

New Student Toolkit

Fall/Winter 2022-2023

DEPARTMENT OF ECONOMICS

liberal arts &
professional studies | **YORK U**





Agenda

Learning Outcomes

You will learn:

- Some essential vocabulary (a glossary)
- What is required for your Degree Program
- How to choose your courses
- How to enrol in your courses
- What to do next, between today and the beginning of classes
- How to manage your progress toward graduation

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Some Essential
Vocabulary
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How to Choose my
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How to Enrol in my
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What to do Next,
between today and the
beginning of classes

How to Manage my
progress toward
graduation

Some Essential Vocabulary (Glossary)



Glossary

Academic Calendar

The Academic Calendar is the University's official reference document for all academic programs and requirements. It also contains the rules and regulations of the University and each Faculty.

You must follow the Academic Calendar for the year you entered the program (As a new student, you will follow the 2022-2023 Academic Calendar).

Faculty

A large academic division of the University that offers programs in related disciplines. For example, the *Faculty* of Liberal Arts & Professional Studies offers programs in subject areas such as humanities, social science, languages, and economics, as well as in a variety of professional disciplines.

Program

A prescribed set of courses and accompanying requirements that lead to a degree (e.g., Bachelor of Arts - BA) upon completion.

Major

A primary concentration of courses taken in one subject area within a degree program.

Minor


A secondary concentration of courses taken in one subject area within an Honours degree.



Glossary

Example

AP/ECON 2300 3.00 Intermediate Microeconomic Theory I

New Student?
[All about Passport York](#)

Course Description:

Studies how individuals, households, and firms make decisions given the incentives and constraints of their economic environment. Topics include consumer decision-making, production and costs, competitive equilibrium, and the role of prices in a market economy. **Prerequisites:** AP/ECON 1000 3.00, AP/ECON 1010 3.00, and AP/ECON 1530 3.00, or equivalents. **Prerequisite or corequisite:** AP/ECON 1540 3.00.

Prerequisite

A prerequisite course must be completed successfully before you can enrol in your requested course or program. In the example, AP/ECON 1000, 1010 and 1530 must be successfully completed before attempting AP/ECON 2300.

It is your responsibility to enrol in only those courses for which you have (or will have) successfully completed all designated prerequisites and to take concurrently all specified co-requisites not already completed successfully.

Co-requisite

A co-requisite course (if it hasn't been successfully completed yet) must be taken concurrently with the requested course. In the example, AP/ECON 1540 can be taken concurrently with AP/ECON 2300 if ECON 1540 had not previously been successfully completed; i.e., ECON 1540 can be taken before or together with ECON 2300.

Course Credit Exclusion

These are pairs of courses which may not both be taken for degree credit since their content overlaps significantly.

However, the Registration and Enrolment Module will not prevent enrolment in the excluded course: **it is your responsibility to ensure course selections meet degree and program requirements for graduation.**



Glossary

Credits

Each York course has a specific number of credits attached to it. Generally, this reflects the minimum number of in-class hours spent in the course each term:

A **3.00-credit** course meets at least **3 hours per week** for Fall or Winter term, i.e., for one term

A **6.00-credit** course meets at least **3 hours per week** for Year term; or at least **6 hours per week** for Fall or Winter term

A **9.00-credit** course meets at least **4 hours per week** for Year term

Note: Summer terms and associated hours per week will vary. Please see the summer course timetable offerings for details.

For a more complete glossary of terms, please visit the [Registrar's Office Glossary of Terms website](#).



**What is Required for
my degree program**

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U

Degree Program Types

HONOURS Degree

120 credits usually completed over 4 years of full-time study

Types of Honours Bachelor's Degrees:

- Honours..... Single major
- Specialized Honours..... 60 or more credits taken in single major
- Honours Double Major... Approximately equal number of credits
in 2 majors
- Honours Major/Minor..... Single major plus single minor

BACHELOR Degree

90 credits usually completed over 3 years of full-time study



Degree Requirements

- **Major credits**
 - **Residency** requirement
- **General Education** credits
- **Outside the Major** credits
- **Free Choice** credits
- **Upper Level** credits
- **Graduation** requirement



Major credit requirements

- Each degree program requires a primary area of concentration or Major.
- Each Major consists of mandatory courses and credits. These requirements can be found in the [Academic Calendar](#).
- **Residency requirement:** A minimum of 30 credits and at least half (50 per cent) of the credits required in each undergraduate degree program **major/minor** must be taken at York University.

The screenshot shows the York University Academic Calendar website. The header includes the York University logo, a 'Popular Links' dropdown, and a search icon. The main navigation bar lists: Programs, About York, Policies and Regulations, Academic and Financial Information, Campus Services, and Other Calendars. The left sidebar contains three filter sections: 'Filter by Program Name' with a search box containing 'Economics'; 'Filter by Type' with checkboxes for Degree Programs and Certificate Programs; and 'Filter by Faculty' with checkboxes for various faculties, where 'Faculty of Liberal Arts & Professional Studies' is selected and highlighted. The right content area displays details for three programs under the Faculty of Liberal Arts and Professional Studies: 'Business Economics', 'Economics', and 'Financial and Business Economics', each with a brief description.

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Popular Links

Academic Calendar

Programs About York Policies and Regulations Academic and Financial Information Campus Services Other Calendars

Filter by Program Name

Economics

Filter by Type

☐ Degree Programs

☐ Certificate Programs

Filter by Faculty

☐ School of Arts, Media, Performance & Design

☐ Faculty of Education

☐ Faculty of Environmental & Urban Change

☐ Glendon College

☐ Faculty of Health

☐ Lassonde School of Engineering

☒ Faculty of Liberal Arts & Professional Studies

☐ Osgoode Hall Law School

☐ Schulich School of Business

☐ Faculty of Science

FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES

Business Economics

Business Economics integrates aspects of economics and business studies, focusing on the use of economic analysis and statistical methods to deal effectively with management problems in practical business fields.

FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES

Economics

The Economics program in the Faculty of Liberal Arts and Professional Studies introduces students to the discipline of economic thinking and equips them for intelligent appraisal of contemporary economic problems in a variety of national and international markets (product, labour, capital, etc.).

FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES

Financial and Business Economics

The Financial and Business Economics program in the Faculty of Liberal Arts and Professional Studies combines a rigorous quantitative and analytical approach with practical application and is specifically designed for students who are interested in understanding the workings of financial markets, such as the stock market and the financing of companies.



General Education requirements

Natural Science, Social Science, Humanities

Subject	Credits	Course types	Comments
NATS	6.00	Two 3.00 (3-credit) courses or One 6.00 (6-credit) course	Complete your first General Education course within the first 24 credits and all General Education courses within the first 48 credits.
SOSC or HUMA	9.00	One 9.00 course in either SOSC or HUMA	
HUMA or SOSC	6.00	One 6.00 course in the opposite category to the 9.00 course	

- Select courses from the approved ***General Education Course list** found on the [York Courses Website](#)
- All General Education courses are offered at the 1000-level only
- No double counting – you cannot use the same course to fulfill separate requirements



General Education requirements

To see the General Education Course list:

➤ Go to the [York Courses Website](#)

➤ Select **General Education Courses**



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FUTURE STUDENTS **CURRENT STUDENTS** **FACULTY AND STAFF** Search yorku.ca **GO**

FACULTIES **LIBRARIES** **YORK U ORGANIZATION** **DIRECTORY** **SITE INDEX** **CAMPUS MAPS**

York Courses Web Site

Search Current Courses By...

- > Subject
- > Term
- > Course Title
- > Instructor
- > **General Education Courses**
- > After 6pm Courses
- > Weekend Courses
- > Advanced Search
- > View Active Course Timetables

My Class Schedule...

- > Plot My Timetable
- > Timetable Help

Exam Information...

- > Search Current Schedule
- > My Exam Schedule
- > Exam Conflicts
- > Building Acronyms

SEARCH COURSE TIMETABLES

Welcome to the York Courses Web site

Passport YORK New Student? [All about Passport York](#)

Main Message (Courses Site)

The York Courses website is designed to provide a central location where information can be obtained on thousands of courses that are being taught and have been taught in the past at York University.

This site contains information about the current course timetables and the current exam schedules once they have been released. Descriptions for courses offered in the past several years are available from the "Course Search By..." link at the bottom of the grey bar on the left.

Before enrolling: you should read through the [Important Dates](#) pages to ensure that you are fully aware of the various course add/drop and start/end dates, and the financial impact of enrolling in and dropping courses. Instructions for using the Registration and Enrolment Module (REM) and troubleshooting help is also available on the [Enrolment and Registration Guide](#) page; you are particularly encouraged to check out the Faculty-Specific Enrolment Reminders section. If you have further questions contact [Registrarial Services](#).

For more information on your Faculty's rules, policies and your program of study, please visit to the [Calendars Website](#).

York Courses Information:

- Search Current Courses By
 - [Subject](#)
 - [Term](#)
 - [Course Title](#)
 - [Instructor](#)
 - **[General Education Courses](#)**
 - [After 6pm Courses](#)
 - [Weekend Courses](#)
 - [Advanced Search](#) (by Faculty, subject and course number)
 - [View Active Course Timetables](#) (by Faculty)



Outside the Major & Free Choice credits

› Outside the Major

Outside the Major credits must be taken in another academic discipline, i.e., a subject different from the major

› Free Choice

Free Choice credits can be taken within or outside the major discipline



Upper Level requirements

› Honours Bachelor of Arts (120 credits)

At least **36** credits at the 3000 or 4000 level, including at least **18** credits at the 4000 level, of which **12** credits at the 4000 level must be in the major.

› Bachelor of Arts (90 credits)

At least **18** credits at the 3000 or 4000 level, of which **12** credits must be in the major.

- 1000 level = 1st year courses
- 2000 level = 2nd year courses
- 3000 level = 3rd year courses
- 4000 level = 4th year courses



Grade Point Average (GPA)

➤ Honours BA (120 credits):

Students are expected to maintain a minimum* grade point average of 5.0 ("C+") throughout their 120-credit honours program.

➤ BA (90 credits):

Students are expected to maintain a minimum* grade point average of 4.0 ("C") throughout their 90-credit bachelor program.

**For more information about Academic Decisions and standards, please visit the [LA&PS Academic Decisions website](#).*

Grade Point Values	
A+	9
A	8
B+	7
B	6
C+	5
C	4
D+	3
D	2
E	1
F	0



Graduation

➤ Honours Bachelor of Arts (Hons BA)

To graduate in an Honours BA program, students must successfully complete (i.e., pass) at least 120 credits which meet Faculty of Liberal Arts and Professional Studies degree and program requirements. The cumulative grade point average (CGPA) must be at least 5.00.

➤ Bachelor of Arts (BA)

To graduate in a BA program, students must successfully complete (pass) at least 90 credits that meet the Faculty's degree and program requirements with a cumulative grade point average (CGPA) of at least 4.00.

➤ Application for Graduation

If you are in the last term of your program and expect to graduate, you **must** [apply to graduate](#). When you apply, the Degree Audit Office will evaluate your eligibility to graduate.

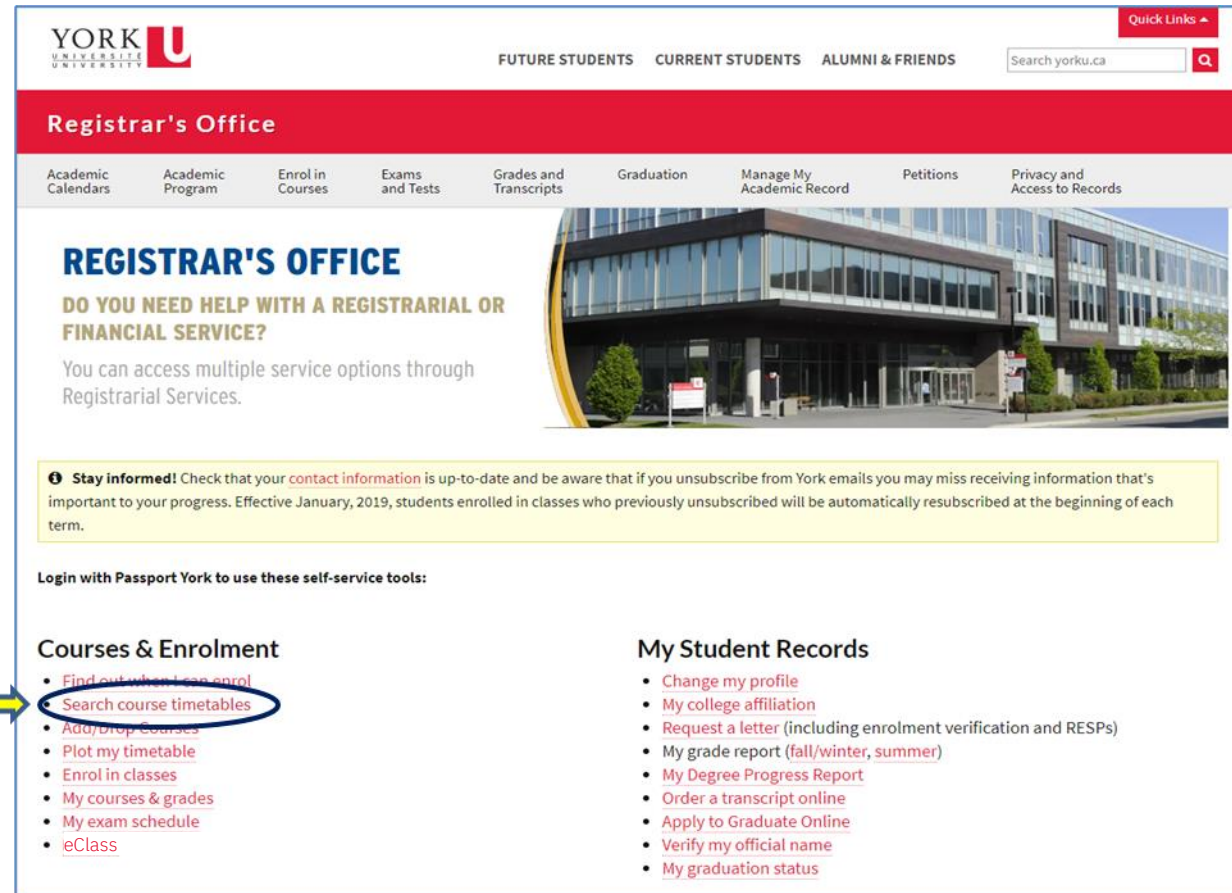


A person wearing a blue cap and a backpack is seen from behind, standing in a library aisle. They are looking at a row of wooden bookshelves filled with various books and magazines. The shelves are arranged in a curved line, and the lighting is warm. The text "How to Choose my courses" is overlaid in large white letters on the left side of the image.

Choosing your Courses

➤ Go to the [Registrar's Office website](#)

➤ Select ***Search Course Timetables***
This will take you to the York Courses website.



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[FUTURE STUDENTS](#) [CURRENT STUDENTS](#) [ALUMNI & FRIENDS](#)

Registrar's Office

[Academic Calendars](#) [Academic Program](#) [Enrol in Courses](#) [Exams and Tests](#) [Grades and Transcripts](#) [Graduation](#) [Manage My Academic Record](#) [Petitions](#) [Privacy and Access to Records](#)

REGISTRAR'S OFFICE

DO YOU NEED HELP WITH A REGISTRARIAL OR FINANCIAL SERVICE?

You can access multiple service options through Registrarial Services.

Stay informed! Check that your [contact information](#) is up-to-date and be aware that if you unsubscribe from York emails you may miss receiving information that's important to your progress. Effective January, 2019, students enrolled in classes who previously unsubscribed will be automatically resubscribed at the beginning of each term.

Login with Passport York to use these self-service tools:

Courses & Enrolment

- [Find out what I can enrol](#)
- [Search course timetables](#)
- [Add/Drop Courses](#)
- [Plot my timetable](#)
- [Enrol in classes](#)
- [My courses & grades](#)
- [My exam schedule](#)
- [eClass](#)

My Student Records

- [Change my profile](#)
- [My college affiliation](#)
- [Request a letter](#) (including enrolment verification and RESPs)
- [My grade report](#) (fall/winter, summer)
- [My Degree Progress Report](#)
- [Order a transcript online](#)
- [Apply to Graduate Online](#)
- [Verify my official name](#)
- [My graduation status](#)



Choosing your Courses

On the [York Courses Website](#):

- Step 1:
Search current courses by *Subject*

The screenshot shows the York University Courses Website. A yellow arrow points to the 'Subject' option in the 'Search Current Courses By...' menu on the left. Another yellow arrow points to the 'Subject' link in the 'York Courses Information:' section on the right. The website header includes the York University logo, navigation links (Glendon Campus, Alumni, Research, Giving to York, Media, Careers, International, York U Lions, ACCESSIBILITY), and a search bar. The main content area is titled 'SEARCH COURSE TIMETABLES' and includes a 'Welcome to the York Courses Web site' message, a 'Main Message (Courses Site)' section, and a 'York Courses Information:' section with various links.

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FUTURE STUDENTS **CURRENT STUDENTS** **FACULTY AND STAFF** Search yorku.ca **GO**

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York Courses Web Site

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York Courses Information:

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 - [After 6pm Courses](#)
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 - [Advanced Search](#) (by Faculty, subject and course number)
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- My Class Schedule ...
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Choosing your Courses

➤ Step 2:

- Select *Session*:
Fall/Winter 2022-2023
- Highlight the Subject you want
(e.g., **ECON - Economics**)
- Click on **Search Courses**

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FUTURE STUDENTS **CURRENT STUDENTS** **FACULTY AND STAFF** Search yorku.ca Search yorku.ca Go **GO**

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York Courses Web Site

SEARCH COURSE TIMETABLES

Search Current Courses by Subject

Search Current Courses By...

- > **Subject**
- > Term
- > Course Title
- > Instructor
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- > eLearn Courses
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- > Weekend Courses
- > Advanced Search
- > View Active Course Timetables

My Class Schedule

- > Plot My Timetable
- > Timetable Help

Session: Fall/Winter 2021-2022
Summer 2022
Fall/Winter 2022-2023

Subject: BWGWR - Management - (GS)
DRAA - Dramatic Arts - (ED)
DRCA - Drama & Creative Arts - (GL)
DRST - Drama Studies - (GL)
DVST - Development Studies Graduate Program - (GS)
ECON - Economics - (GL, SB, AP, ED, GS)
EDFE - Foundations - (ED)
EDFR - French - (ED)
EDIN - Integration - (ED)
EDIS - Intermediate Senior - (ED)
EDII - Junior Intermediate - (ED)

Search Courses

Passport YORK New Student? [All about Passport York](#)



Choosing your Courses

➤ Step 3:

- Find the course you want information about
- E.g., AP/ECON 1530 3.00
- To view the course description and schedule, click on the **Fall/Winter 2022-2023 Course Schedule** link.

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FUTURE STUDENTS **CURRENT STUDENTS** **FACULTY AND STAFF** Search yorku.ca Search yorku.ca Go GO

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York Courses Web Site

Search Current Courses By...

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SEARCH COURSE TIMETABLES

Current Courses Search Results

Passport YORK New Student? All about Passport York

Course	Title	Course Description and Schedule	General Education Details
AP/ECON 1000 3.00	Introduction to Microeconomics	Fall/Winter 2022-2023 Course Schedule	
GL/ECON 1000 3.00	Introduction to Economics: Microeconomics	Fall/Winter 2022-2023 Course Schedule	
GL/ECON 1000 3.00	Éléments d'économie : l'analyse microéconomique	Fall/Winter 2022-2023 Course Schedule	
GL/ECON 1010 3.00	Introduction to Economics: Macroeconomics	Fall/Winter 2022-2023 Course Schedule	
GL/ECON 1010 3.00	Éléments d'économie : l'analyse macroéconomique	Fall/Winter 2022-2023 Course Schedule	
AP/ECON 1010 3.00	Introduction to Macroeconomics	Fall/Winter 2022-2023 Course Schedule	
AP/ECON 1280 3.00	Principles of Risk Management and Insurance	Fall/Winter 2022-2023 Course Schedule	
AP/ECON 1530 3.00	Introductory Mathematical Economics I	Fall/Winter 2022-2023 Course Schedule	
AP/ECON 1540 3.00	Introductory Mathematical Economics II	Fall/Winter 2022-2023 Course Schedule	
GL/ECON 1680 6.00	Modern Economic History: A Canadian Perspective	Fall/Winter 2022-2023 Course Schedule	
GL/ECON 1950 3.00	Mathematics of Investment I	Fall/Winter 2022-2023 Course Schedule	
SB/ECON 2000 3.00	Applied Macroeconomics	Fall/Winter 2022-2023 Course Schedule	
GL/ECON 2100 6.00	Microeconomic Theory	Fall/Winter 2022-2023 Course Schedule	
GL/ECON 2200 6.00	La théorie macroéconomique	Fall/Winter 2022-2023 Course Schedule	
GL/ECON 2200 6.00	Macroeconomic Theory	Fall/Winter 2022-2023 Course Schedule	
AP/ECON 2300 3.00	Intermediate Microeconomic Theory I	Fall/Winter 2022-2023 Course Schedule	

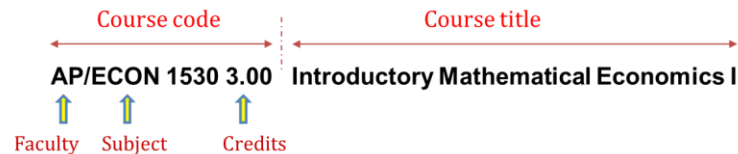


Choosing your Courses

- Step 4:
Read and understand the course description


- Please note that only **AP/ECON** courses will satisfy ECON Major/Minor credit requirements.

For Example:



- Also check prerequisites, corequisites, course credit exclusions, and General Education eligibility.

AP/ECON 1530 3.00 Introductory Mathematical Economics I

 **LOGOUT**

[All About Passport York](#)

Course Description:

This course presents and analyzes a sequence of basic ideas, topics and problems arising in Economics. For each idea/topic/problem relevant mathematical ideas and techniques are recalled and/or derived so as to provide a deeper understanding of the Economic issue and how it can be resolved, if necessary. The notion of Quantity Demanded is first addressed by expressing quantity demanded as a linear function of price where both the slope and intercept embed important Economics ideas. This sequence leads naturally to the notion of Revenue (the product of quantity demanded and price) where nonlinear functions are analyzed using mathematical techniques that include derivatives. This sequence culminates with notions of prices that maximize revenue subject to a given demand function. A large number of such topic sequences involving univariate functions are examined. **Prerequisite:** Grade 12U Advanced Functions or equivalent. **Prerequisites or corequisites:** AP/ECON 1000 3.00 or AP/ECON 1010 3.00, or equivalent. **Strongly recommended completion:** high-school calculus or equivalent. **No Credit Retained (NCR) NOTE:** SC/MATH 1510 6.00 and/or SC/MATH 1520 6.00 may not be taken by any students who has passed or is currently enrolled in another university course in mathematics or statistics including AP/ECON 1530 3.00 and AP/ECON 1540 3.00. **Course credit exclusions:** SC/MATH 1013 3.00, SC/MATH 1300 3.00, SC/MATH 1505 6.00, SC/MATH 1513 6.00, SC/MATH 1530 3.00, SC/MATH 1550 6.00, GL/MATH 1930 3.00, GL/MODR 1930 3.00. **Note:** Acceptable course substitutes are available in the Calendar.

Language of Instruction:

English



Reading the course timetable

Term F Section B						
Please click here to see availability.						
Section Director: J Barry Smith						
Type	Day	Start Time	Duration	Location	Cat #	Instructor
LECT 01	M	14:30	120		XXXXXX	
	W	14:30	60			
						Notes/Additional Fees
						This course or a portion of this course will meet in person in the location assigned. Course Outline

The **Notes** provide important information about your classes. Please READ!

Terms

F (Fall) September to December

W (Winter) January to April

Y (Year) September to April

SU (Summer) May to August

S1 (Summer Term 1) May to End-June

S2 (Summer Term 2) End-June – August

Section

Some courses are offered at more than one time. Each Section (e.g., Section A, Section B) of each course is offered at a different time or location.

LECT (Lecture)

A regularly scheduled course class time when everyone enrolled in the course attends. Typically, lectures are delivered by the Course Director (lead instructor).

TUTR (Tutorial)

A regularly scheduled course class time when a smaller “break out” group of students can discuss material from the lecture in a more informal setting.

Tutorials may be led by a graduate student or teaching assistant.



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Reading the course timetable

› Days:

M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday
U = Sunday SU = Saturday & Sunday

› Start Times:

Examples: 8:30 = 8:30AM 13:00 = 1PM 17:30 = 5:30PM

› Duration (shown in minutes):

Examples: 60 = 60 mins (1 hour) 90 = 90 mins (1.5 hours) 120 = 120 mins (2 hours)

› Location:

No location will be stated if the course is delivered online; check for updates

› CAT #:

Each course enrolment option has a unique identifying “Catalogue Number”

› For more information, please visit the [Undergraduate Enrolment and Registration Guide](#).



Using the Visual Schedule Builder

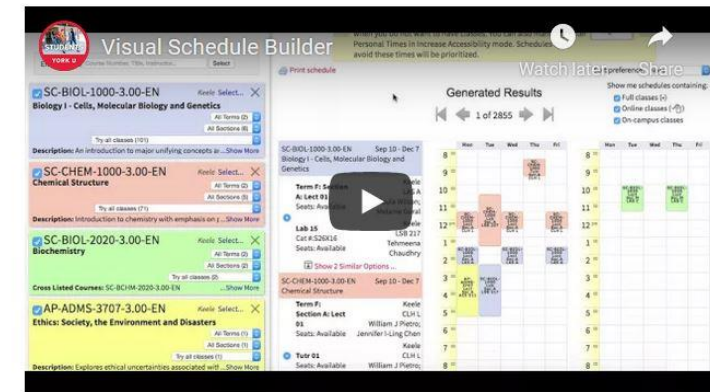
- The VSB is a tool that helps you plan your schedule.

Visual Schedule Builder

Visual Schedule Builder (VSB) is an online self-serve tool that helps plan your course schedule. It lets you graphically view schedule options and create a timetable based on the courses and times that work best for you. VSB arranges selected courses into conflict-free timetable options and displays them in an easy-to-read weekly schedule.

Please note:

- VSB does not register you in courses. It helps you create an optimal course schedule plan. You then use it enrol in courses through the **Registration and Enrolment Module (REM)**.
- VSB does not replace academic advising or degree auditing. It cannot check prerequisites or financial / enrolment blocks that may prevent enrolment in the courses you select.



Access VSB with your Passport York login. Step-by-step instructions and tips for VSB are listed in the tabs below.

***NOTE: The VSB does NOT enrol you in your courses; it is a planner.**



Building a Class Schedule

- Once you have decided on the course section to enrol in, note the **Cat #**

Term F Section I

[Please click here to see availability.](#)

Section Director: Not Available

Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
REMT 01	W	8:30	180		XXXXXX		This course will be delivered remotely/online with synchronous class sessions: the delivery will be on the Day(s) and Start Time listed here. Course Outline

Term W Section M

[Please click here to see availability.](#)

Section Director: Not Available

Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	M	11:30	90		XXXXXX		This course or a portion of this course will meet in person in the location assigned. Course Outline
	W	11:30	90				



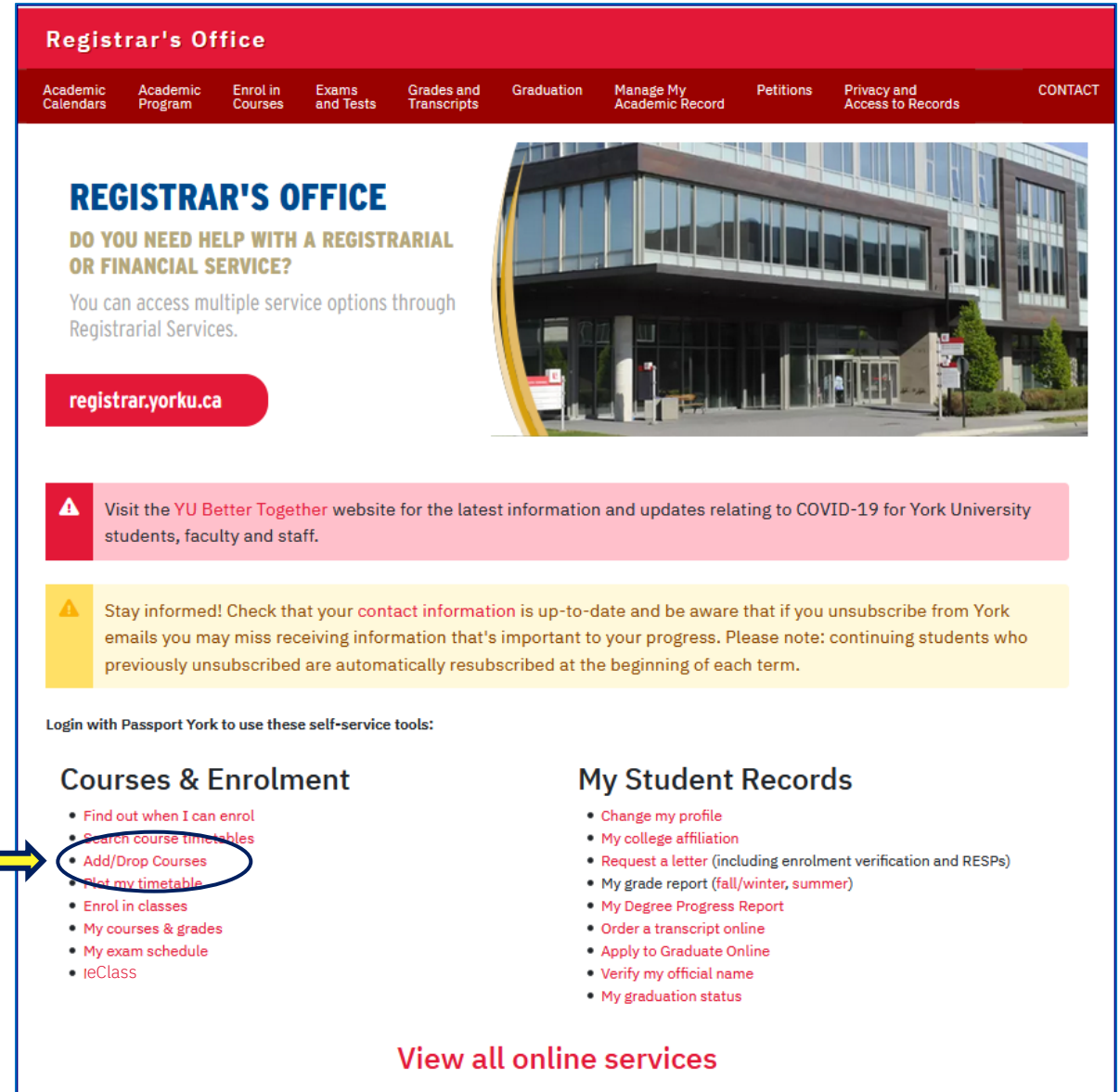
A woman with long blonde hair and a man with glasses are looking at a laptop in an office setting. The woman is leaning over the man, who is sitting at the desk. They are both smiling and appear to be engaged in a collaborative work task. The background shows other office workers and desks, slightly out of focus. The image is framed by a thick red border on the left and top, and a yellow vertical bar on the right.

How to Enrol in my courses

It's Time to Enrol!

➤ Go to the [Registrar's Office website](https://registrar.yorku.ca)

➤ Click on **Add/Drop Courses**



The screenshot shows the Registrar's Office website. At the top is a red navigation bar with links: Academic Calendars, Academic Program, Enrol in Courses, Exams and Tests, Grades and Transcripts, Graduation, Manage My Academic Record, Petitions, Privacy and Access to Records, and CONTACT. Below the navigation bar is a large banner for the Registrar's Office with the text: "DO YOU NEED HELP WITH A REGISTRARIAL OR FINANCIAL SERVICE? You can access multiple service options through Registrarial Services." and a red button with the text "registrar.yorku.ca". To the right of the banner is a photograph of a modern building. Below the banner are two informational boxes: a pink one about COVID-19 updates and a yellow one about contact information. Below these boxes is a section titled "Login with Passport York to use these self-service tools:". This section contains two columns of links. The left column is titled "Courses & Enrolment" and lists: Find out when I can enrol, Search course timetables, Add/Drop Courses (circled with a yellow arrow), Plot my timetable, Enrol in classes, My courses & grades, My exam schedule, and ieClass. The right column is titled "My Student Records" and lists: Change my profile, My college affiliation, Request a letter (including enrolment verification and RESPs), My grade report (fall/winter, summer), My Degree Progress Report, Order a transcript online, Apply to Graduate Online, Verify my official name, and My graduation status. At the bottom of the section is a red link that says "View all online services".

Registrar's Office

Academic Calendars Academic Program Enrol in Courses Exams and Tests Grades and Transcripts Graduation Manage My Academic Record Petitions Privacy and Access to Records CONTACT

REGISTRAR'S OFFICE

DO YOU NEED HELP WITH A REGISTRARIAL OR FINANCIAL SERVICE?

You can access multiple service options through Registrarial Services.

registrar.yorku.ca

Visit the YU Better Together website for the latest information and updates relating to COVID-19 for York University students, faculty and staff.

Stay informed! Check that your contact information is up-to-date and be aware that if you unsubscribe from York emails you may miss receiving information that's important to your progress. Please note: continuing students who previously unsubscribed are automatically resubscribed at the beginning of each term.

Login with Passport York to use these self-service tools:

Courses & Enrolment

- Find out when I can enrol
- Search course timetables
- Add/Drop Courses**
- Plot my timetable
- Enrol in classes
- My courses & grades
- My exam schedule
- ieClass

My Student Records

- Change my profile
- My college affiliation
- Request a letter (including enrolment verification and RESPs)
- My grade report (fall/winter, summer)
- My Degree Progress Report
- Order a transcript online
- Apply to Graduate Online
- Verify my official name
- My graduation status

[View all online services](#)



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Login to Passport York

YORK UNIVERSITY

Passport York Login

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.

Username:

Password:

Login

☐ Click this box before logging in to change your Passport York password.

New to Passport York?

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

Forgot your Password or Username?

- [Students](#)
- [Faculty and Staff](#)
- [Alumni](#)

Please note that the **'New Student Sign Up'** is to be used **only once** – to **create** your Username and Password.

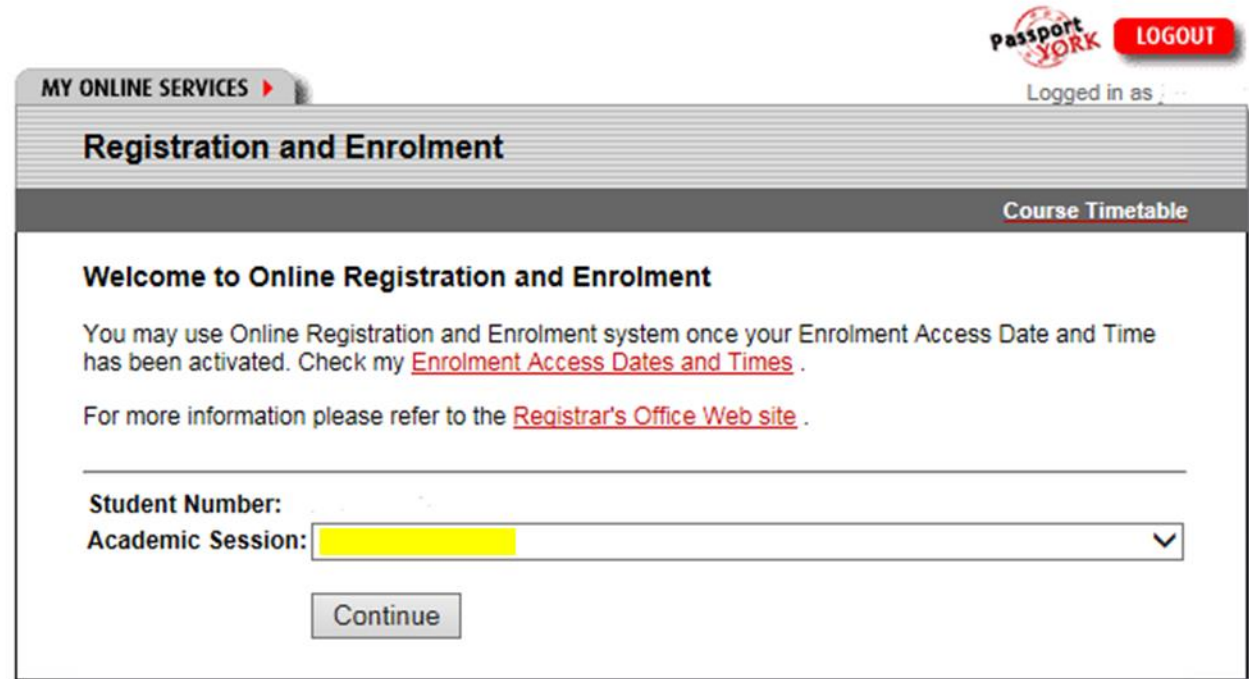
Subsequently, please use the Username and Password fields to the left.

- If you are experiencing issues with your Passport York please visit the [UIT Students Getting Started website](#).



Enrolling in Courses

- Choose Academic Session:
 - **Fall/Winter 2022-2023**
- Choose correct program:
 - Honours Bachelor: 120 credits
 - Bachelor: 90 credits



The screenshot shows the 'MY ONLINE SERVICES' tab selected, with a 'Passport YORK' logo and a 'LOGOUT' button in the top right corner. Below the logo, it says 'Logged in as'. The main heading is 'Registration and Enrolment', with a sub-link 'Course Timetable'. The page content includes a 'Welcome to Online Registration and Enrolment' message, instructions on when to use the system, and links to 'Enrolment Access Dates and Times' and the 'Registrar's Office Web site'. There are input fields for 'Student Number' and 'Academic Session' (which is highlighted in yellow), and a 'Continue' button at the bottom.



Enrolling in Courses

- Please read and answer the questions that follow.

Please answer the following questions

Student Number: 12345678901234567890

Since this is the first time that you have logged into REM for this academic session, you will now be asked a few questions. If you have any questions or concerns about the next several questions, please contact the REM Help Line at (416) 650-8160. After you have answered the questions, you may continue to enrol in courses.

Tuition Fees Contract
Your current status makes you eligible for regular or Canadian tuition fees.

Your enrolment/registration contract with this University requires that you verify this fee status information, that you agree to supply supporting documents on request, and that you agree to pay the fees assessed for your registration and/or enrolled courses.

Do you agree to this contract?

☒ No ☐ Yes

Student Code of Conduct Agreement

I acknowledge that I have an obligation to abide by York University's non-academic Student Code of Conduct and I understand that it is my responsibility to review the Student Code of Conduct found at www.yorku.ca/scdr.

Do you accept this agreement?

☒ No ☐ Yes



Enrolling in Courses

➤ Click on Add a Course

Passport YORK LOGOUT

MY ONLINE SERVICES ▶

Logged in at

Registration and Enrolment

Select Academic Session Course Timetable

Session Summary for Student Number:





Academic Program

▶ Faculty of Liberal Arts and Professional Studies, B.A., Hons Economics

You are currently enrolled in:

Course Details

You are responsible for ensuring you do not have any scheduling conflicts when enrolling in more than one course.

 Add a Course	 Drop a Course	 Transfer a Course	 Exchange a Course
Enrol into a course.	Drop a course currently enrolled.	Within a course transfer from one section/tutorial/lab to another.	Drop one course and add a different course at the same time.

NOTE: Please ensure you pay your \$300 registration deposit for this academic session. Refer to <http://sfs.yorku.ca/fees/deposit/> for deadlines.



← Return to Table of Contents

Enrolling in Courses

- Enter the **Cat #** (Catalogue Number) of the course (including tutorial if applicable) you want to enrol in.


MY ONLINE SERVICES ▶

Passport YORK 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](#)

You are currently enrolled in:

NOTE: Please ensure you pay your \$300 registration deposit for this academic session. Refer to <http://sfs.yorku.ca/fees/deposit/> for deadlines.

[| CANCEL - GO BACK |](#)



Enrolling in Courses

- Confirm this is the course (including section and tutorial, if applicable) that **you want to enrol into**.
- If so, click **Yes**.

MY ONLINE SERVICES

Passport YORK LOGOUT

Logged in as

Registration and Enrolment

Select Academic Session Session Summary Course Timetable

Add A Course

Student Number:

Please confirm that you want to:

Add:

Catalogue No: K77Y01

Course: AP HUMA 1780 Cr=6.00 A Term:SU

Title: Stories in Diverse Media

Yes No

[| CANCEL - GO BACK |](#)

Please note that this is only an example.



Enrolling in Courses

- Success!
- However, please note...




MY ONLINE SERVICES ▶

passport YORK LOGOUT

Logged in as username

Registration and Enrolment

[Select Academic Session](#) [Session Summary](#) [Course Timetable](#)

 **Add A Course** Student Number:

If you do not meet the prerequisites, co-requisites, placement tests, or audition requirements, you may be dropped from the course. Please check with the departmental office if you require clarification.

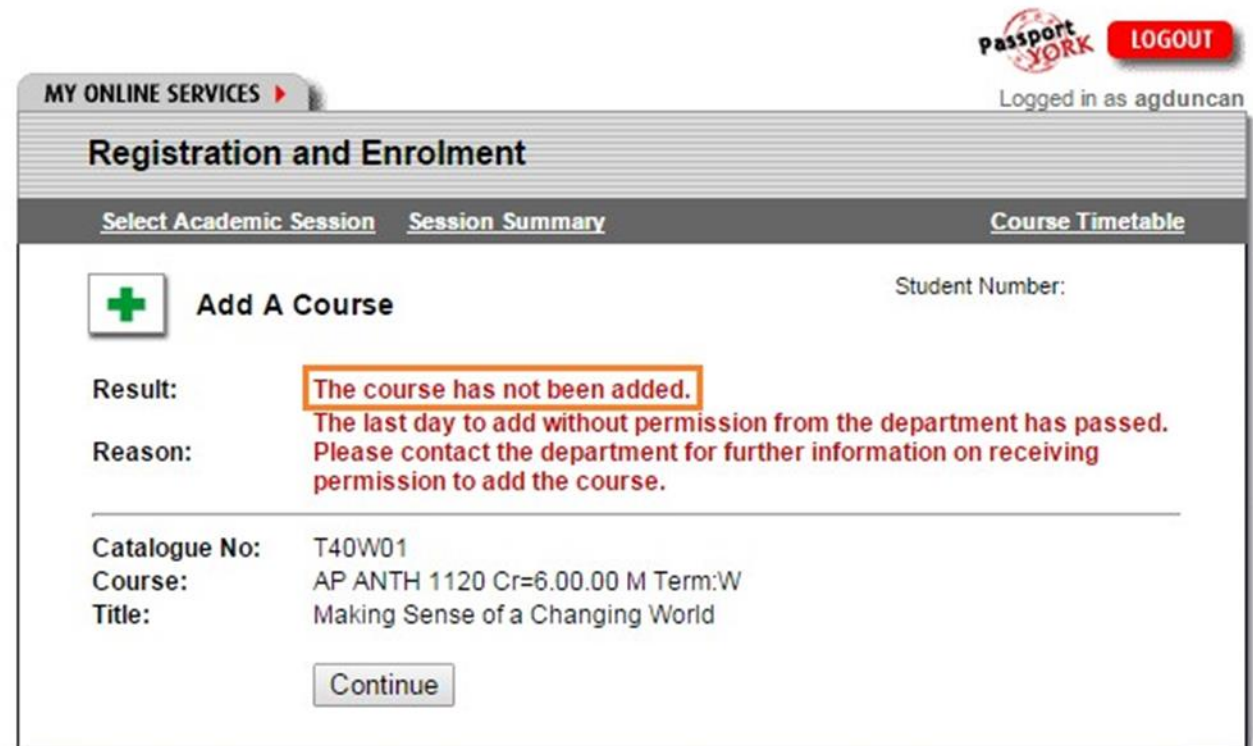
Result: **The course has been successfully added.**

Catalogue No: C86Z01
Course:
Title:



Enrolling in Courses

- This is an example of an unsuccessful course addition.
- Please follow the instructions given if you still wish to enrol in the course.




Passport YORK LOGOUT
Logged in as agduncan

MY ONLINE SERVICES ▶

Registration and Enrolment

[Select Academic Session](#) [Session Summary](#) [Course Timetable](#)

 **Add A Course** Student Number:

Result: The course has not been added.

Reason: The last day to add without permission from the department has passed. Please contact the department for further information on receiving permission to add the course.

Catalogue No: T40W01
Course: AP ANTH 1120 Cr=6.00.00 M Term:W
Title: Making Sense of a Changing World



Changing Sections

- If you are enrolled in one section of a course and wish to transfer to another section of the **same course**, in the **same term**, use the “transfer” tab in the enrolment module.

The screenshot shows the 'Registration and Enrolment' page. At the top, there are two tabs: 'Select Academic Session' and 'Course Timetable'. Below the tabs, the 'Session Summary for' section displays the 'Academic Program' as 'Faculty of Liberal Arts and Professional Studies, B.A., Hons. Economics'. A 'Student Number' field is also present. Below this, it states 'You are currently enrolled in:'. A 'Course Details' button is located below the enrollment section. A warning message states: 'You are responsible for ensuring you do not have any scheduling conflicts when enrolling in more than one course.' At the bottom, there are four buttons: 'Add a Course' (with a green plus icon), 'Drop a Course' (with a red minus icon), 'Transfer a Course' (with a blue arrow icon), and 'Exchange a Course' (with a green plus and red minus icon). The 'Transfer a Course' button is circled in blue. Below each button is a brief description of its function.

Icon	Action	Description
+	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.



Enrolling in Courses

For help with enrolling in a tutorial for AP/ECON 1000 or AP/ECON 1010, please review our [How to Enrol in a Tutorial for ECON 1000 or ECON 1010 \(PDF\)](#).

If a course is ‘reserved’, means that the seats have been set aside for a specific academic category of student.

If you are enrolling in courses which are appropriate to your year level, major and/or minor, you will have a better chance of meeting the restrictions.

- Contact the Department that directly oversees the course to ask for permission to enrol.
 - Example: A student interested in AP/**HUMA** 1780 6.00 would contact the **HUMANITIES** Department
 - Look up the [Course Contact Directory](#) for contact information.
- When you contact the department, you should have the following information ready:
 - Your student number
 - The Course Code
 - The Term
 - The Section Letter
 - The Tutorial Number (if applicable)
- **Note: Enrolment is based on course availability. You will be unable to enrol unless there is an available seat.**



Plot your Timetable

- Once you have enrolled in all your courses, go to the [York Courses Website](#).

- Click on **Plot My Timetable** to make sure there are no conflicts.

The screenshot shows the York University Courses Web Site. The top navigation bar includes links for Glendon Campus, Alumni, Research, Giving to York, Media, Careers, International, York U Lions, and ACCESSIBILITY. Below this is a search bar with the text 'Search yorku.ca' and a 'GO' button. The main content area is titled 'SEARCH COURSE TIMETABLES' and includes a 'Welcome to the York Courses Web site' message. A sidebar on the left contains a 'Search Current Courses By...' section with links for Subject, Term, Course Title, Instructor, General Education Courses, eLearn Courses, After 6pm Courses, Weekend Courses, Advanced Search, and View Active Course Timetables. The 'Plot My Timetable' link is highlighted with a yellow circle and a yellow arrow pointing to it. The main content area also features a 'York Courses Information' section with links for Search Current Courses By..., My Class Schedule..., Exam Information..., Course Search By..., and Course Information.




Plot your Timetable

➤ Make sure there are **no conflicts** in your schedule.

➤ **Note:** It is your responsibility to notice and resolve any conflicts.

11:00 - 11:30					
11:30 - 12:00			AP ITEC 1000 3.0 Section M Term W Lecture [CLH G]		
12:00 - 12:30					
12:30 - 13:00					
13:00 - 13:30					
13:30 - 14:00					
14:00 - 14:30					
14:30 - 15:00	AP JP 2000 6.0 Section A Term Y Language Classes [R_S537]	AP FR 2100 6.0 Section B Term Y Language Classes [R_S122]	AP JP 2000 6.0 Section A Term Y Language Classes [R_S537]	AP FR 2100 6.0 Section B Term Y Language Classes [R_S122]	
15:00 - 15:30					
15:30 - 16:00					
16:00 - 16:30		CONFLICT			
16:30 - 17:00		CONFLICT			
17:00 - 17:30		CONFLICT			
17:30 - 18:00		CONFLICT			
18:00 - 18:30		CONFLICT			
18:30 - 19:00		CONFLICT			
19:00 - 19:30					





What to do Next,
between today and the
beginning of classes

What's Next?

- A Registration Deposit of CAD \$300 must be paid by the 15th of the month following the date you began enrolling in courses.
 - *For example, if you begin enrolling into courses in **June**, then your deposit is due by **July 15th**.*

IF YOU BEGIN TO ENROL FOR FALL OR FULL-YEAR COURSES:	...THEN YOU MUST PAY YOUR REGISTRATION DEPOSIT NO LATER THAN:
before June 1	June 15
between June 1 and June 30	July 15
between July 1 and July 31	August 15
on or after August 1	10 days after you enrol in your first course

- Since the deposit is part of your tuition, it will **not** appear as a separate charge on Your Student Account online statement.
- Please also note it will take approximately 4 business days to process most payments to the University. Processing times may be longer depending on the banking institution.



How and When to Pay

› Payment Due Dates

Review the "Minimum payment due this month" and "Minimum payment due by" areas of your Student Account Online Statement to see if there is an amount owing and when you must pay it.

› Please visit the [Student Financial Services How & When to Pay website](#) for payment details

› The [View & Understand Your Statement website](#) provides an explanation of your monthly statement.



Between now and when classes start

- Visit our [Admitted! What next?](#) website for new students in Economics.
- Are you [Ready for First Year?](#)
- Get ready to go digital – you'll find lots of tips and support on the LA&PS [Student Resources](#) website.
- Familiarize yourself with the [ECON](#), [LA&PS](#) and [Current Students](#) websites including [important dates](#) and [deadlines](#).
- Check out the [Keele campus](#) **virtually!**
- Learn more about the [YU-card](#) here.
- First day of Fall Term: **Sep 7th, 2022**



UIT Service Desk Counters

UIT (University Information Technology) provides a range of services for York students including the course management system, e-mail, software downloads, help services, etc.

- If you are experiencing issues with your **Passport York**, please visit the [Students Getting Started website](#).
- Service counter:
 - main floor of the Steacie Science and Engineering building (136 Campus Walk)
- For contact information, visit the [UIT Getting Help website](#).




How to Manage my progress toward graduation

WELCOME LEARNING COMMONS
@SCOTT LIBRARY

Find out when you can enrol for Summer 2023

- Go to the [Registrar's Office website](#)



Courses & Enrolment	My Student Records
<ul style="list-style-type: none">• Find out when I can enrol• Search course timetables• Add/Drop Courses• Plot my timetable• Enrol in classes• My courses & grades• My exam schedule• Moodle	<ul style="list-style-type: none">• Change my profile• My college affiliation• Request a letter (including enrolment verification and RESPs)• My grade report (fall/winter, summer)• My Degree Progress Report• Order a transcript online• Apply to Graduate Online• Verify my official name• My graduation status

- Important: Summer 2023 enrolment begins in the winter.
Check in Feb 2023 to see when your **enrolment window** opens, i.e., when you can start to enrol.



Important Dates

› Undergraduate Fall/Winter 2022-2023 Important Dates

Registrar's Office

Academic Calendars

Academic Program

Enrol in Courses

Exams and Tests

Grades and Transcripts

Graduation

Manage My Academic Record

Petitions

Privacy and Access to Records

CONTACT

▼

Sessional Dates

EVENT	FALL (TERM F)	YEAR (TERM Y)	WINTER (TERM W)
Classes start	Sept. 7	Sept. 7	Jan. 9
Last date to announce components of final grades	Sept. 20	Sept. 20	Jan. 23
Fall Reading Week ¹	Oct. 8-14	Oct. 8-14	
Last date to submit Fall term work	Dec. 6	Dec. 6	
Fall classes end	Dec. 6	Dec. 6	
Fall Study Day ²	Dec. 7	Dec. 7	
Fall examinations ³	Dec. 8-23	Dec. 8-23	
Winter Reading Week ¹		Feb. 18-24	Feb. 18-24
Last date to submit Winter term work		April 8	April 8
Winter classes end ⁴		April 10	April 10
Winter Study Days ²		April 11	April 11
Winter examinations ⁵		April 12-27	April 12-27
Notes		Virtual Friday required due to Good Friday: Monday, April 10	Virtual Friday required due to Good Friday: Monday, April 10

>

Add/Drop Deadlines

>

Financial Deadlines



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Important Dates – Refund Table

TERM CODE	FULL REFUND (UP TO AND INCLUDING)	10% COURSE FEE WITHHELD	20% COURSE FEE WITHHELD	60% COURSE FEE WITHHELD	NO REFUND (ONWARD)
F	Sept. 15	Sept. 16 - 22	Sept. 23 - 29	Sept. 30 - Oct. 6	Oct. 7
Y	Sept. 15	Sept. 16 - 22	Sept. 23 - 29	Sept. 30 - Oct. 6	Oct. 7
W	Jan. 17	Jan. 18 - 24	Jan. 25 - 31	Feb. 1 - Feb. 7	Feb. 8

Sample Dates Only

➤ **Dropping or changing courses may cost money.**

- Review the [Refund Table](#) corresponding to your program and term to see what penalties apply.

➤ Note that you can **exchange** a course you are in for a different course. Using the feature to exchange a course performs the course add and course drop for you in one step. If you are not able to get into the second course successfully, e.g., if it is full, you will remain enrolled in the first course. If you are successful, the first course will be dropped. Because a successful exchange performs a course drop, exchanging a course may have a financial impact. Please refer to the refund table for the term in which you have enrolled to see what the financial impact will be.



Where to Go for Help

- The Department of Economics provides academic advising to all Economics majors: Financial and Business Economics (or FBEC), Business Economics (BUEC), and Economics (ECON).
- Advisors can assist with questions about your program and general degree requirements as well as other issues you may be encountering (e.g., academic penalties, transfer credits, petitions, program changes, as well as degree and general education requirements).
- Visit the [Economics Advising & Support website](#) for the best way to reach an advisor!



We are here for you!

The University offers a variety of personal and academic supports for students.

- › [Learning Commons](#)
- › [The Writing Centre](#)
- › [Student Accessibility Services \(SAS\)](#)
- › [Student Counselling, Health & Well-being](#)
- › [York International](#)
- › [YU Better Together](#)
- › [LA&PS International Students](#)
- › [Student Community & Leadership Development videos](#)
- › [ESL Open Learning Centre \(open to all students\)](#)
- › [LA&PS Fund Your Studies](#)



Welcome to York University!

Here's [how you can reach us](#) if you have any questions.

For Undergraduate Program Enquiries:

Phone: 416-736-5083

Email: lapsecon@yorku.ca

Program Advising: [Advising & Support](#)

