

Visiting Students

A guide to York enrolment procedures, resources and important dates

How to Register and Enrol

1. Go to the Registrar's Office website. registrar.yorku.ca
2. Click on "Enrol in Courses" in the left navigation.
3. Select Visiting Students and then click on York's Enrolment Procedures, Resources and Important Dates.
4. Select Registration and Enrolment Module (REM).
5. You will be prompted to enter your Passport York username and password.

Passport York is York's primary method of online authentication. Anytime you access an online application that requires authentication, such as the Registration and Enrolment Module or viewing your financial statements, you will be prompted to sign into Passport York. If you have questions about Passport York (creating an account, employee versus student Passport York accounts, etc.), go to computing.yorku.ca.

6. Once you have been authenticated by Passport York, you will be taken to the Registration and Enrolment Module. Please note: It could take up to 48 hours to activate a Passport York account during busy times. Be sure to leave yourself enough time to enrol in classes.
7. Confirm the tuition fee rate currently on your York record and acknowledge the contractual fee agreement. Confirm your choice of degree program.
8. You can now proceed to enrol in courses.

Admission as a visiting student does not guarantee enrolment in any specific course(s), particularly those in high demand. We encourage you to enrol as early as possible and to identify alternate course choices.

Re-applying for Visiting Student status or continuation

When a new session starts, you may need to re-apply for visiting student status if:

- your GPA falls below 4.0 (on the York scale).
- you are attending York on a Letter of Permission. You must re-apply and submit a new Letter of Permission for each session.

Visiting students pursuing courses for a professional designation will be requested to visit the Office of Admissions to discuss continuation once you have completed 30 credits.

Your Account

Once you have enrolled in a course (courses), you must pay a deposit of \$300 by the 15th of the month following the date you began enrolling in courses. The deposit confirms your registration at York University and unlocks services you will need to prepare for the start of classes and continue through your courses.

sfs.yorku.ca/fees/deposit

To view your balance owing and payment due dates, check your online student account. Statements are posted to your account Web page approximately the middle of each month with payment due the following month.

sfs.yorku.ca/fees/paying

Important Dates

Keep on top of add/drop course deadlines, term work submission deadlines and holidays and university closings. registrar.yorku.ca/enrol/dates

Course Names & Credit Values

York courses are named in the following manner:

AP/EN 1001 3.00

AP = The designation of the Faculty offering the course (in this case, Liberal Arts & Professional Studies)

EN = The prefix of the teaching unit offering the course (in this case, English)

1001 = The number of the course, the first digit of which identifies the level of the course

3.00 = The suffix indicating the "credit value" of the course. The credit value normally correlates to the length of the course and the number of hours the course meets per week. A course with a 3.00 suffix would meet three hours per week for one term while a 6.00 suffix would normally meet for three hours per week for the session (or two terms).

Student Client Services

York's Student Client Services provides a variety of registrarial and financial services online and in-person. yorku.ca/scsweb



Services for Mature Students

The Atkinson Centre for Mature and Part-time Students (ACMAPS) provides support and services for mature students on campus. yorku.ca/acmaps

York Identification Card

York students are issued a YU-card, York's official photo ID card. The YU-card can be used as photo ID on campus for exams and OSAP pick-up. The YU-card also gives you easy access to on-campus services including the library and food outlets. yorku.ca/yucard

Transit and Parking

Transportation Services at York University actively work with local public transit agencies to provide the best possible services for the University community.

Transportation Services provides, route information, shuttle buses and sell transit passes. You can purchase parking passes and TTC Metropasses online to avoid line-ups. yorku.ca/transportation

Parking at York functions on both daily rates and monthly or sessional parking passes. yorku.ca/parking

Exploring Campus

Where to Eat?

York has more than 40 restaurants, coffee shops and cafeterias. Visit York Lanes, the Student Centre and the Technology Enhanced Learning building for major food outlets. A number of snack bars, cafeterias and pubs are located in various buildings. For a complete list visit yorku.ca/foodservices

Libraries

York University has five libraries, four on the Keele campus and one on the Glendon campus. The main location is the Scott Library.

You will need a YU-card to access library services and take out books. York's Library Web site provides a number of services including a catalogue search, access to e-journals and e-books and the Ask-A-Librarian Chat Reference Service, providing online real-time research assistance. library.yorku.ca

Computing at York

Once you have a Passport York account, you can activate a number of computing services, including e-mail, wireless internet and access to computer labs.

yorku.ca/computing/students

Stay Fit!

York's Tait McKenzie Fitness Centre is your healthy home away from home. Facilities include four gymnasiums, three studios, five squash courts, 25-metre swimming pool, nine tennis courts, five playing fields, a stadium, four softball fields, six ice surfaces and indoor and outdoor tracks.

Glendon Athletic Club is a 55,000 square foot, facility which includes a pool, group fitness studios, gym, soccer field, tennis courts and baseball diamond. You must have a YU-card and purchase a \$10 shoe tag to gain access to the Fitness Centre and have unlimited access to aerobics/cross training classes. Additional fees apply for instructional classes and other services. www.yorkulions.ca

Need Supplies? Photocopying?

York Lanes, the campus mall, provides banking and postal facilities, a dry cleaner, photo lab, computer repair and travel services. The York community promotes health and wellness, making C.I.M.S Drug Store and York Lanes Health Centre available to assist students. York Lanes is also home to the University Bookstore where you can purchase course books and office supplies. Photocopying and faxing services are available throughout the campus.

york-lanes.ca

bookstore.yorku.ca

Arts, Culture and Clubs

York has a diverse community for a number of interests. Movies, festivals, guest speakers and social events take place regularly. yorku.ca/yuevents