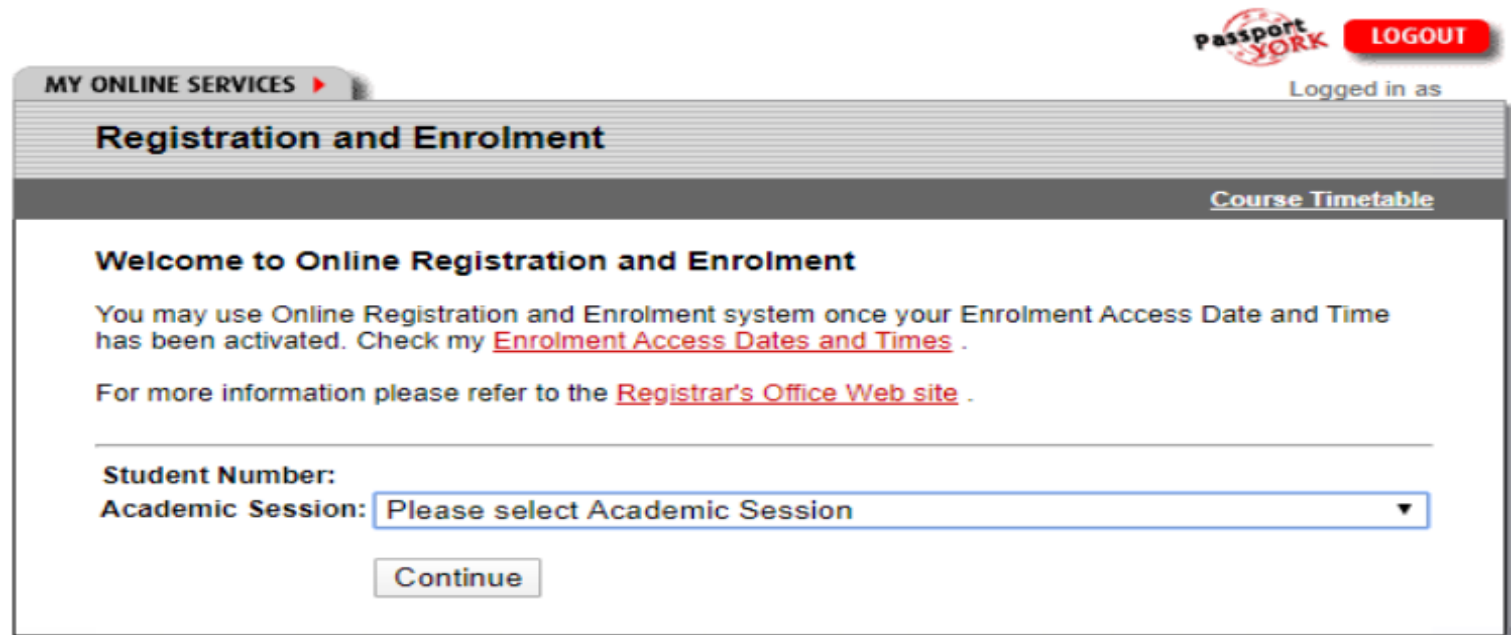
## STEP 2: What To Expect Prior to Your Online Enrolment Session

- › 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
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# 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).



The screenshot shows the 'MY ONLINE SERVICES' menu with 'Registration and Enrolment' selected. The user is logged in as 'Passport YORK'. The page title is 'Registration and Enrolment' with a 'Course Timetable' link. The main content area says 'Welcome to Online Registration and Enrolment' and provides instructions on using the system, including links for 'Enrolment Access Dates and Times' and 'Registrar's Office Web site'. Below this, there are input fields for 'Student Number' and 'Academic Session' (with a dropdown menu showing 'Please select Academic Session'), and a 'Continue' button.



# Questions?

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

- **Email:** [hhenrol@yorku.ca](mailto:hhenrol@yorku.ca)
- **Phone:** (416) 736-5299
- **Website:** <https://www.yorku.ca/health/academic-advising/>