

New Student Toolkit

Summer 2024

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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each section
to get there quickly!

Some Essential
Vocabulary
(Glossary)


What is Required for
my degree program

How to Choose my
courses

How to Enrol in my
courses

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

How to Manage my
progress toward
graduation



Some Essential Vocabulary (Glossary)



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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 *2023-2024 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.

NOTE: 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 – S1, S2, and SU – and their 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



Degree Program Types

HONOURS BACHELOR Degree

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

Types of Honours Bachelor 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. Visit the [Academic Calendar](#) to learn more about your Major requirements.
 - To find your Major, select *Undergraduate*
 - Type in your Major, i.e., *Economics*, *Business Economics*, or *Financial and Business Economics*
- **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.

2023-2024 Undergraduate Academic Calendar

Programs About Policies and Regulations Academic and Financial Information Faculty Rules Other Calendars

2023-2024 Academic Calendar

Welcome to the 2023-2024 Academic Calendar. The Academic Calendar contains detailed information about programs, requirements, and courses. The calendar also contains information and links to essential academic rules and regulations all students are required to follow. Students can also access information about various student and financial services. Specific information about a Faculties rules and requirements can be found in the **Faculty Rules** section.

Prospective students are recommended to visit the [Future Students Website](#).

Academic Calendars
View York's official Academic Calendar

Undergraduate Graduate

2023-2024 Undergraduate Academic Calendar

Programs About Policies and Regulations Academic and Financial Information Faculty Rules Other Calendars

Academic Undergraduate Calendar

Search Undergraduate Calendar

Search for program

Faculty of Education (ED)

Faculty of Environmental and Urban Change (EU)

Faculty of Health (HH)

Faculty of Liberal Arts & Professional Studies (AP)

Print this page



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**



The screenshot shows the York University Courses Website. 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 navigation menu includes FACULTIES, LIBRARIES, YORK U ORGANIZATION, DIRECTORY, SITE INDEX, and CAMPUS MAPS. The left sidebar contains a 'York Courses Web Site' section with a search bar and a list of course categories: Subject, Term, Course Title, Instructor, General Education Courses (circled in blue), Learn Courses, After 6pm Courses, Weekend Courses, Advanced Search, and View Active Course Timetables. The main content area is titled 'SEARCH COURSE TIMETABLES' and features a 'Welcome to the York Courses Web site' message. Below this is a 'Main Message (Courses Site)' section with a paragraph of text and a 'Before enrolling' section. At the bottom of the main content area is a 'York Courses Information:' section with a list of links: Search Current Courses By The 'General Education Courses' link in this list is also circled in blue and has a yellow arrow pointing to it from the right.



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.



How to Choose my courses



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Choosing your Courses

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

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

YORK U

Popular Links

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](#)

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
- eClass

My Student Records

- My personal and contact information
- 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](#)



Choosing your Courses

On the [York Courses Website](#):

- Step 1:
Search current courses by **Subject**

The screenshot shows the York University Courses Website interface. At the top, there is a navigation bar with 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. A secondary navigation bar includes links for FACULTIES, LIBRARIES, YORK U ORGANIZATION, DIRECTORY, SITE INDEX, and CAMPUS MAPS. The main content area is titled 'SEARCH COURSE TIMETABLES' and features a 'Welcome to the York Courses Web site' message. A 'Passport YORK' logo and a 'New Student? All about Passport York' link are also present. The 'Main Message (Courses Site)' section provides information about the website's purpose and includes links for 'Important Dates', 'Enrolment and Registration Guide', and 'Registrarial Services'. A 'York Courses Information:' section lists various search and schedule options. A yellow arrow points to the 'Subject' option in the 'Search Current Courses By...' menu on the left, and another yellow arrow points to the 'Subject' option in the 'Search Current Courses By ...' list in the 'York Courses Information:' section.

YORK UNIVERSITY

Glendon Campus | Alumni | Research | Giving to York | Media | Careers | International | York U Lions **ACCESSIBILITY**

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

FACULTIES LIBRARIES YORK U ORGANIZATION DIRECTORY SITE INDEX CAMPUS MAPS

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](#)
 - [eLearn Courses](#)
 - [After 6pm Courses](#)
 - [Weekend Courses](#)
 - [Advanced Search](#) (by Faculty, subject and course number)
 - [View Active Course Timetables](#) (by Faculty)
- My Class Schedule ...
 - [Plot My Timetable](#)
 - [Timetable Help](#)
- Exam Information ...
 - [Search Current Schedule](#)
 - [My Exam Schedule](#)
 - [Exam Conflicts](#)
 - [Building Acronyms](#)



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Choosing your Courses

➤ Step 2:

- Select **Session:**
Summer 2024
- Highlight the Subject you want
(e.g., **ECON - Economics**)
- Click on **Search Courses**

The screenshot shows the 'SEARCH COURSE TIMETABLES' page on the York University website. The page has a navigation bar with links for 'Glendon Campus', 'Alumni', 'Research', 'Giving to York', 'Media', 'Careers', 'International', 'York U Lions', and 'ACCESSIBILITY'. Below this is a search bar with 'Search yorku.ca' and a 'GO' button. A secondary navigation bar includes 'FACULTIES', 'LIBRARIES', 'YORK U ORGANIZATION', 'DIRECTORY', 'SITE INDEX', and 'CAMPUS MAPS'. The main content area is titled 'SEARCH COURSE TIMETABLES' and features a 'Search Current Courses by Subject' section. On the left, a sidebar menu lists search criteria: 'Session', 'Term', 'Course Title', 'Course Campus', 'Instructor', 'General Education Courses', 'eLearn', '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 Coefficients', 'Building Acronyms', 'Deferred Exams: FAQ', 'Religious Observances'. The 'Session' dropdown is set to 'Summer 2024'. The 'Subject' dropdown is open, showing a list of subjects with 'ECON - Economics - (AP, GS, SB)' highlighted. The 'Course Campus: (Optional)' dropdown is set to 'Keele'. A 'Search Courses' button is at the bottom.



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 **Summer 2024 Course Schedule** link.

YORK UNIVERSITY

Glendon Campus | Alumni | Research | Giving to York | Media | Careers | International | York U Lions **ACCESSIBILITY**

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

FACULTIES LIBRARIES YORK U ORGANIZATION DIRECTORY SITE INDEX CAMPUS MAPS

York Courses Web Site

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	Summer 2024 Course Schedule	
AP/ECON 1010 3.00	Introduction to Macroeconomics	Summer 2024 Course Schedule	
AP/ECON 1280 3.00	Principles of Risk Management and Insurance	Summer 2024 Course Schedule	
AP/ECON 1530 3.00	Introductory Mathematical Economics I	Summer 2024 Course Schedule	
AP/ECON 1540 3.00	Introductory Mathematical Economics II	Summer 2024 Course Schedule	
AP/ECON 2300 3.00	Intermediate Microeconomic Theory I	Summer 2024 Course Schedule	
AP/ECON 2350 3.00	Intermediate Microeconomic Theory II	Summer 2024 Course Schedule	
AP/ECON 2400 3.00	Intermediate Macroeconomic Theory I	Summer 2024 Course Schedule	
AP/ECON 2450 3.00	Intermediate Macroeconomic Theory II	Summer 2024 Course Schedule	
AP/ECON 2500 3.00	Introductory Statistics for Economists I	Summer 2024 Course Schedule	
AP/ECON 3120 3.00	Operations Management	Summer 2024 Course Schedule	
AP/ECON 3150 3.00	International Trade	Summer 2024 Course Schedule	
AP/ECON 3210 3.00	Use of Economic Data	Summer 2024 Course Schedule	
AP/ECON 3249 3.00	Labour Economics: Theory (Writing)	Summer 2024 Course Schedule	
AP/ECON 3411 3.00	Managerial Economics and Strategy	Summer 2024 Course Schedule	
AP/ECON 3430 3.00	Monetary Economics I: Financial Markets and Institutions	Summer 2024 Course Schedule	

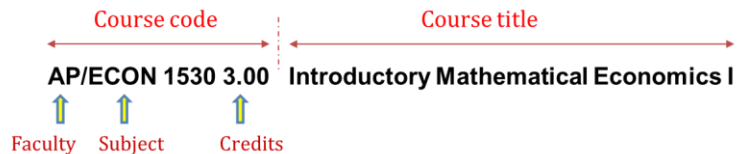


Choosing your Courses

➤ Step 4:
Read and understand the course description

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

For Example:



AP/ECON 1530 3.00 Introductory Mathematical Economics I



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

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



Reading the course timetable

Term S1 Section A							
Please click here to see availability.							
Section Director: Not Available							
Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	M	16:00	180		#####		
	W	16:00	180				

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 June

S2 (Summer Term 2) July to 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”, commonly known as the ‘Cat #’

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



Using the Visual Schedule Builder

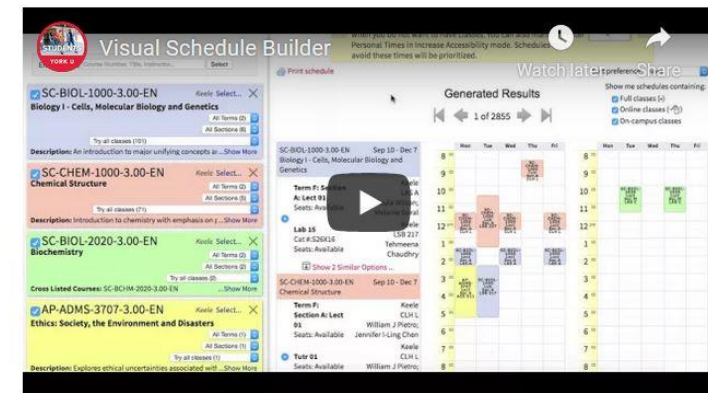
- The **VSB** is a tool that helps you plan your schedule.

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 SU Section A							
Seats Available: Remaining seats may be restricted.							
Section Director: Not Available							
Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	T	18:00	180	ACW 304	#####		
	R	18:00	180	ACW 304			

Term SU Section B							
Seats Available: Remaining seats may be restricted.							
Section Director: Not Available							
Type	Day	Start Time	Duration	Location	Cat #	Instructor	Notes/Additional Fees
LECT 01	M	11:30	180	DB 1016	#####		
	W	11:30	180	DB 1016			





How to Enrol in my courses



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It's Time to Enrol!

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

➤ Click on **Add/Drop Courses**



YORK U Popular Links

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](#)

⚠ 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
- eClass

My Student Records

- My personal and contact information
- 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](#)



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](#).

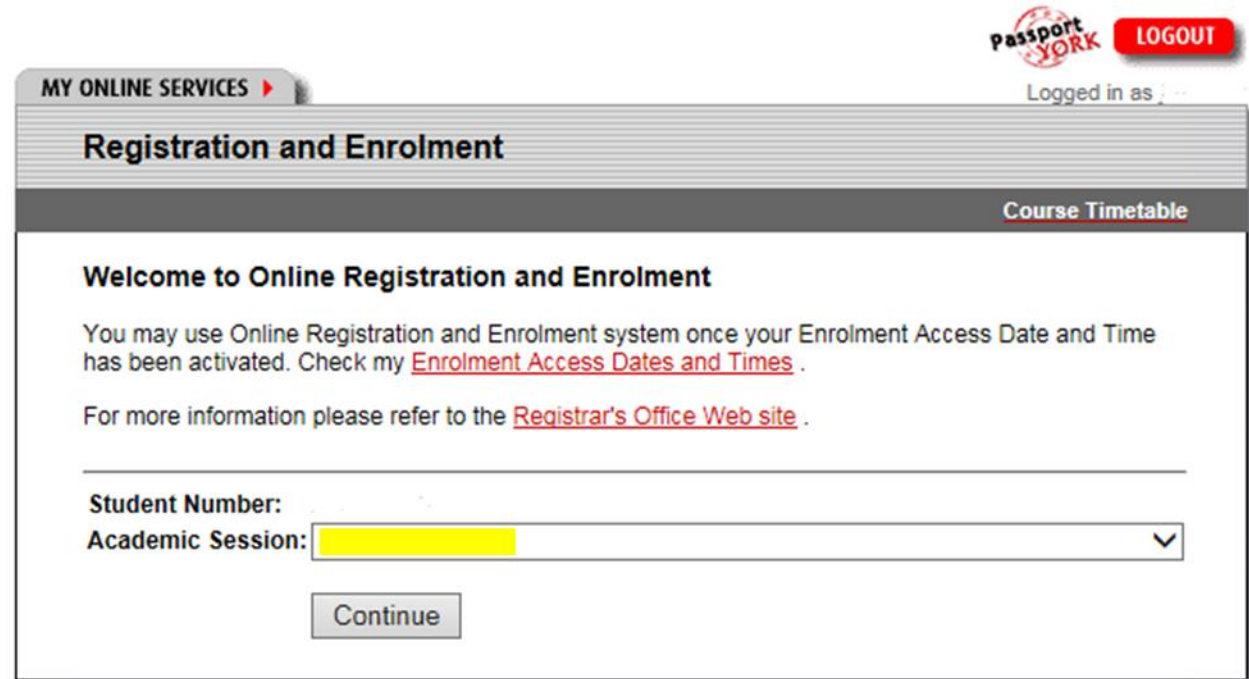


Enrolling in Courses

Enrol in courses through the *Registration and Enrolment Module* (REM).

- Choose Academic Session:
 - **Summer 2024**

- Choose correct program:
 - Honours Bachelor: 120 credits
 - Bachelor: 90 credits



The screenshot shows a web browser window with the following elements:

- MY ONLINE SERVICES** (top left navigation)
- Passport YORK** logo and a **LOGOUT** button (top right)
- Logged in as [username]
- Registration and Enrolment** (main header)
- Course Timetable** (sub-header)
- Welcome to Online Registration and Enrolment** (greeting)
- Text: "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](#)."
- Text: "For more information please refer to the [Registrar's Office Web site](#)."
- Form fields:
 - Student Number:** (text input)
 - Academic Session:** (dropdown menu with a yellow highlight)
- Continue** button



Enrolling in Courses

- Please read and answer the questions that follow.

Please answer the following questions Student Number: 1234567890

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

The screenshot shows the 'Registration and Enrolment' page on the Passport York website. At the top right, there is a 'Passport YORK' logo and a red 'LOGOUT' button. Below the logo, it says 'Logged in at'. The main header is 'MY ONLINE SERVICES' with a right-pointing arrow. The page title is 'Registration and Enrolment'. There are two sub-headers: 'Select Academic Session' and 'Course Timetable'. The main content area is titled 'Session Summary for' and includes a 'Student Number:' field. Below this, it shows the 'Academic Program' as 'Faculty of Liberal Arts and Professional Studies, B.A., Hons Economics'. A section titled 'You are currently enrolled in:' is currently empty. A 'Course Details' button is centered below this section. A warning message states: 'You are responsible for ensuring you do not have any scheduling conflicts when enrolling in more than one course.' Below the warning are four buttons: 'Add a Course' (with a green plus sign), 'Drop a Course' (with a red minus sign), 'Transfer a Course' (with a blue arrow), and 'Exchange a Course' (with a green plus sign and a red minus sign). A yellow arrow points to the 'Add a Course' button. Below the buttons, there is a 'NOTE: Please ensure you pay your \$300 registration deposit for this academic session. Refer to <http://sfs.yorku.ca/fees/deposit/> for deadlines.'

➤ Click on **Add a Course**



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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

[| 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.

The screenshot displays the 'MY ONLINE SERVICES' page for 'Passport YORK'. The user is logged in as 'agduncan'. The main heading is 'Registration and Enrolment', with sub-links for 'Select Academic Session', 'Session Summary', and 'Course Timetable'. A 'LOGOUT' button is visible in the top right. The 'Add A Course' section features a green plus icon and a 'Student Number:' field. The 'Result:' field contains the message 'The course has not been added.' (highlighted with an orange box), and the 'Reason:' field explains that the department's deadline for adding courses without permission has passed. Below this, course details are listed: Catalogue No: T40W01, Course: AP ANTH 1120 Cr=6.00.00 M Term:W, and Title: Making Sense of a Changing World. A 'Continue' button is located at the bottom of the section.


MY ONLINE SERVICES ▶

Passport YORK LOGOUT

Logged in as agduncan

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.

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 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 [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 Courses Website interface. At the top, there is a navigation bar with 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 navigation menu includes links for FACULTIES, LIBRARIES, YORK U ORGANIZATION, DIRECTORY, SITE INDEX, and CAMPUS MAPS. The left sidebar contains a 'York Courses Web Site' section with a search filter and a list of navigation options. The 'Plot My Timetable' option is circled in blue, and a yellow arrow points to it from the text on the left. The main content area features a 'SEARCH COURSE TIMETABLES' header, a 'Welcome to the York Courses Web site' message, and a 'New Student?' link. Below this is a 'York Courses Information' section with a list of links, including 'Plot My Timetable', which is also circled in blue and pointed to by a yellow arrow from the right.



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liberal arts &
professional studies



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 10th of the month following the date you began enrolling in courses.
 - *For example, if you begin enrolling into courses in **March**, then your deposit is due by **April 10th**.*

IF YOU BEGIN TO ENROL FOR SUMMER TERM COURSES:	...THEN YOU MUST PAY YOUR REGISTRATION DEPOSIT NO LATER THAN:
between March 1 and March 31	April 10
between April 1 and April 30	May 10
on or after May 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

- Tuition fees for Summer courses are due on May 10th, 2024.
- 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](#)?
- Familiarize yourself with the [ECON](#), [LA&PS](#) and [Current Students](#) websites including [important dates](#) and [deadlines](#).
- Check out the [Keele campus](#) virtually! Locate your classroom buildings on the map.
- Book an [In-Person or Virtual Keele Campus Tour](#)! Your tour guides are current students who will give you an insider's perspective (and some fun trivia!) on student life at York.
- Learn more about the [YU-card](#) here.
- First day of Summer Term: **May 6th, 2024**



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



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Important Dates

Undergraduate Summer 2024 Important Dates

➤ Be aware of dates and deadlines!

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](#)

Important Dates for Summer 2024

▼ **Summer 2024 Sessional Dates for Course Terms SU, S1, S2**

EVENT	SU	S1	S2
Course start date	May 6	May 6	June 24
Last date to add a course without permission of instructor	May 13	May 13	July 2
Last date to add a course with permission of instructor	May 27	May 21	July 8
Last date to drop course without receiving a grade	July 8	June 3	July 22
Summer break	June 18-21	N/A	N/A
Study days	August 7	June 18	August 7
Course Withdrawal Period (withdraw from course and receive a "W" on transcript – see Add and Drop Deadline Information below)	July 9-August 6	June 4-June 17	July 23-August 6
Course end date	August 6	June 17	August 6
Examinations	August 8-15	June 19-21	August 8-15
Notes	Tuesday, August 6 is a Virtual Day for Monday meets. This is to make up for the Monday, July 1 (Canada Day) University closure.		Tuesday, August 6 is a Virtual Day for Monday meets. This is to make up for the Monday, July 1 (Canada Day) University closure.

➤ [Summer 2024 Sessional Dates for All Other Course Terms](#)

➤ [Schedule of Summer Holidays and University Closings](#)



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Important Dates – Refund Table

TERM	AMOUNT OF COURSE FEE REFUNDED									
	100%	80%	70%	60%	50%	40%	30%	20%	10%	0%
Summer (Term SU)	Up to and including May 14	May 15- May 21	May 22- May 28	May 29- Jun 04	Jun 05- Jun 11	Jun 12- Jun 18	Jun 19- Jun 25	Jun 26- Jul 02	Jul 03- Jul 07	July 8 Onward
S1	Up to and including May 14	May 15- May 21	May 22- May 28	May 29- Jun 04	Jun 05- Jun 11	N/A	N/A	N/A	N/A	June 13 Onward
S2	Up to and including Jul 10	Jul 11- Jul 17	Jul 18- Jul 24	N/A	N/A	N/A	N/A	N/A	N/A	July 25 Onward
S3	Up to and including May 14	May 15- May 21	May 22- May 28	May 29- Jun 4	Jun 5- Jun 11	Jun 12- Jun 19	N/A	N/A	N/A	June 20 Onward

Sample Dates Only

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

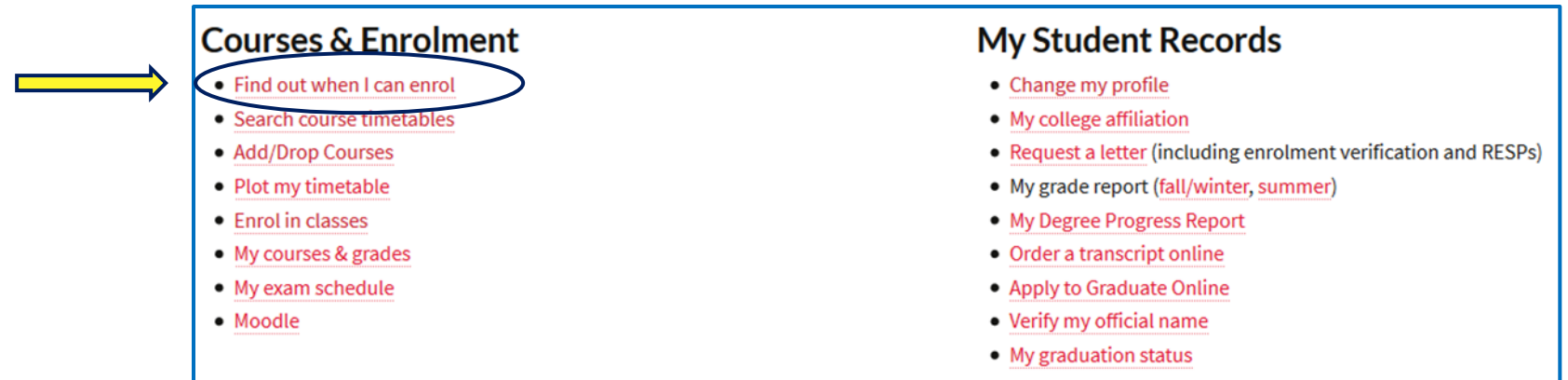
- Review the [Refund Table](#) corresponding to your program and term to see what penalties may apply.

➤ 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.



Find out when you can enrol for Fall/Winter 2024

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



The screenshot shows a navigation menu with two main sections: 'Courses & Enrolment' and 'My Student Records'. A yellow arrow points to the first item in the 'Courses & Enrolment' list, 'Find out when I can enrol', which is also circled in blue.

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:** Fall/Winter 2024 enrolment begins in the summer.

Check in June 2024 to see when your **enrolment window** opens, i.e., when you can start to enrol for Fall/Winter 2024.



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](#)
- › [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](#)

