Welcome to First Year Enrolment & Planning at the Department of Economics!

Summer 2020

Objectives

1. A glossary to explain some common terms
2. An overview of Degree Program types and requirements
3. How to choose your courses
4. How to enrol in your courses
5. How to manage your progress toward graduation
6. What happens next, between today and the beginning of classes

GLOSSARY

Glossary

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.

Glossary

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.

Prerequisite:

A prerequisite course must be completed successfully before you can enrol in your requested course or program.

Co-requisite:

A co-requisite course (if it hasn't successfully been completed yet) must be taken concurrently with the requested course.

Course Credit Exclusion:

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

Glossary

Credits:

Each course has a 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.
- A 6.00 credit course meets at least 3 hours per week for Year 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.

Glossary

Academic Calendar:

The Calendar is the University's official reference document for all academic programs and requirements.
You must follow the Calendar for the year you entered the program (As a new student, you will follow the FW19-20 Calendar).

Go to www.registrar.yorku.ca/program/glossary/ for a more complete glossary of terms.

Degree Types and Requirements

Degree Program Types

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

Types of Honours Bachelor's Degrees:

1. Honours..... Single major
2. Specialized Honours..... 60 or more credits taken in single major
3. Honours Double Major... Equal amount of credits in 2 majors
4. Honours Major / Minor.... Single major plus a single minor

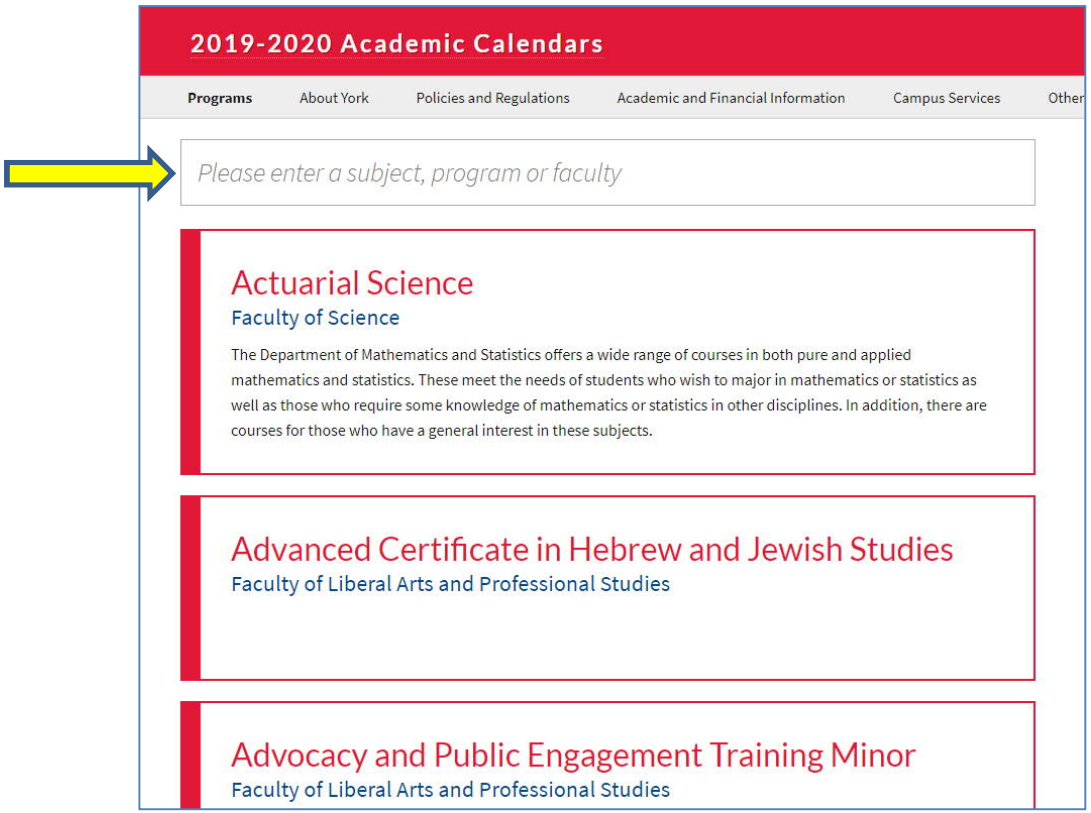
BACHELOR Degree:
90 credits usually completed over 3 years of full-time study

Degree Requirements

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

Major subject requirements

- Each degree program requires a primary area of concentration or Major.
- Each Major is comprised of mandatory credits. These credits can be found in the Academic Calendar: http://calendars.students.yorku.ca/



General Education requirements

Courses	Credits	Recommended Completion Time	Comments
NATS	6.0	Complete 1st General Education course within the first 24 credits and all General Education courses within the first 48 credits.	All students in LA&PS are required to take a minimum of 21 General Education credits
HUMA or SOSC*	9.0		
SOSC or HUMA*	6.0		

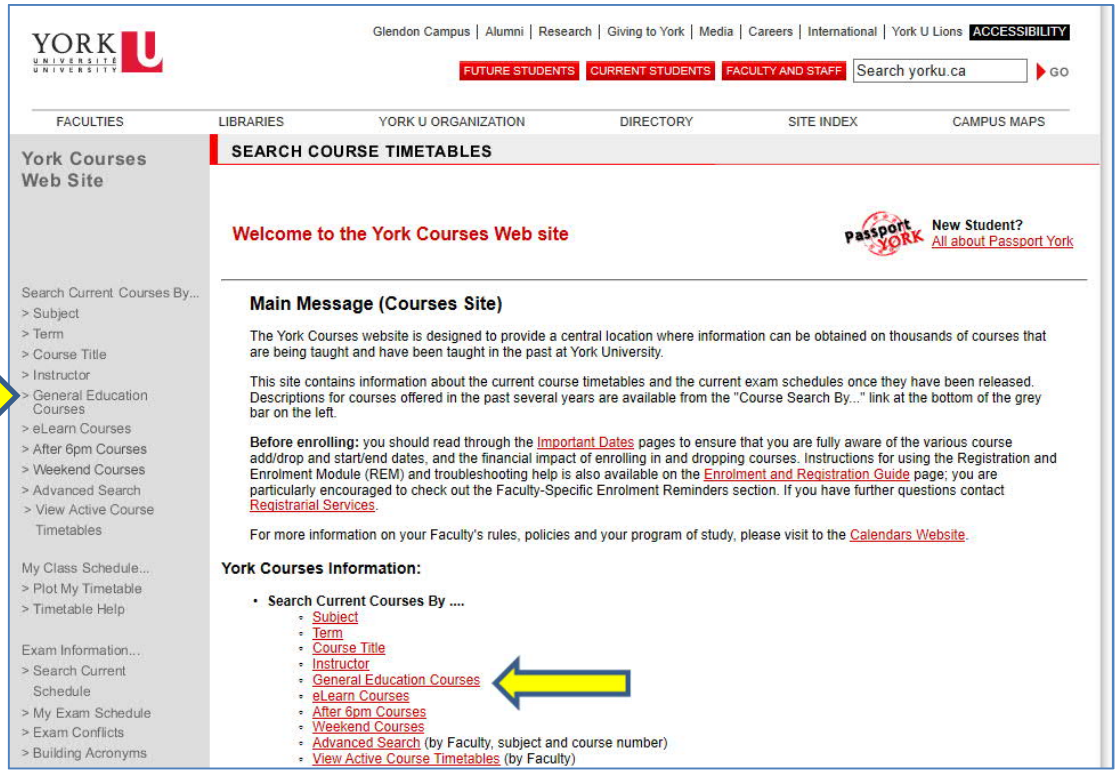
- * Select courses from the approved General Education Course list found on the York Courses Website (https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm)
- All General Education courses are offered at the 1000-level
- No double counting – you cannot use the same course to fulfill separate requirements

General Education requirements

To see the General Education Course list:

1. Go to the York Courses Website (https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm)

2. Select General Education Courses



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Credits Outside the Major & Free Choice

Credits Outside the Major:

- Credits Outside the Major are credits that are taken from another academic discipline.

Free Choice:

- Credits that can be taken within or outside the major.

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 @ 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 Standing and standards:

http://laps.yorku.ca/student-resources/academic-resources-and-faqs/academic-standing/

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

Residency

Residency:

- A minimum of 30 course credits and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at York University.

Graduation

Graduation:

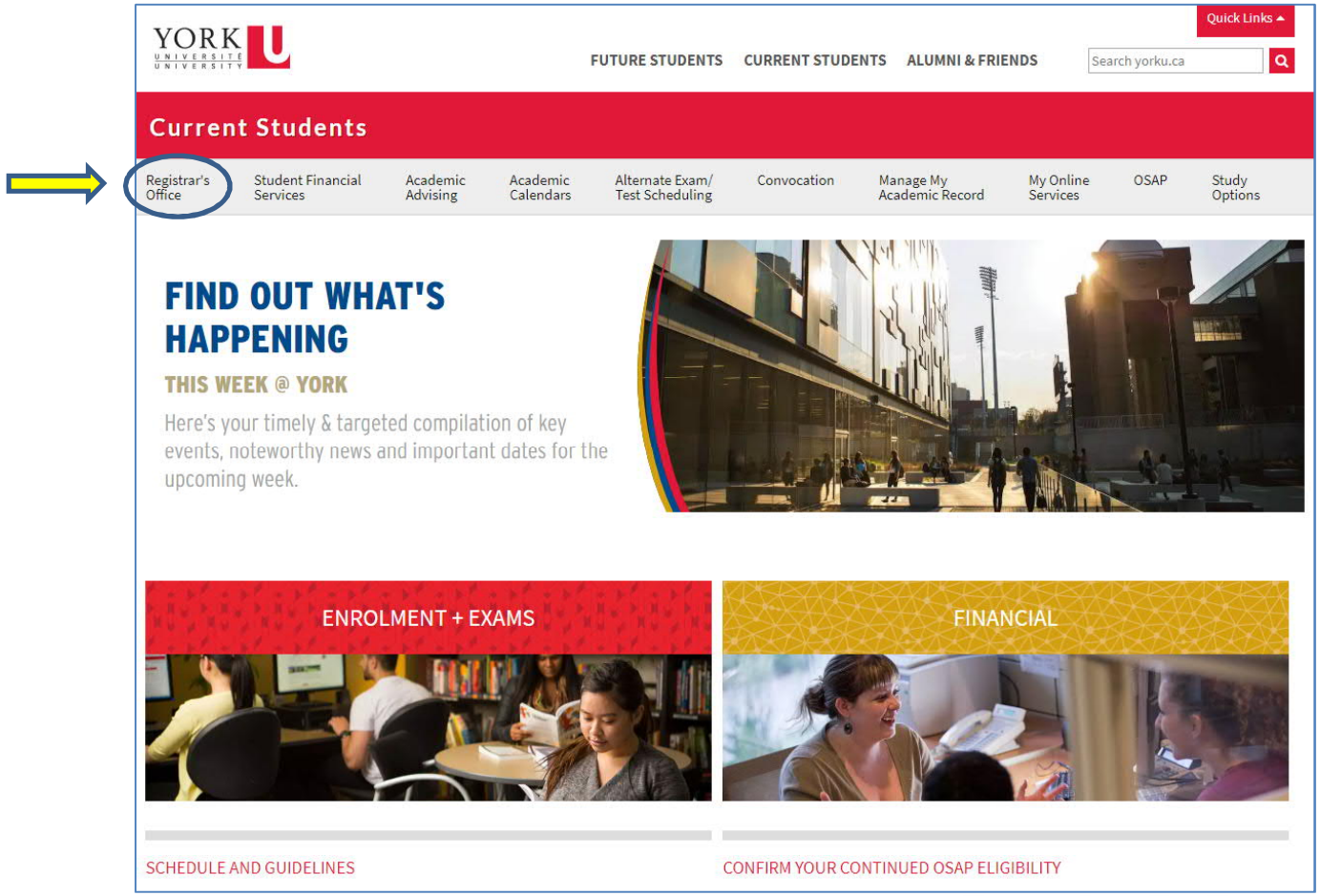
- To graduate in an Honours BA program, students must successfully complete (pass) at least 120 credits which meet Faculty of Liberal Arts and Professional Studies degree and program requirements. The cumulative grade point average (CGPA) must be at least 5.00.

- 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.

Choosing Your Courses

Choosing Your Courses

Go to www.yorku.ca and click on Current Students and then Registrar's Office



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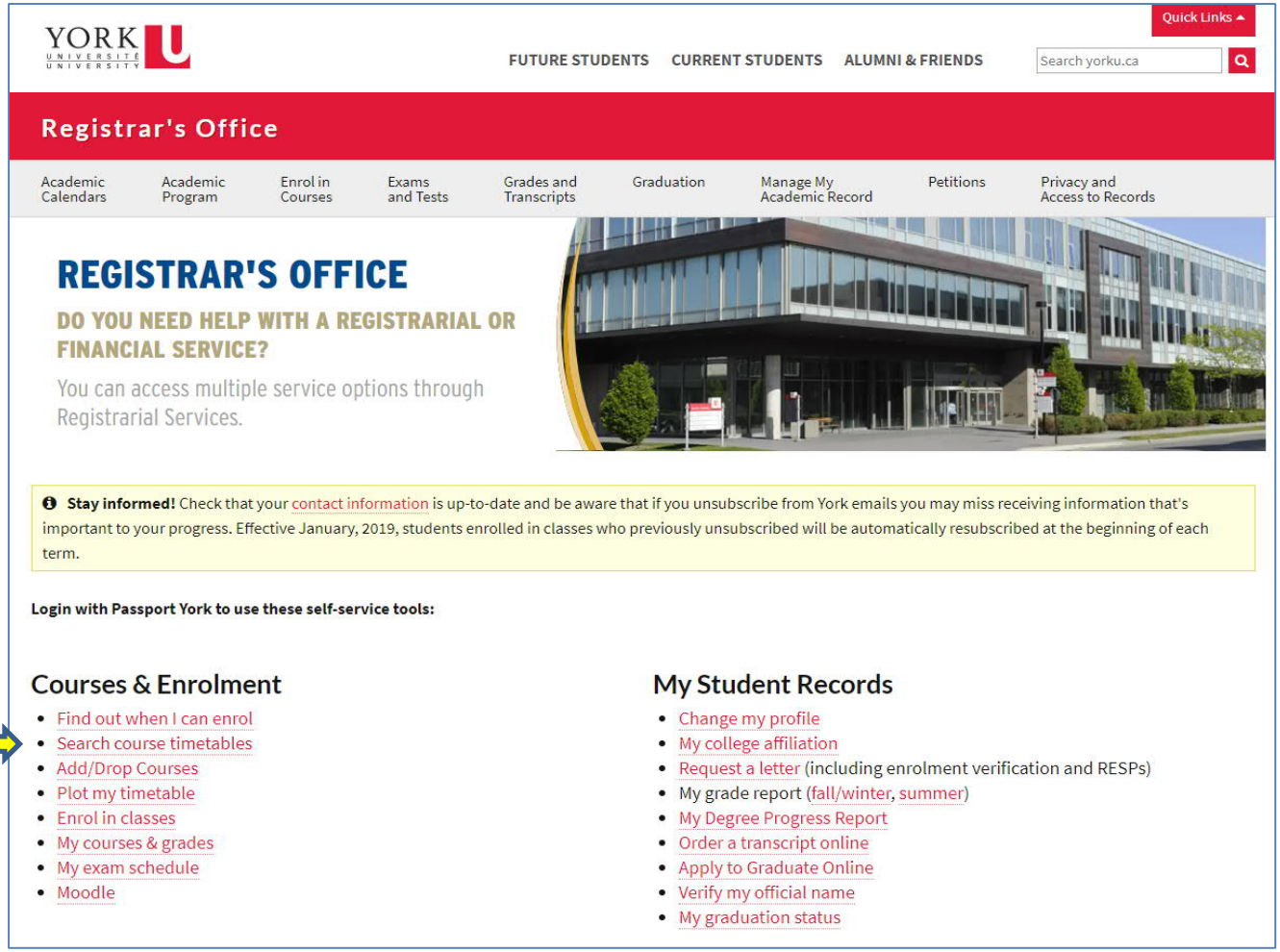
Choosing Your Courses

Click on Search Course Timetables



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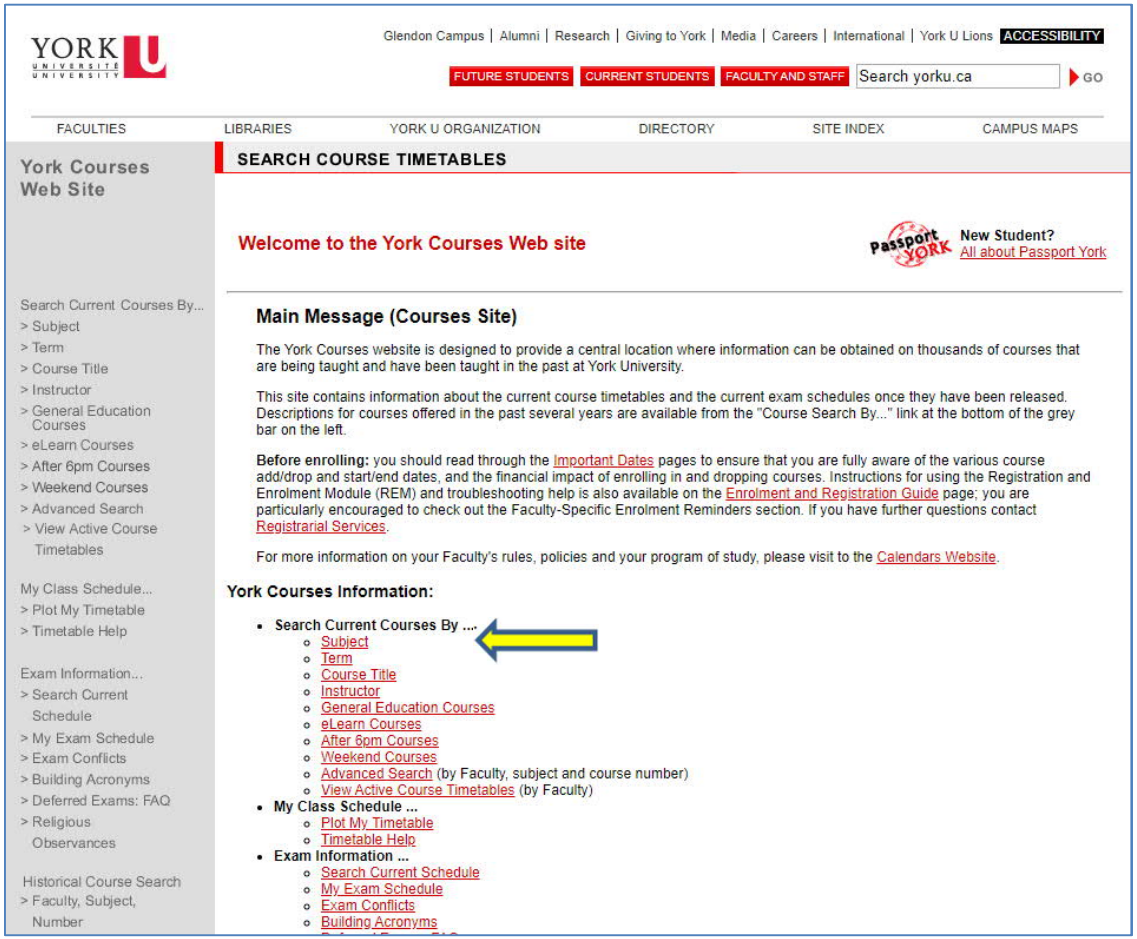
Choosing Your Courses

Search Current Courses by Subject



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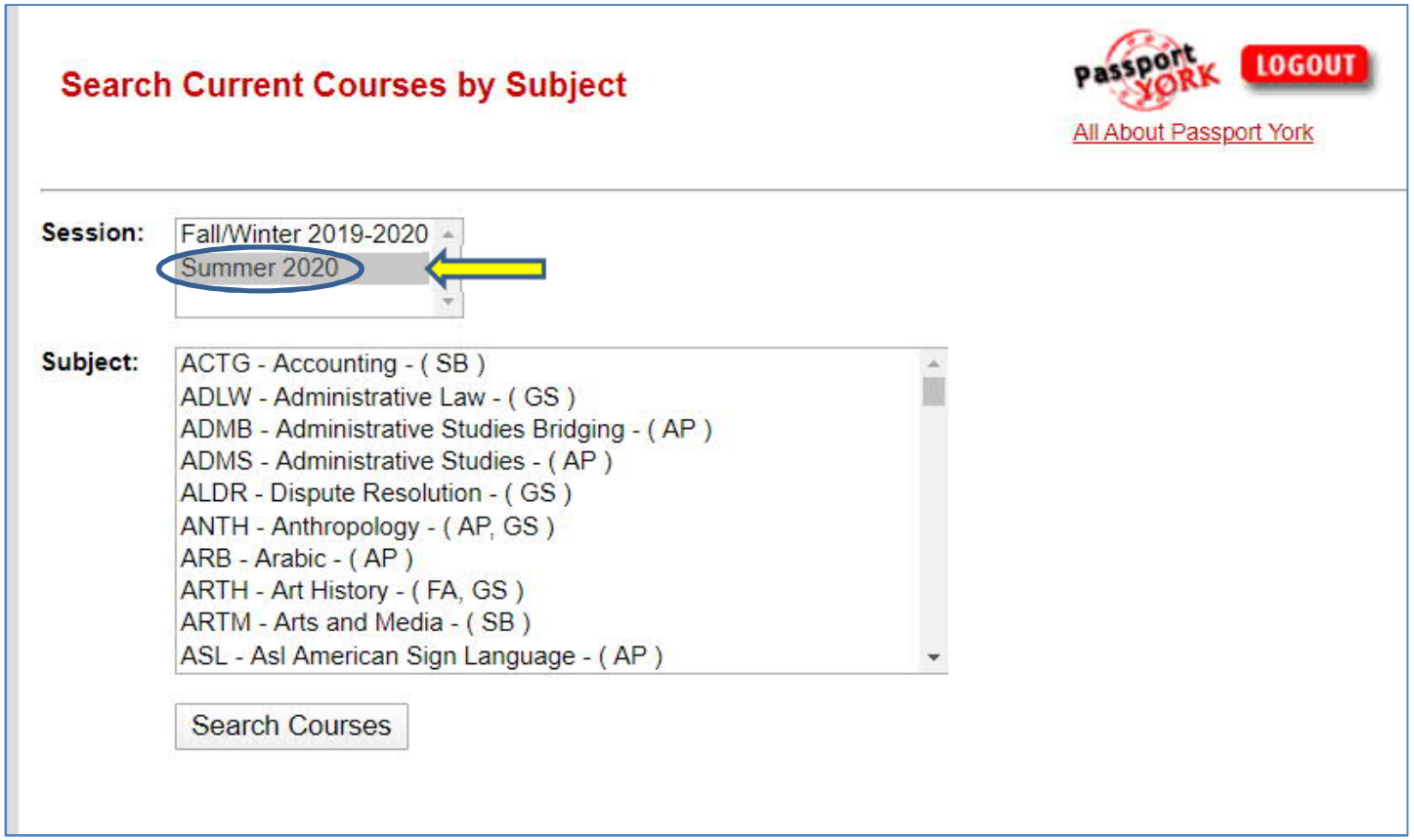
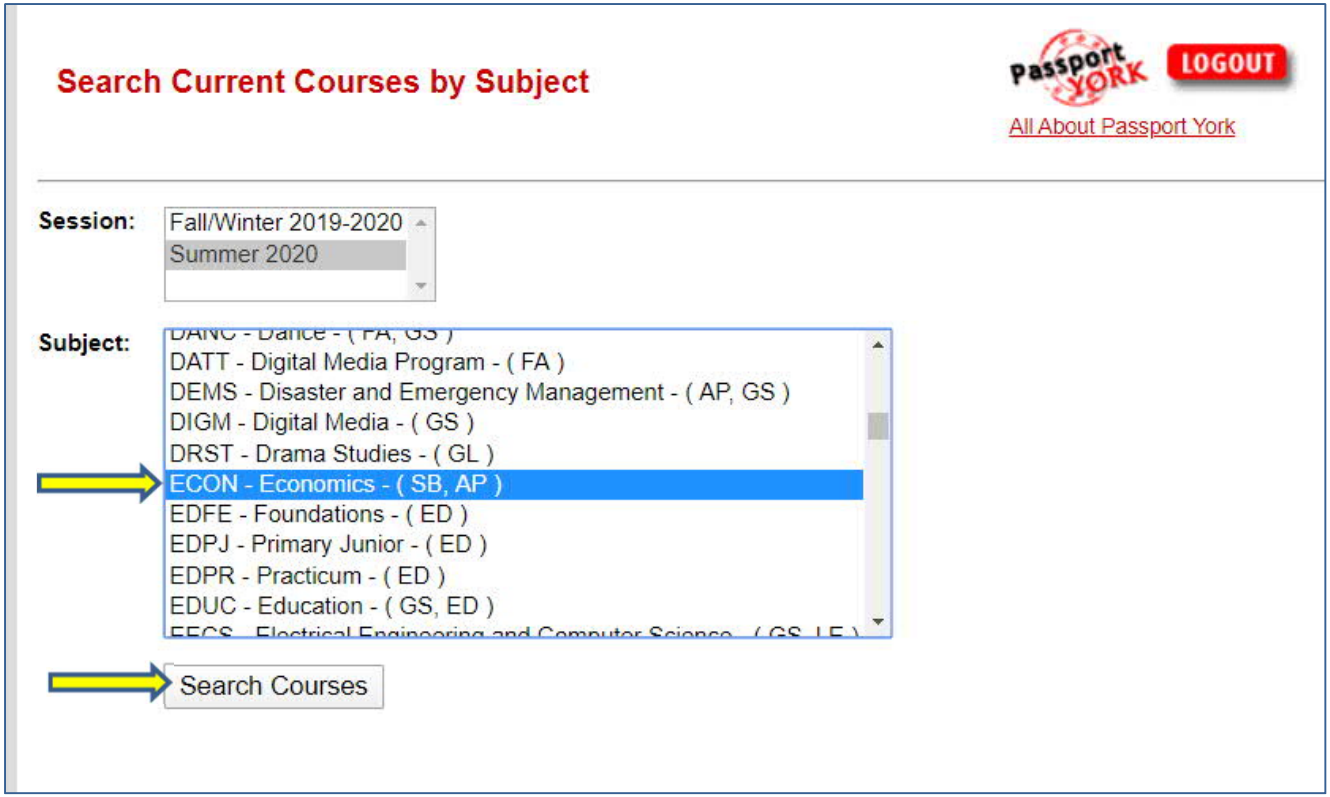
Choosing Your Courses

Choose Academic Session: Summer 2020



Choosing Your Courses

Highlight the Subject you want (e.g. ECON - Economics) and click on **Search Courses**



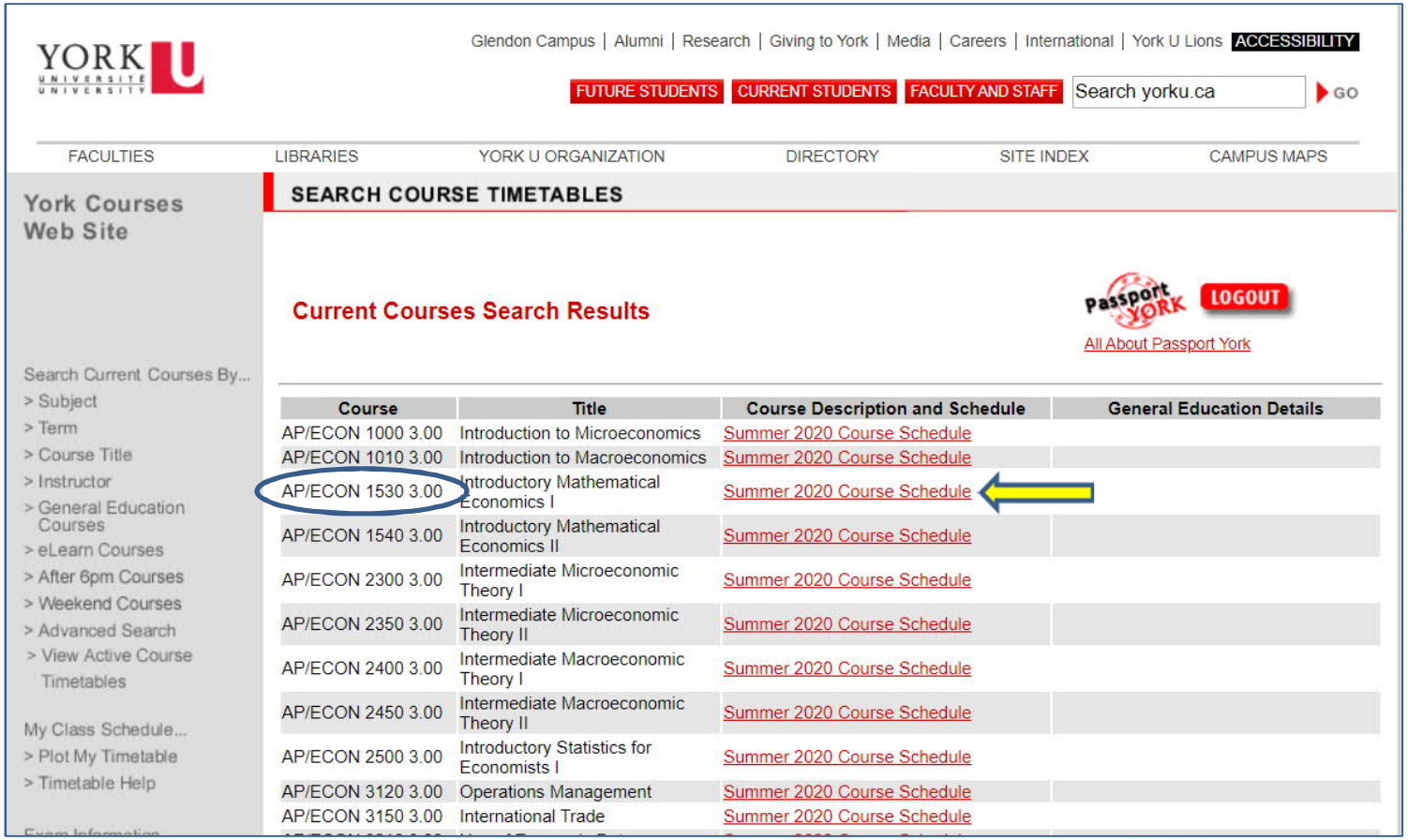
Choosing Your Courses

Find the Course you want information about

For Example:

Choosing Your Courses

Find the Course you want information about
(e.g. AP/ECON 1530 3.00 Introductory Mathematical Economics I)



Choosing Your Courses

Read the Course Description. Is this the course for you? Also check prerequisites, corequisites, course credit exclusions, and General Education eligibility.

AP/ECON 1530 3.00 Introductory Mathematical Economics I

New Student?
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. 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

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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 W	16:00 16:00	180 180	VH C VH C	######		

Terms:

SU (Summer) May to August
S1 (Summer Term 1) May to Mid-June
S2 (Summer Term 2) Mid-June – August
F (Fall) September to December
W (Winter) January to April
Y (Year) September to April

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.

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:

See “Building Acronyms” on left navigation bar.

CAT #:

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

Go to: http://www.registrar.yorku.ca/enrol/guide/

Using the Visual Schedule Builder

You can use the Visual Schedule Builder!

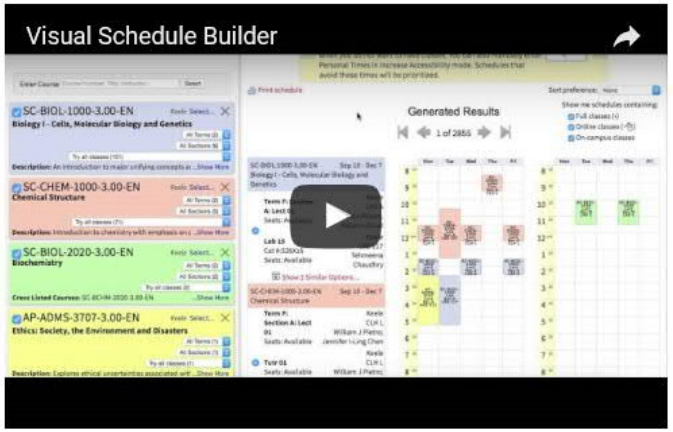
http://registrar.yorku.ca/enrol/guide/vsb

Visual Schedule Builder

Visual Schedule Builder (VSB) is an online self-serve tool to assist you in planning your academic schedules. It allows you to graphically view schedule options, choose desired courses, and eventually create a timetable based on the courses and times that work best for you. The VSB arranges selected courses into conflict-free timetable options and displays them in an easy-to-read weekly schedule.

PLEASE NOTE:

- **The VSB does NOT register you in courses, but helps you create an optimal course schedule from which you can then enrol in courses through the Registration and Enrolment Module (REM).**
- **The Visual Schedule Builder is NOT meant to replace academic advising or degree audit. It does not check your course prerequisites or financial or enrolment blocks.**



Use your Passport York login to access the VSB.

Step-by-step instructions as well as tips and tricks on how to use the tool are listed in the tabs below.

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

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Building a class schedule

Once you have decided on the course section to enrol in, note the Cat # (Catalogue Number)

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

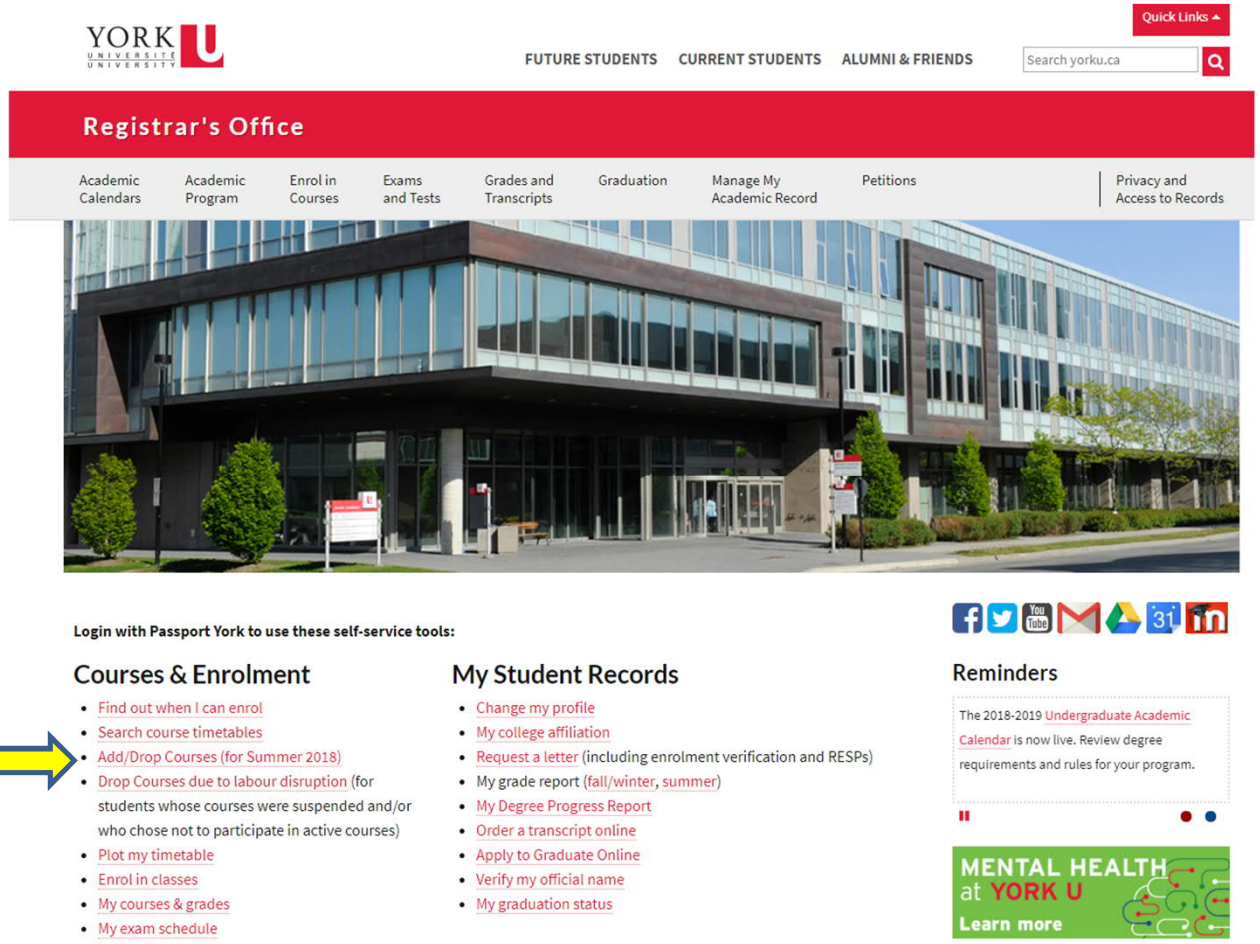
Seats Available: Remaining seats may be restricted.
Section Director: Not Available

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			

Enroling in Courses

It's time to enrol!

Click on Add/Drop Courses



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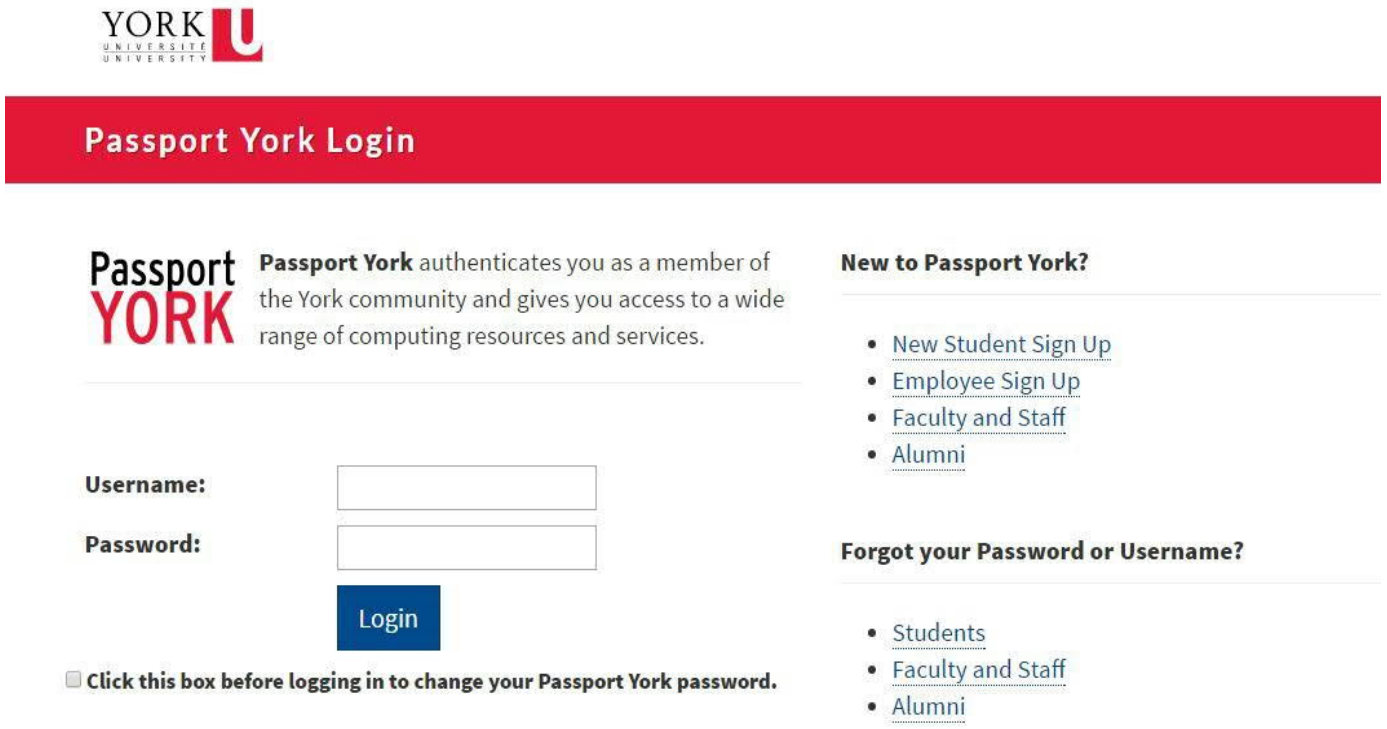
Login to Passport York

Remember your Passport York Username & Password!



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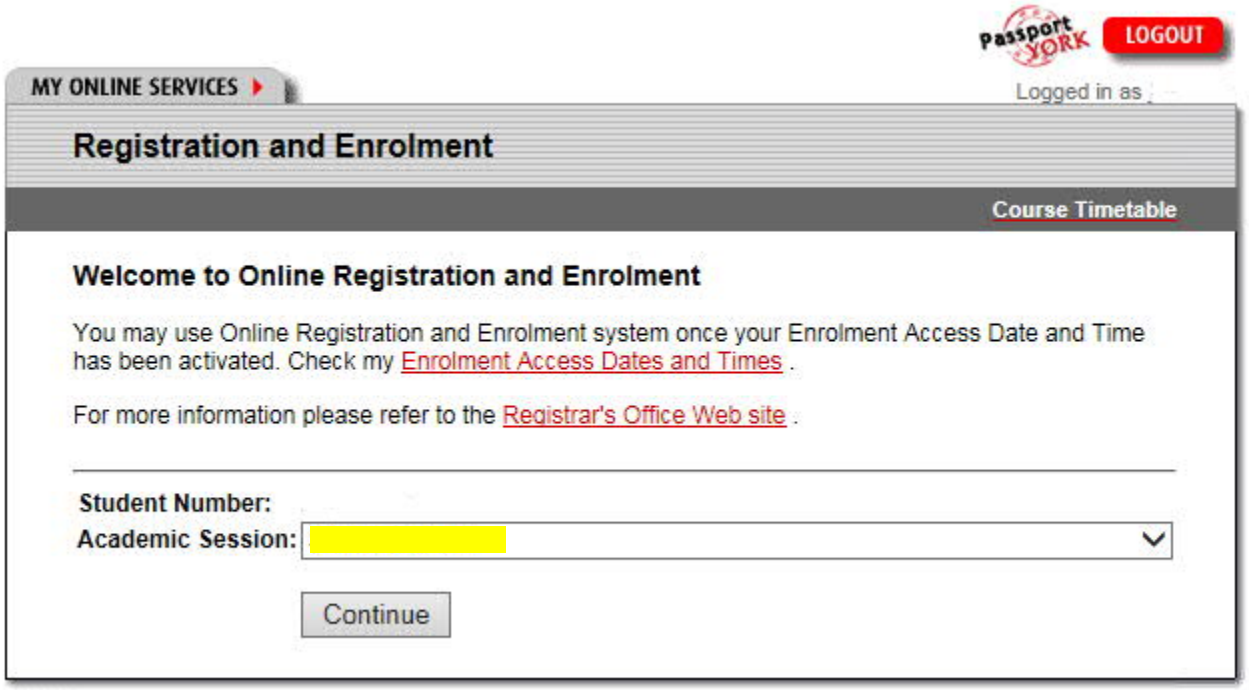
Enroling in courses

Choose Academic Session: Summer 2020

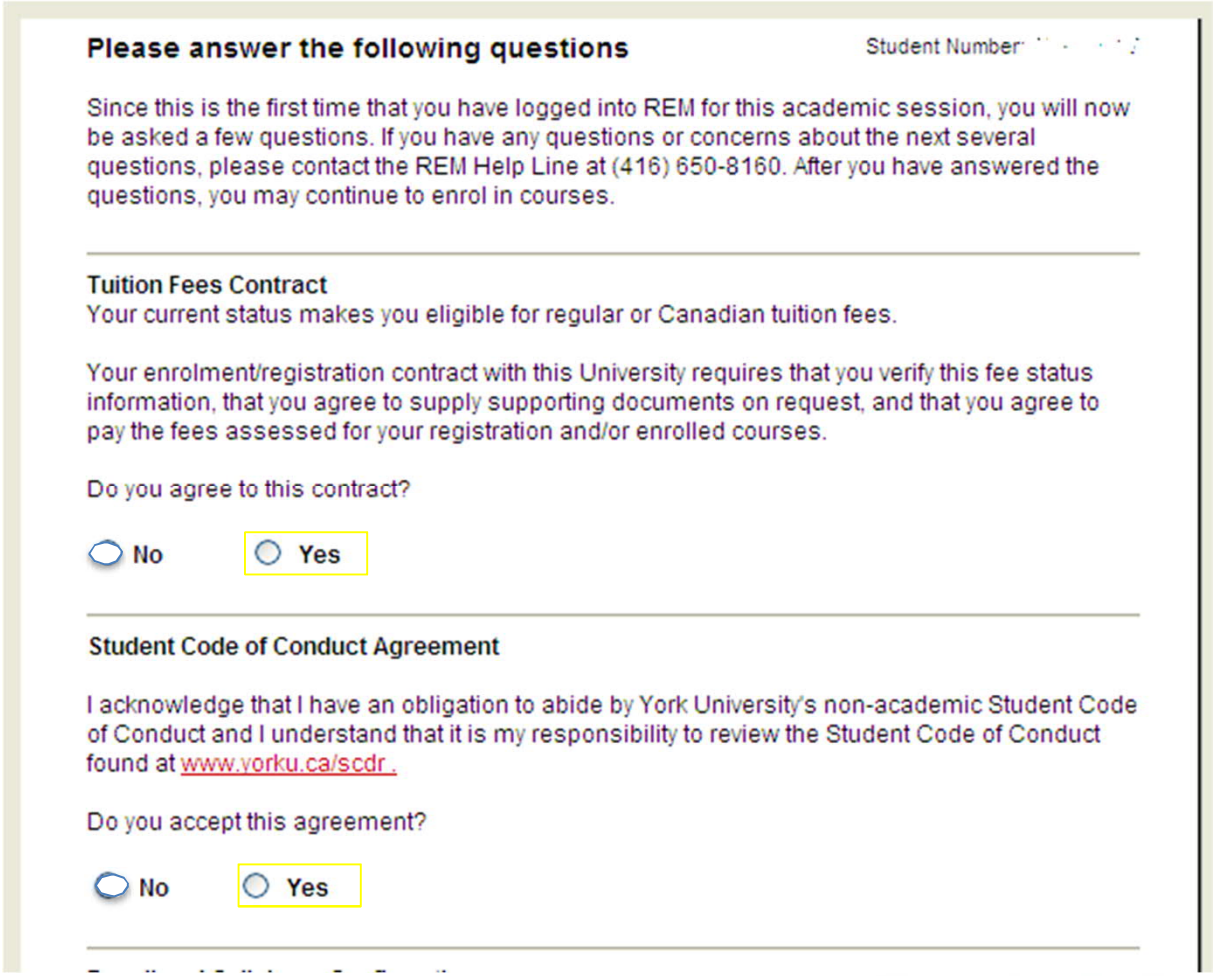
And correct program:

- Honours Bachelor: 120 credits
- Bachelor: 90 credits



Enroling in courses

Read and answer the following questions...



Please answer the following questions

Student Number:

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

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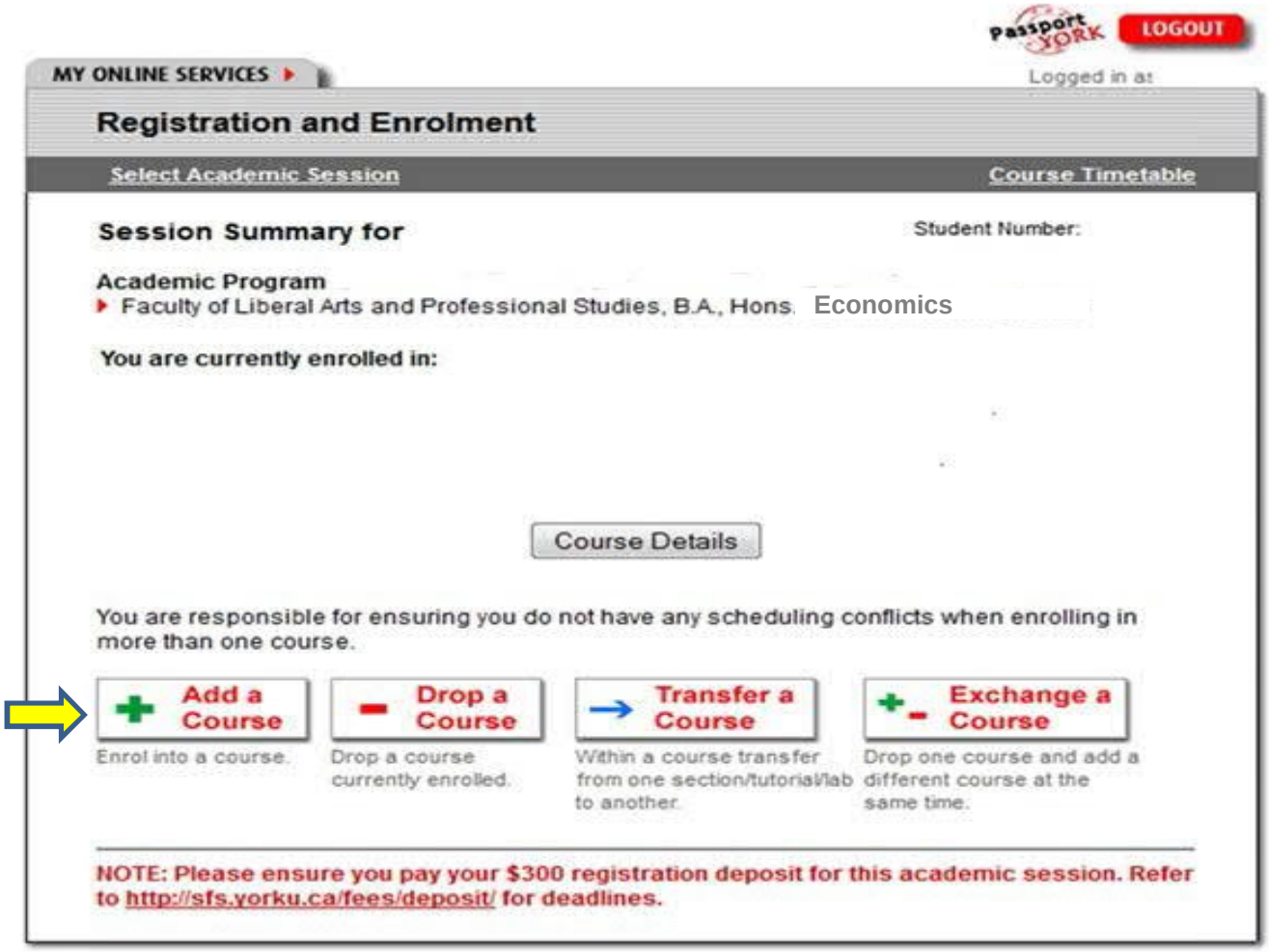
Enroling in courses

Click on Add a Course



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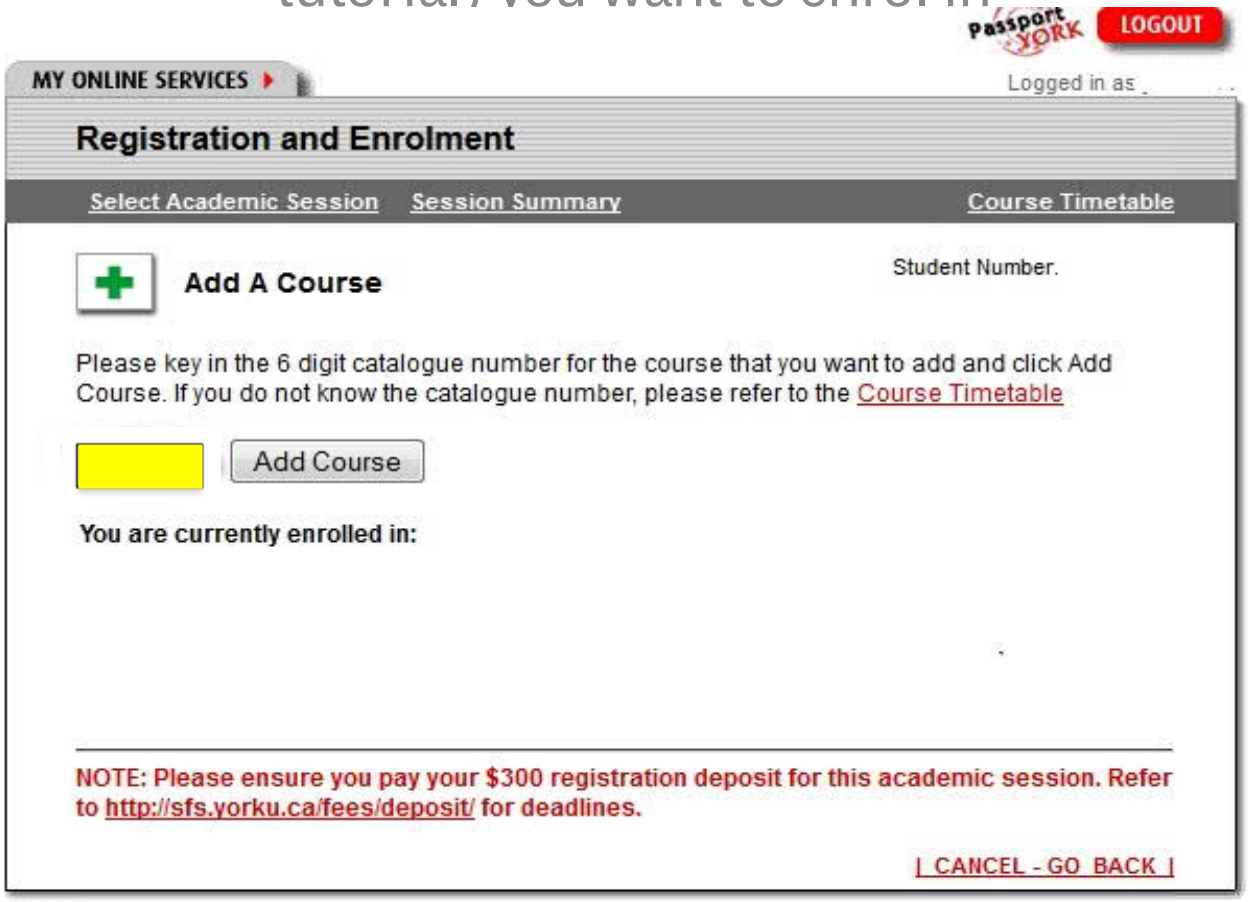
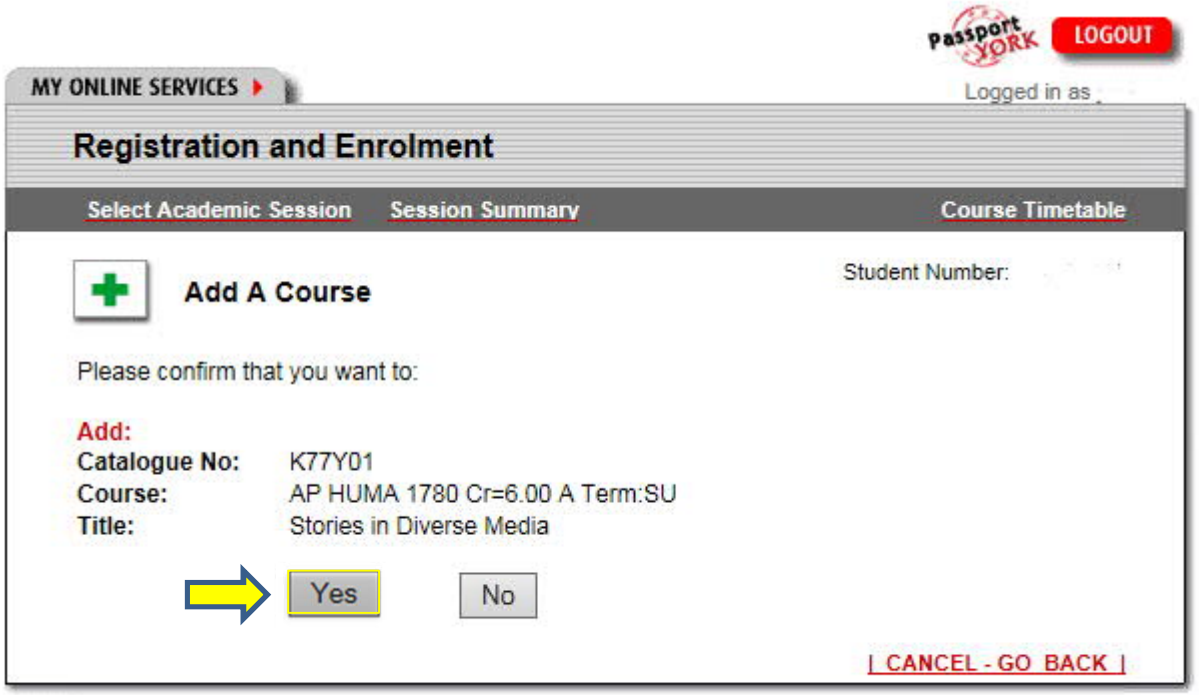
Enroling in courses

Enter the Cat # (Catalogue Number) of the course (including tutorial) you want to enrol in



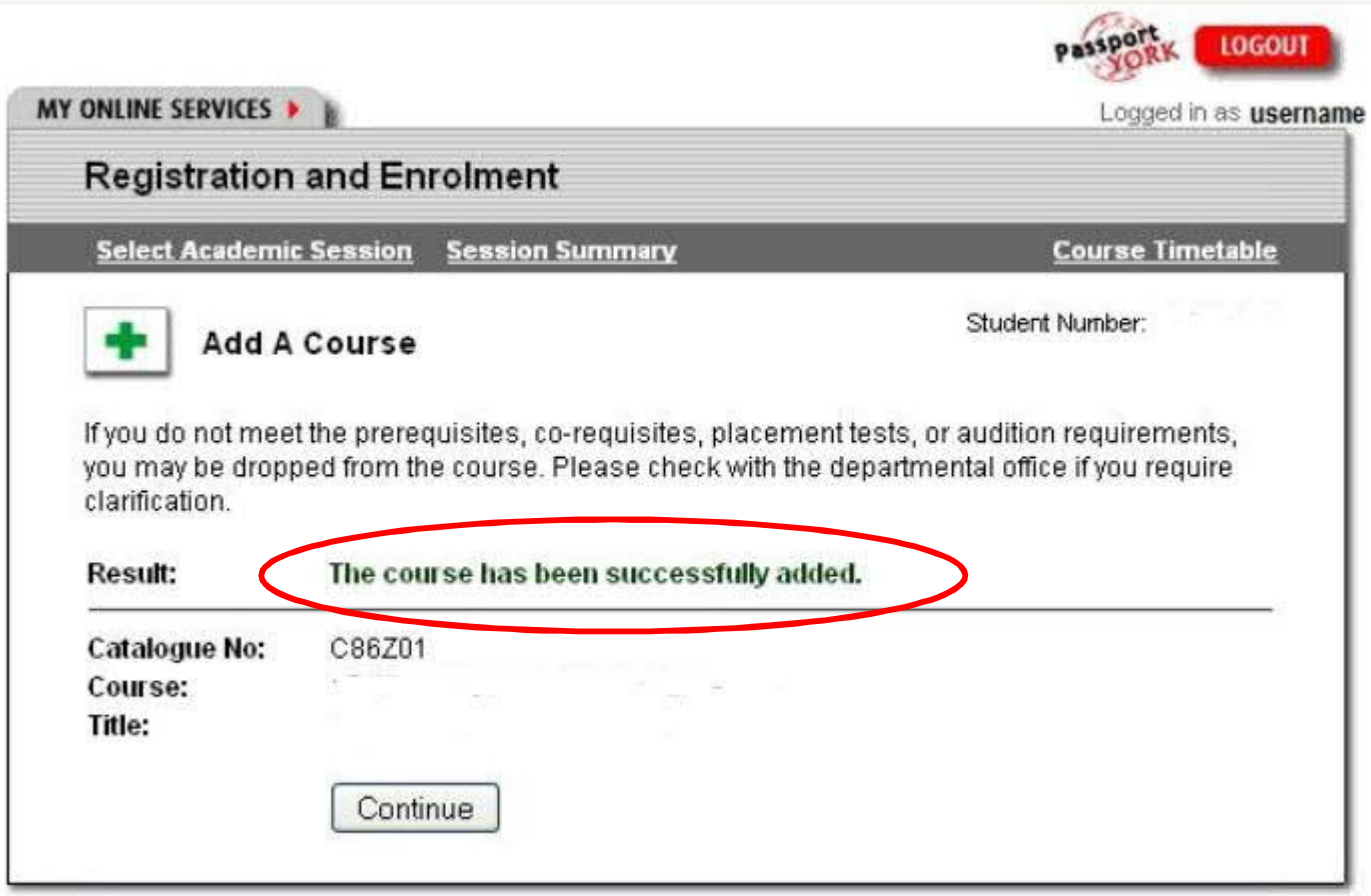
Enroling in courses

Confirm this is the course (including section and tutorial, if applicable) you want to enrol into.



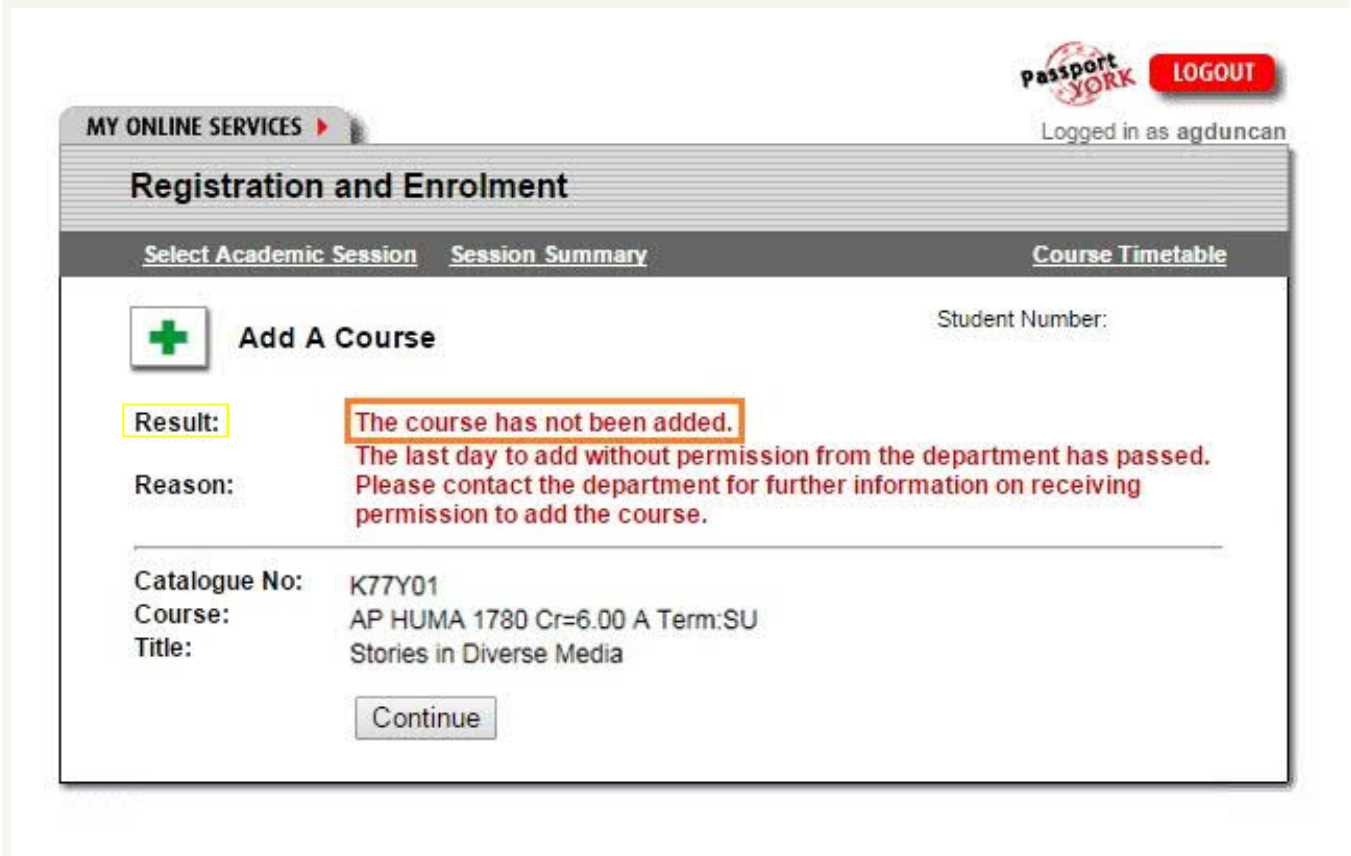
Please note that this is only an example.

Enroling in courses



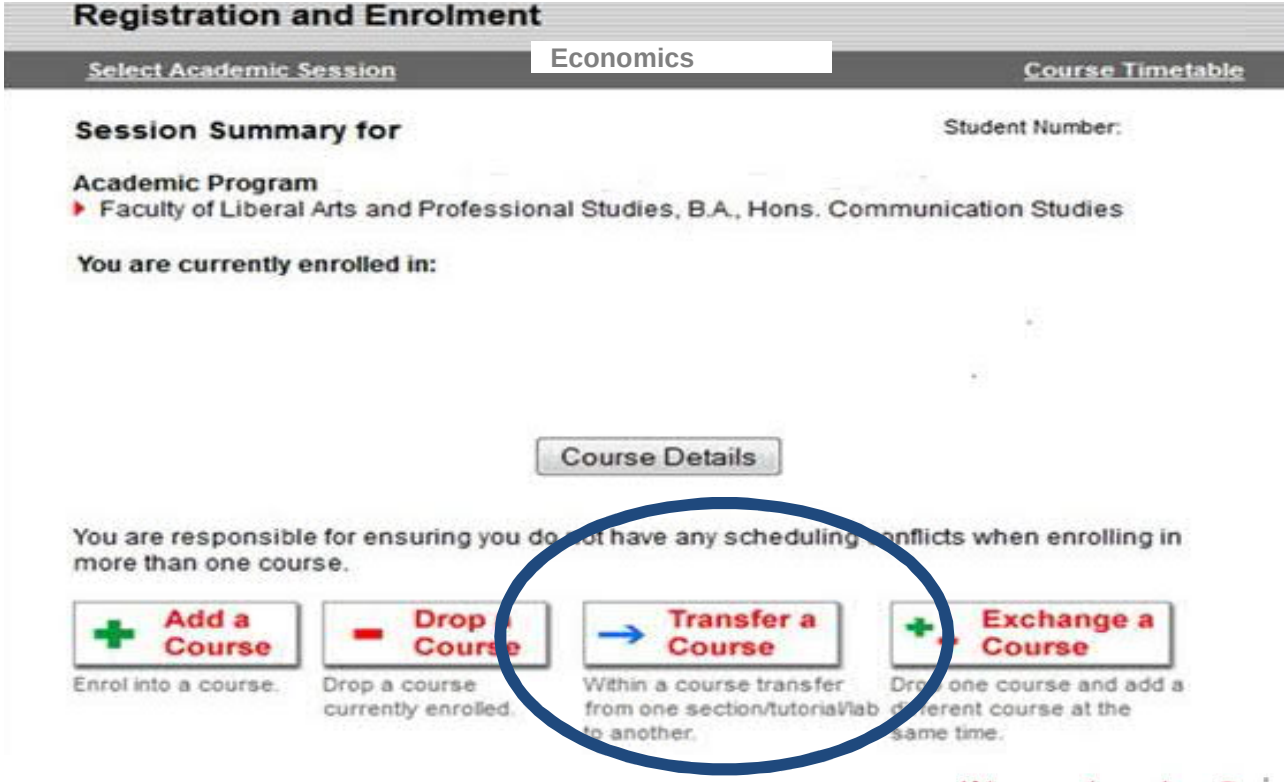
Enroling in courses

This is an example of a failed course add



Transferring Sections in a Course

- 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 to avoid any fees.



Enroling in courses

If a course is reserved...

The expression "Course 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 call the HUMANITIES Department

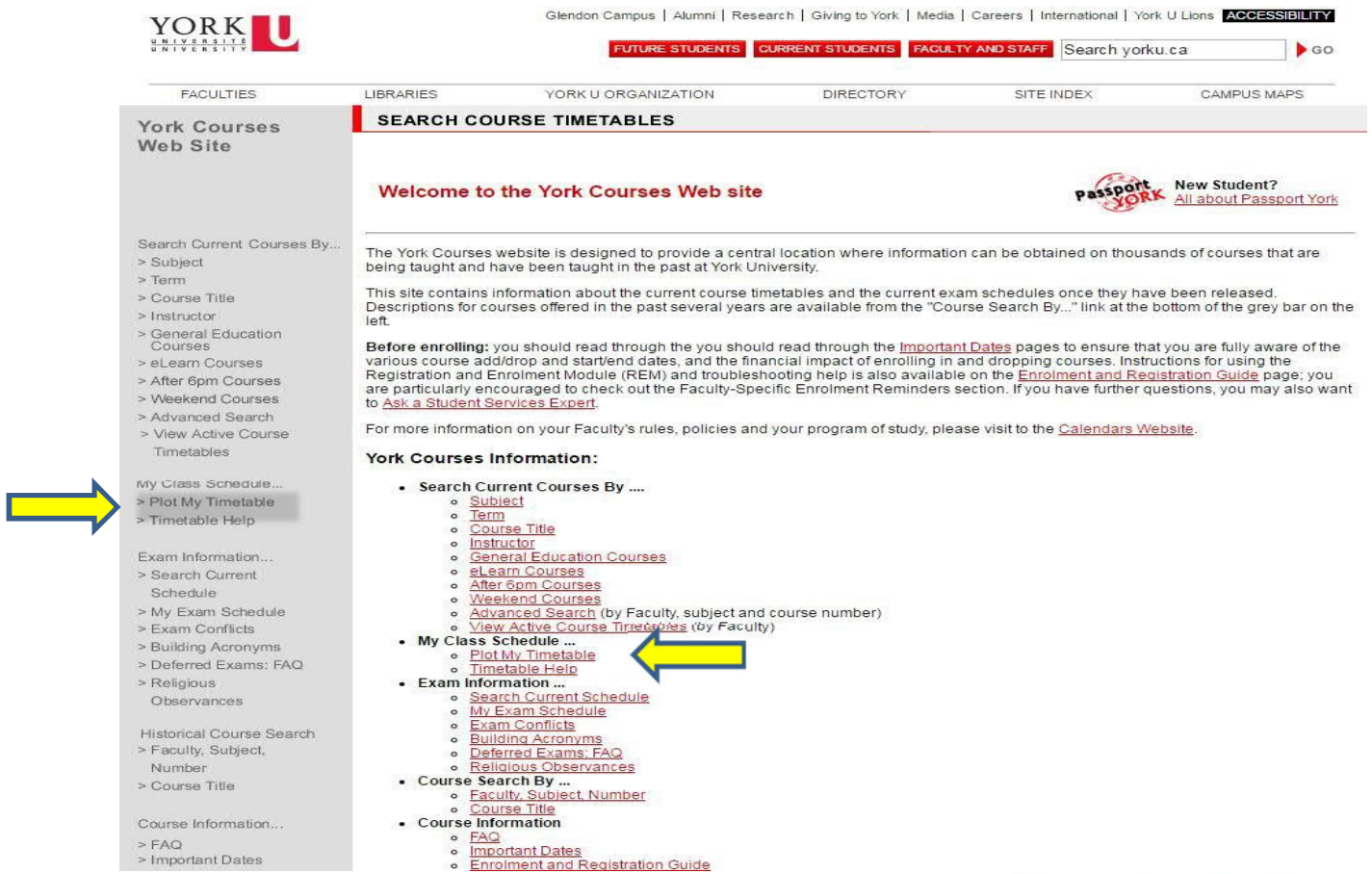
You should know:

1. Your student number
2. The Course Code
3. The Section Letter
4. 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 Plot My Timetable to make sure there are no conflicts.



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Plot your timetable

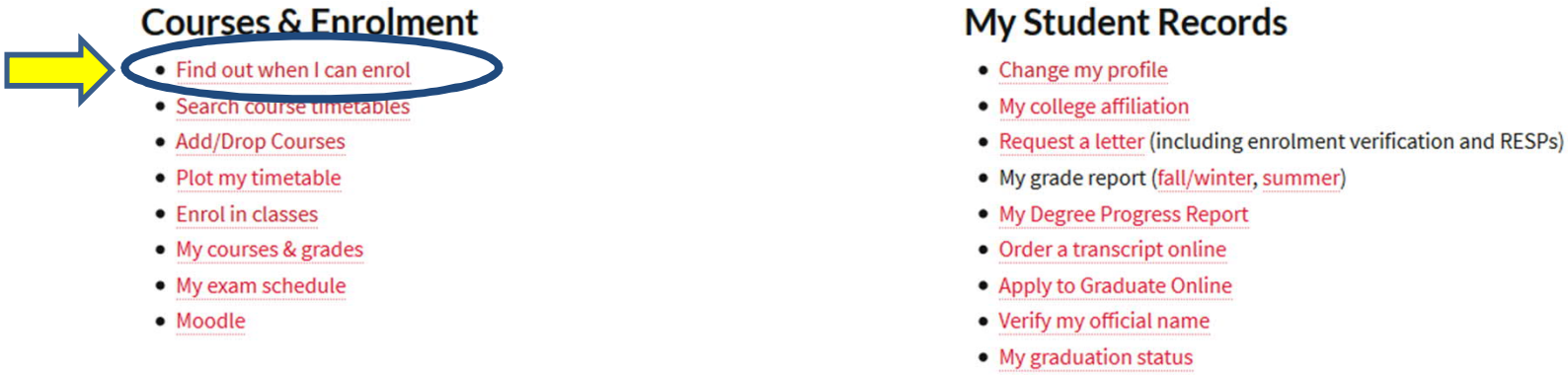
Make sure there are no conflicts in your schedule.

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					

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

Find Out When You Can Enrol
for Fall/Winter 2020-2021

*Go to www.yorku.ca and click on Current Students and then Registrar's Office



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
- Moodle

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

IMPORTANT: Fall/Winter 2020-2021 enrolment begins in June. Check your enrolment window and enrol in both fall and winter courses!

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Managing Your Progress

Where to Go for Help?

The Department of Economics provides academic advising to all Economics majors (FBEC, BUEC, 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).

For Economics Academic Advising:
https://econ.laps.yorku.ca/program-advising-information/

Need Support on Campus?

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

The Learning Commons
Writing Instruction pod on the 2nd floor of Scott Library
http://www.library.yorku.ca/cms/learning-commons/

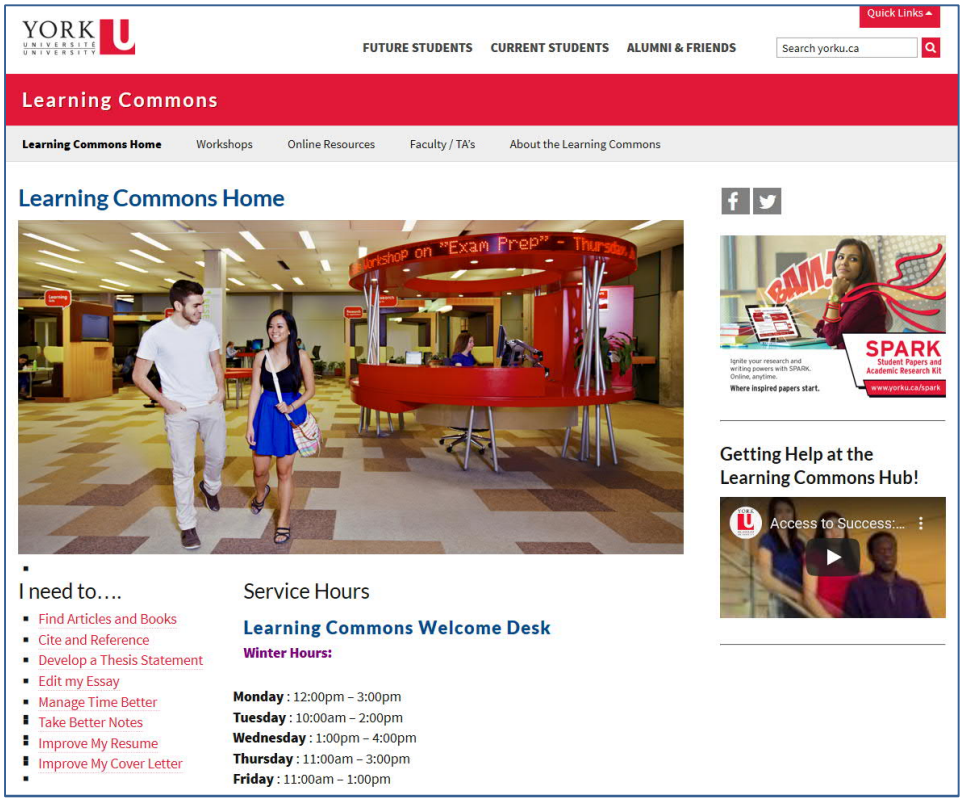
The Writing Centre
311 South Ross
http://www.yorku.ca/laps/writ/centre/

Student Accessibility Services (SAS)
https://accessibility.students.yorku.ca

Student Counselling and Development
Bennett Centre for Student Services
https://counselling.students.yorku.ca/

York International
York Lanes, #200
https://yorkinternational.yorku.ca/

ESL Open Learning Centre (open to all students)
311 South Ross
https://eslolc.laps.yorku.ca/



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Important Dates

Undergraduate Summer 2020 Important Dates

EVENT	SU	S1	S2
Course start date	May 4	May 4	June 22
Last date to add a course without permission of instructor	May 19	May 8	June 26
Last date to add a course with permission of instructor	June 1	May 19	July 3
Last date to drop course without receiving a grade	July 10	June 1	July 22
Reading Week	June 16-19	N/A	N/A
Study days	Aug. 1 Aug. 2 Aug. 4 Aug. 6	June 16	Aug. 4 Aug. 6
Course Withdrawal Period (withdraw from course and receive a "W" on transcript – see **Add and Drop Deadline Information** below)	July 11-Aug. 5	June 2-June 15	July 23-Aug. 5
Course end date	Aug. 5	June 15	Aug. 5
Examinations	Aug. 7-14	June 17-19	Aug. 7-14

https://registrar.yorku.ca/enrol/dates/su20

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. 10	Sept. 11 - 17	Sept. 18 - 24	Sept. 25 - Oct. 1	Oct. 2
Y	Sept. 10	Sept. 11 - 17	Sept. 18 - 24	Sept. 25 - Oct. 1	Oct. 2
W	Jan. 12	Jan. 13 - 19	Jan. 20 - 26	Jan. 27 - Feb. 2	Feb. 3
WS	Jan. 12	Jan. 13 - 19	Jan. 20 - 26	Jan. 27 - Feb. 2	Feb. 3

Dropping or changing courses may cost money. 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. it is full, you will still 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 table above for the term in which you have enrolled to see what the financial impact will be.
https://sfs.yorku.ca/refunds/tables
Once the Refund Tables for the summer session are available, please review those corresponding to your program and term to see what penalties apply.

What Happens Next?

Between now and when classes start…

A Registration Deposit of $300 must be paid by the 10th of the month following the date you began enrolling in courses.

For example, if you begin enroling into courses in February, then your deposit is due on March 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

Please remember it takes 3 business days for the tuition charge to appear on your student account. Since the deposit is part of your tuition, it will not appear as a separate charge on your student account online statement.

It will also take 3 business days to process most payments to the University.

How & When to Pay

Tuition fees for Summer courses are due on May 10th.

Please visit the following link for information on How & When to Pay:
https://sfs.yorku.ca/fees/paying

The View & Understand Your Statement webpage provides an explanation of your monthly statement.

Between now and when classes start…

- Get familiar with the LAPS and Current Students websites including important dates and deadlines.
- It's a good idea to familiarize yourself with the campus; try to find all of your classrooms before classes start. Check out the Keele Campus Map!
- Get your YU-Card (York I.D.) at the William Small Centre, Room 200.
- First day of summer term: May 4, 2020

UIT Service Desk Counters

- Provides a range of services for York students
- New students: If you are experiencing issues with your Passport York please contact UIT Service Counters.
- Other Services include: Manage my computer services, e-mail, software downloads, help services, etc.

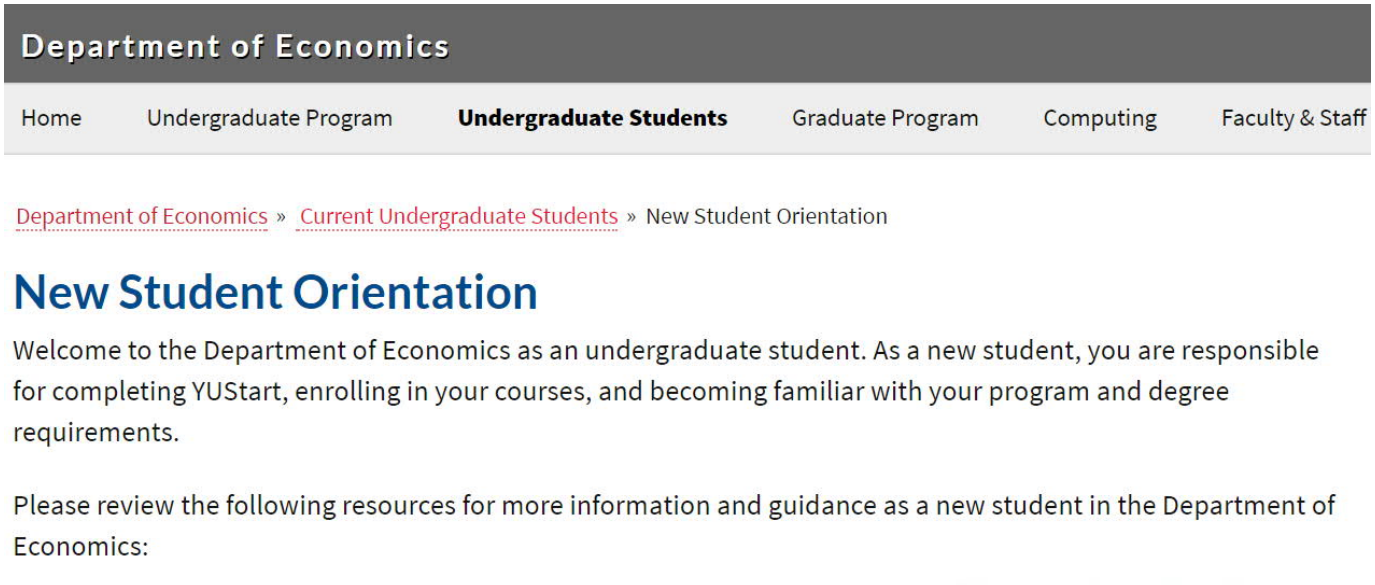
Service counters and Contact information:

- Service Counter at Scott Library
- Steacie Building Main Hallway

Need to review something?

This entire presentation is available at the Department of Economics New Student Orientation Web page.

1. Go to: http://econ.laps.yorku.ca
2. Hover over: Undergraduate Students
3. Click on: New Student Orientation
4. Click on: New Student Presentation (PDF)



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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

https://econ.laps.yorku.ca/contact/

Program Advising: https://econ.laps.yorku.ca/program-advising-information/

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