

A photograph of VARI HALL at dusk. The building is a large, circular structure with a prominent glass entrance and a curved facade. The sky is a deep blue, and the building's interior lights are glowing. A red text box is overlaid on the right side of the image.

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

The image shows the exterior of Varn Hall at dusk. The building is a large, curved structure with a prominent central entrance. The facade is composed of light-colored stone or brick with horizontal bands of darker material. A large glass entrance is visible, and the interior is brightly lit. The sky is a deep blue, and the overall atmosphere is serene. A red banner with the word "GLOSSARY" is overlaid on the right side of the image.

# 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/](http://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:

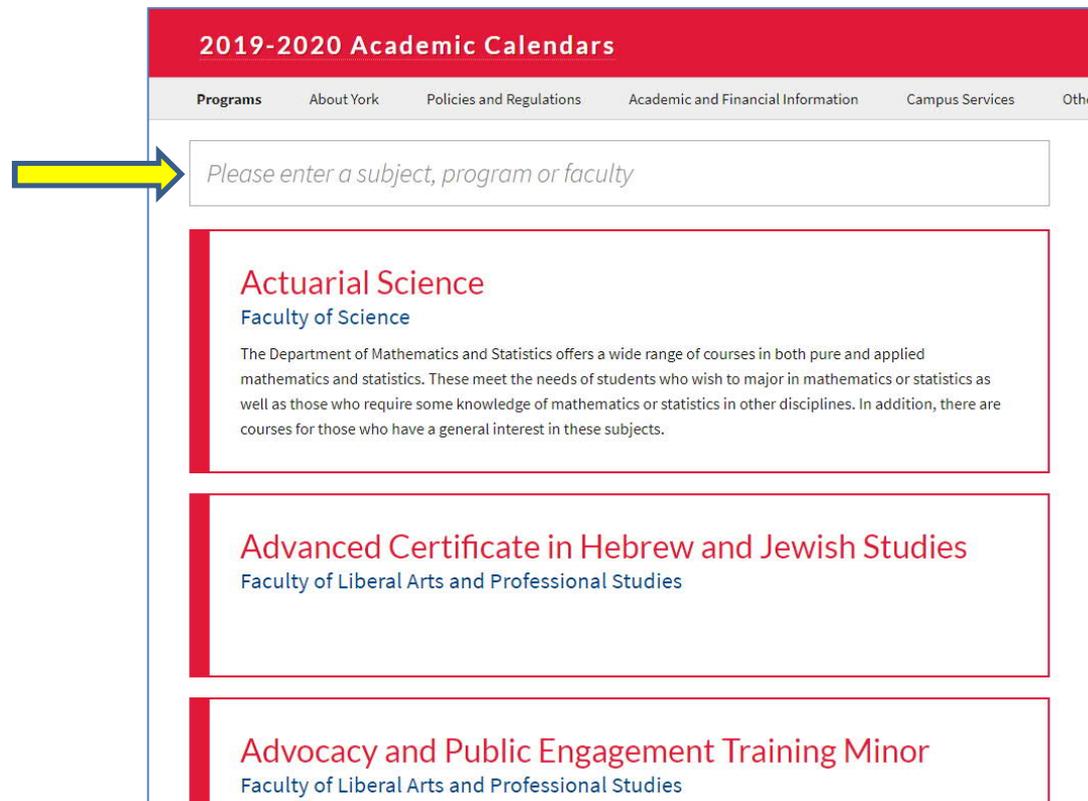
90 credits usually completed over 3 years of full-time study

# 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/>



The screenshot displays the '2019-2020 Academic Calendars' website. A yellow arrow points to a search input field with the placeholder text 'Please enter a subject, program or faculty'. Below the search field, three search results are listed:

- Actuarial Science**  
Faculty of Science  
The Department of Mathematics and Statistics offers a wide range of courses in both pure and applied mathematics and statistics. These meet the needs of students who wish to major in mathematics or statistics as well as those who require some knowledge of mathematics or statistics in other disciplines. In addition, there are courses for those who have a general interest in these subjects.
- Advanced Certificate in Hebrew and Jewish Studies**  
Faculty of Liberal Arts and Professional Studies
- Advocacy and Public Engagement Training Minor**  
Faculty of Liberal Arts and Professional Studies

# 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) (<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/) (https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm/)

2. Select General Education Courses



The screenshot displays 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. 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 filters: Subject, Term, Course Title, Instructor, General Education Courses (highlighted with a yellow arrow), eLearn Courses, After 6pm Courses, Weekend Courses, Advanced Search, and View Active Course Timetables. Below this are sections for 'My Class Schedule...', 'Exam Information...', and 'Building Acronyms'. The main content area features a 'SEARCH COURSE TIMETABLES' header, a 'Welcome to the York Courses Web site' message, and a 'Main Message (Courses Site)' section. The 'Main Message' section contains a 'Search Current Courses By ...' list with options: Subject, Term, Course Title, Instructor, General Education Courses (highlighted with a yellow arrow), eLearn Courses, After 6pm Courses, Weekend Courses, Advanced Search (by Faculty, subject and course number), and View Active Course Timetables (by Faculty).

# 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 = 1<sup>st</sup> year courses  
2000 level = 2<sup>nd</sup> year courses  
3000 level = 3<sup>rd</sup> year courses  
4000 level = 4<sup>th</sup> 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

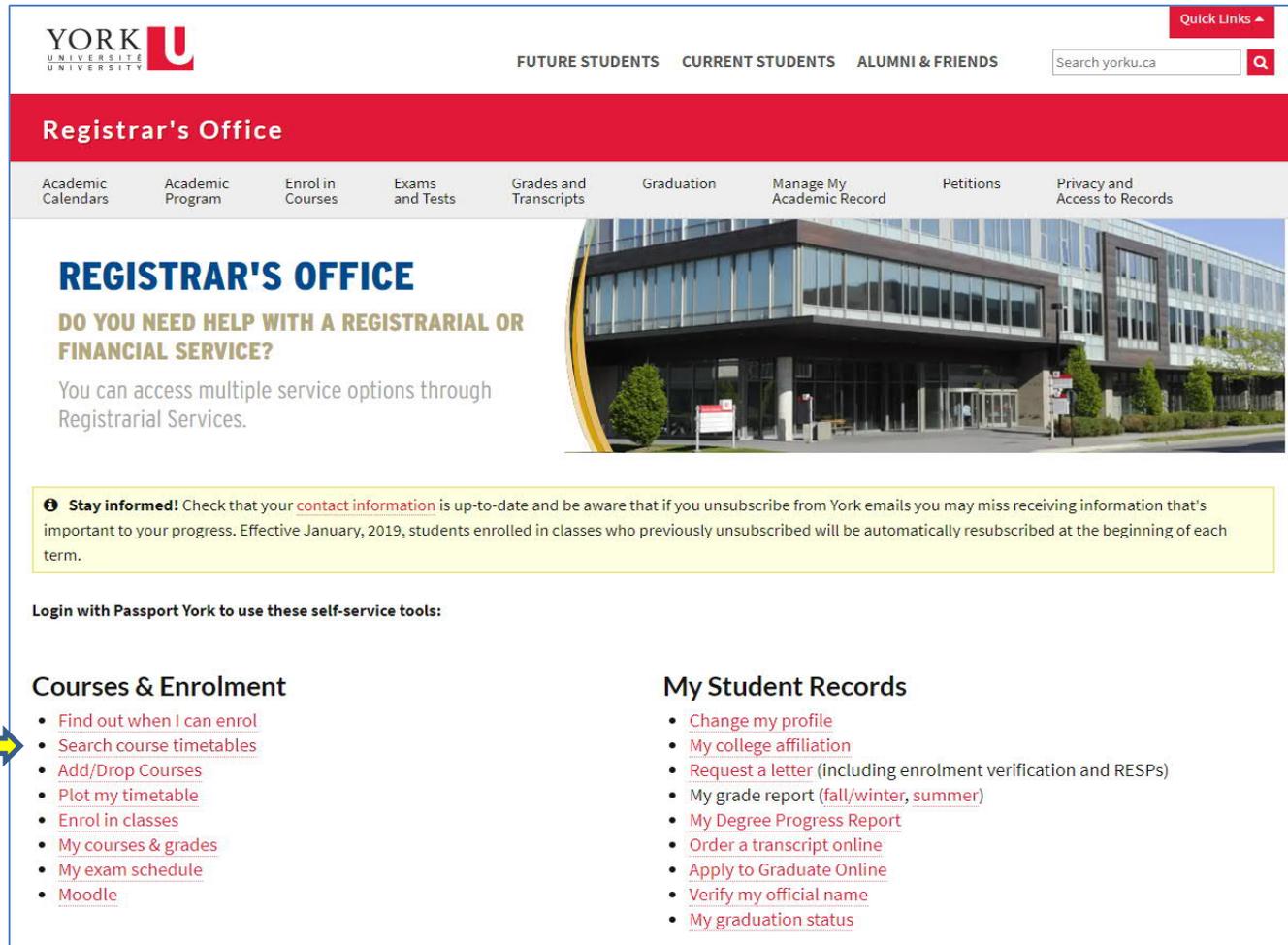
# Choosing Your Courses

Go to [www.yorku.ca](http://www.yorku.ca) and click on **Current Students** and then **Registrar's Office**

The screenshot shows the York University website's 'Current Students' page. At the top left is the York University logo. To its right are navigation links for 'FUTURE STUDENTS', 'CURRENT STUDENTS', and 'ALUMNI & FRIENDS'. A search bar with the text 'Search yorku.ca' and a magnifying glass icon is on the right. Below the navigation is a red banner with the text 'Current Students'. Underneath this banner is a horizontal menu with several links: 'Registrar's Office', 'Student Financial Services', 'Academic Advising', 'Academic Calendars', 'Alternate Exam/ Test Scheduling', 'Convocation', 'Manage My Academic Record', 'My Online Services', 'OSAP', and 'Study Options'. A yellow arrow points to the 'Registrar's Office' link. Below the menu is a large section titled 'FIND OUT WHAT'S HAPPENING' with a sub-section 'THIS WEEK @ YORK'. The text below reads: 'Here's your timely & targeted compilation of key events, noteworthy news and important dates for the upcoming week.' To the right of this text is a large image of a modern building at sunset. Below this section are two smaller sections: 'ENROLMENT + EXAMS' with a red background and a photo of students in a library, and 'FINANCIAL' with a yellow background and a photo of a student talking to a staff member. At the bottom of these sections are links: 'SCHEDULE AND GUIDELINES' and 'CONFIRM YOUR CONTINUED OSAP ELIGIBILITY'.

# Choosing Your Courses

Click on Search Course Timetables



**YORK UNIVERSITY**

**QUICK LINKS** ▾

**FUTURE STUDENTS** **CURRENT STUDENTS** **ALUMNI & FRIENDS**

Search yorku.ca **Q**

## 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 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](#)

# Choosing Your Courses

## Search Current Courses by Subject

The screenshot displays the York University Courses website. At the top, the York University logo is on the left, and navigation links for Glendon Campus, Alumni, Research, Giving to York, Media, Careers, International, York U Lions, and ACCESSIBILITY are on the right. 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 an overview of the website's purpose and offers 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 menu on the left, and another yellow arrow points to the 'Subject' link in the 'Search Current Courses By ...' list.

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

York Courses Web Site

**SEARCH COURSE TIMETABLES**

Welcome to the York Courses Web site

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

Search Current Courses By...

- > Subject
- > Term
- > Course Title
- > Instructor
- > General Education Courses
- > eLearn 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
- > Deferred Exams: FAQ
- > Religious Observances

Historical Course Search

- > Faculty, Subject, Number

**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](#)

# Choosing Your Courses

Choose **Academic Session**: Summer 2020

**Search Current Courses by Subject**

Passport YORK **LOGOUT**  
[All About Passport York](#)

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**Session:**   
 ←

**Subject:**   
ADLW - Administrative Law - ( GS )  
ADMB - Administrative Studies Bridging - ( AP )  
ADMS - Administrative Studies - ( AP )  
ALDR - Dispute Resolution - ( GS )  
ANTH - Anthropology - ( AP, GS )  
ARB - Arabic - ( AP )  
ARTH - Art History - ( FA, GS )  
ARTM - Arts and Media - ( SB )  
ASL - Asl American Sign Language - ( AP )

# Choosing Your Courses

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

**Search Current Courses by Subject**

Passport YORK LOGOUT  
[All About Passport York](#)

Session: Fall/Winter 2019-2020  
Summer 2020

Subject: DANC - Dance - ( FA, GS )  
DATT - Digital Media Program - ( FA )  
DEMS - Disaster and Emergency Management - ( AP, GS )  
DIGM - Digital Media - ( GS )  
DRST - Drama Studies - ( GL )  
ECON - Economics - ( SB, AP )  
EDFE - Foundations - ( ED )  
EDPJ - Primary Junior - ( ED )  
EDPR - Practicum - ( ED )  
EDUC - Education - ( GS, ED )  
EECS - Electrical Engineering and Computer Science - ( GS, LE )

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)

The screenshot shows the York University website's 'Current Courses Search Results' page. The page includes a navigation menu with links for 'FACULTIES', 'LIBRARIES', 'YORK U ORGANIZATION', 'DIRECTORY', 'SITE INDEX', and 'CAMPUS MAPS'. A search bar is located at the top right, and a 'Passport YORK' login button is visible. The main content area displays a table of course listings with columns for 'Course', 'Title', 'Course Description and Schedule', and 'General Education Details'. The course 'AP/ECON 1530 3.00 Introductory Mathematical Economics I' is circled in blue, and a yellow arrow points to its 'Summer 2020 Course Schedule' link.

Course	Title	Course Description and Schedule	General Education Details
AP/ECON 1000 3.00	Introduction to Microeconomics	<a href="#">Summer 2020 Course Schedule</a>	
AP/ECON 1010 3.00	Introduction to Macroeconomics	<a href="#">Summer 2020 Course Schedule</a>	
AP/ECON 1530 3.00	Introductory Mathematical Economics I	<a href="#">Summer 2020 Course Schedule</a>	
AP/ECON 1540 3.00	Introductory Mathematical Economics II	<a href="#">Summer 2020 Course Schedule</a>	
AP/ECON 2300 3.00	Intermediate Microeconomic Theory I	<a href="#">Summer 2020 Course Schedule</a>	
AP/ECON 2350 3.00	Intermediate Microeconomic Theory II	<a href="#">Summer 2020 Course Schedule</a>	
AP/ECON 2400 3.00	Intermediate Macroeconomic Theory I	<a href="#">Summer 2020 Course Schedule</a>	
AP/ECON 2450 3.00	Intermediate Macroeconomic Theory II	<a href="#">Summer 2020 Course Schedule</a>	
AP/ECON 2500 3.00	Introductory Statistics for Economists I	<a href="#">Summer 2020 Course Schedule</a>	
AP/ECON 3120 3.00	Operations Management	<a href="#">Summer 2020 Course Schedule</a>	
AP/ECON 3150 3.00	International Trade	<a href="#">Summer 2020 Course Schedule</a>	

# 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

# Reading the course timetable

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

## Terms:

SU (Summer) May to August

F (Fall) September to December

S1 (Summer Term 1) May to Mid-June

W (Winter) January to April

S2 (Summer Term 2) Mid-June – August

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!

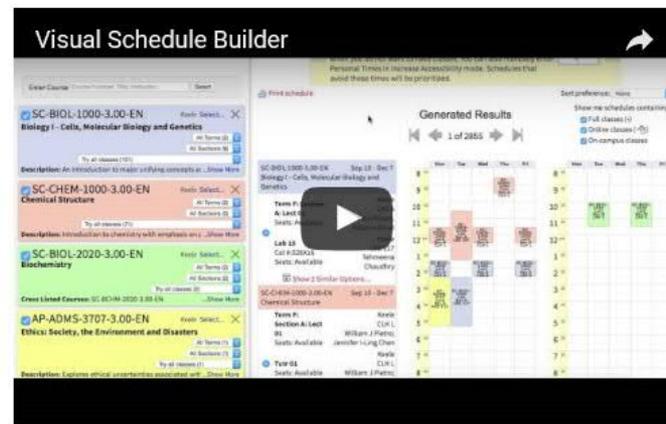
<http://registrar.yorku.ca/enrol/guide/vsb>

## 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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professional studies



# 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	[REDACTED]		
	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	[REDACTED]		
	W	11:30	180	DB 1016			



Enroling in  
Courses

# It's time to enrol!

Click on **Add/Drop Courses**



FUTURE STUDENTS CURRENT STUDENTS ALUMNI & FRIENDS

Quick Links ^

Search yorku.ca

## 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



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



### Courses & Enrolment

- [Find out when I can enrol](#)
- [Search course timetables](#)
- [Add/Drop Courses \(for Summer 2018\)](#)
- [Drop Courses due to labour disruption \(for students whose courses were suspended and/or who chose not to participate in active courses\)](#)
- [Plot my timetable](#)
- [Enrol in classes](#)
- [My courses & grades](#)
- [My exam schedule](#)



### 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](#)

### Reminders

The 2018-2019 [Undergraduate Academic Calendar](#) is now live. Review degree requirements and rules for your program.



liberal arts & professional studies



# Login to Passport York

Remember your Passport York **Username & Password!**



## 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](#)

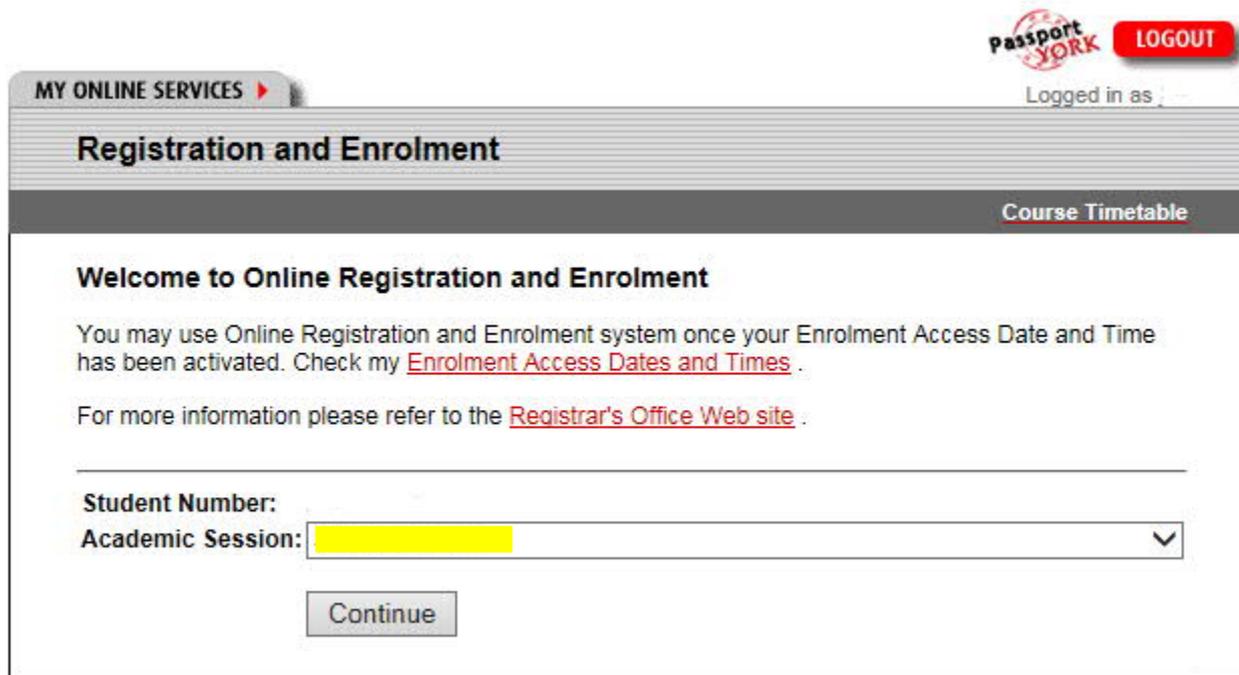
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professional studies



# Enrolling in courses

Choose **Academic Session**: Summer 2020  
And correct **program**:

- Honours Bachelor: 120 credits
- Bachelor: 90 credits



The screenshot shows a web interface for online registration and enrolment. At the top right, there is a 'Passport YORK' logo and a red 'LOGOUT' button. Below this, it says 'Logged in as'. On the left, there is a 'MY ONLINE SERVICES' menu with a right-pointing arrow. The main heading is 'Registration and Enrolment'. To the right of this heading is a link for 'Course Timetable'. The main content area is titled 'Welcome to Online Registration and Enrolment'. It contains the following 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](#) . For more information please refer to the [Registrar's Office Web site](#) .' Below this text is a horizontal line. Under the line, there are two labels: 'Student Number:' and 'Academic Session:'. The 'Academic Session:' label is followed by a dropdown menu with a yellow highlight and a downward arrow. At the bottom center, there is a 'Continue' button.

# Enrolling in courses

Read and answer the following questions...

## Please answer the following questions

Student Number: 1111111111

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](http://www.yorku.ca/scdr).

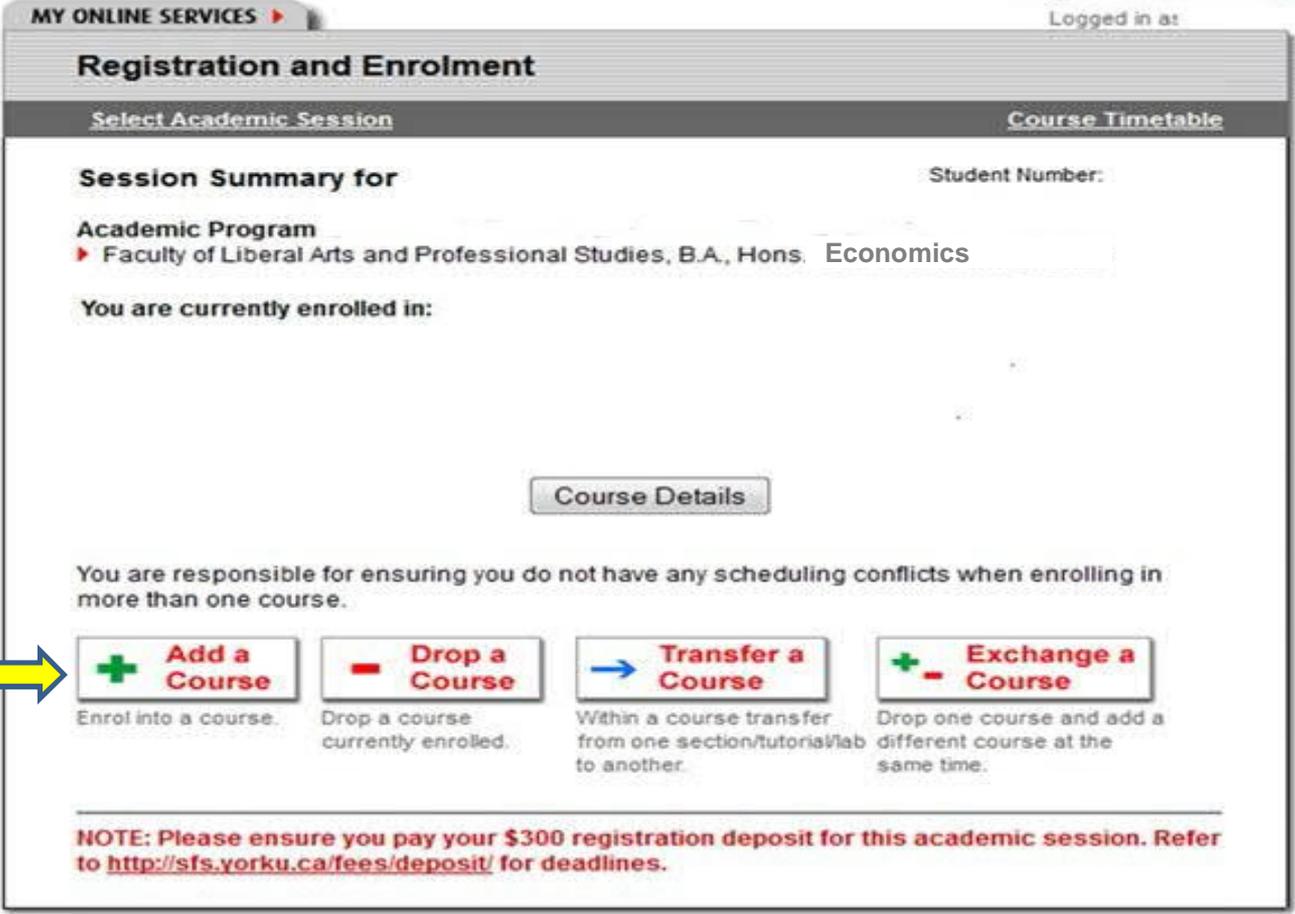
Do you accept this agreement?

No

Yes

# Enrolling in courses

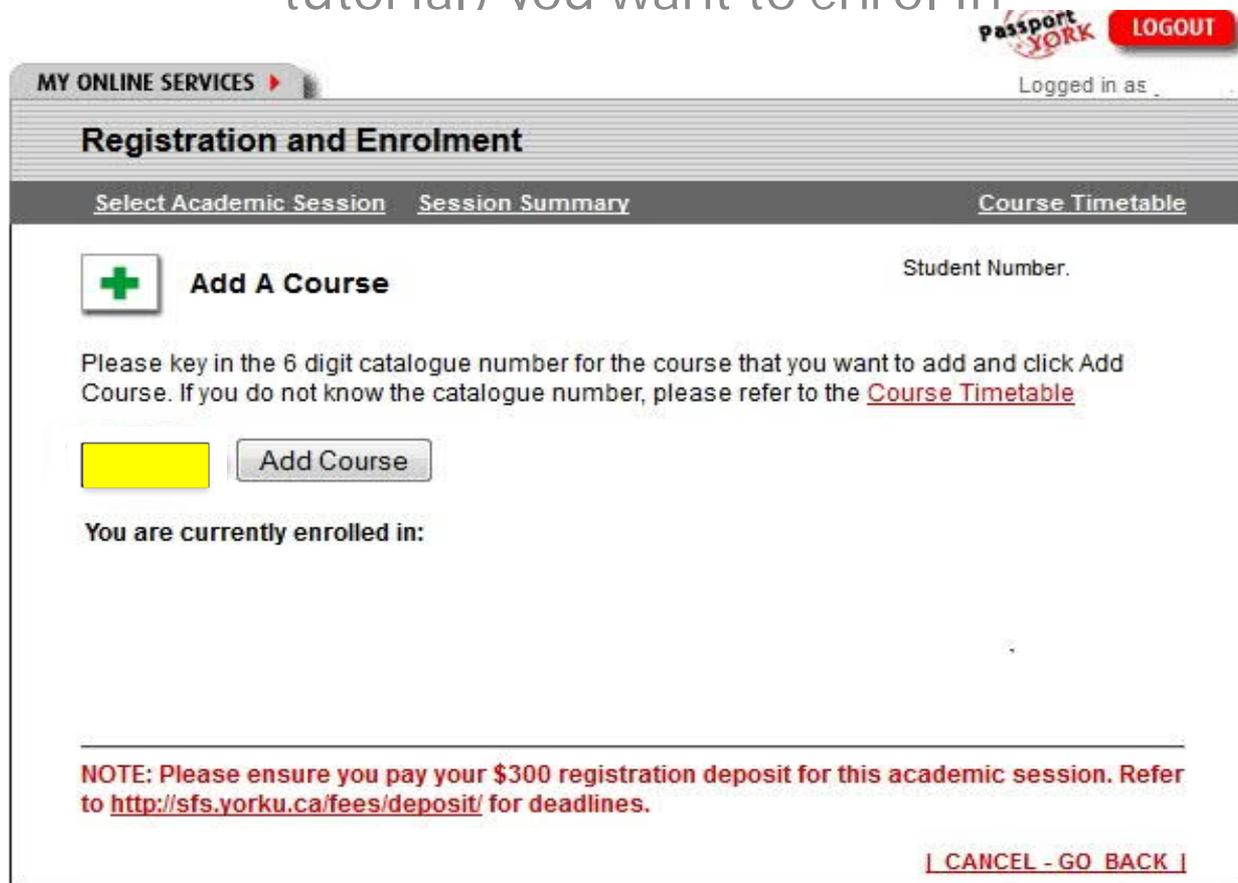
Click on **Add a Course**



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 '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 'Session Summary for' section includes a 'Student Number:' field. Under 'Academic Program', it shows 'Faculty of Liberal Arts and Professional Studies, B.A., Hons. Economics'. Below that, it says 'You are currently enrolled in:'. A 'Course Details' button is centered. 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 sign), 'Drop a Course' (with a red minus sign), 'Transfer a Course' (with a blue arrow), and 'Exchange a Course' (with a green plus and red minus sign). A yellow arrow points to the 'Add a Course' button. Below the buttons, a 'NOTE' states: 'Please ensure you pay your \$300 registration deposit for this academic session. Refer to <http://sfs.yorku.ca/fees/deposit/> for deadlines.'

# Enrolling in courses

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

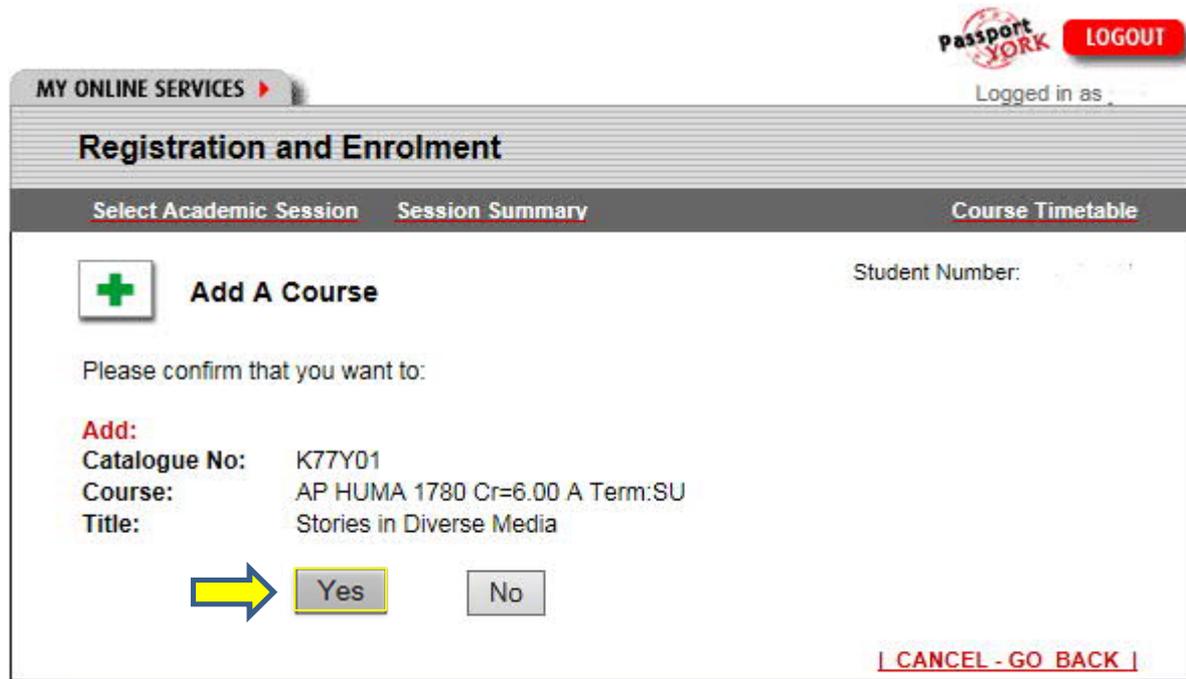


The screenshot shows a web browser window with the following elements:

- MY ONLINE SERVICES** (top left navigation)
- Passport YORK** logo and a **LOGOUT** button (top right)
- Logged in as** (top right)
- Registration and Enrolment** (main header)
- Navigation tabs: **Select Academic Session**, **Session Summary**, and **Course Timetable**
- Add A Course** section with a green plus icon and a **Student Number.** label.
- Instructional text: "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](#)"
- A yellow input field and an **Add Course** button.
- You are currently enrolled in:** (empty list)
- 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** button (bottom right)

# Enrolling in courses

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



The screenshot shows the 'Passport YORK' online services interface. At the top right, there is a 'LOGOUT' button and the text 'Logged in as'. Below this is a navigation bar with 'MY ONLINE SERVICES' and a right-pointing arrow. The main heading is 'Registration and Enrolment'. Underneath, there are three tabs: 'Select Academic Session', 'Session Summary', and 'Course Timetable'. The 'Add A Course' section features a green plus icon and the text 'Add A Course'. To the right of this section is a 'Student Number' field with a masked input. Below the heading, it says 'Please confirm that you want to:'. The course details are listed as follows: 'Add: Catalogue No: K77Y01', 'Course: AP HUMA 1780 Cr=6.00 A Term:SU', and 'Title: Stories in Diverse Media'. At the bottom of the confirmation area, there are two buttons: 'Yes' (highlighted with a yellow arrow) and 'No'. A red link at the bottom right reads '| CANCEL - GO BACK |'.

Please note that this is only an example.

# Enrolling in courses

Passport YORK **LOGOUT**

MY ONLINE SERVICES ▶

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.

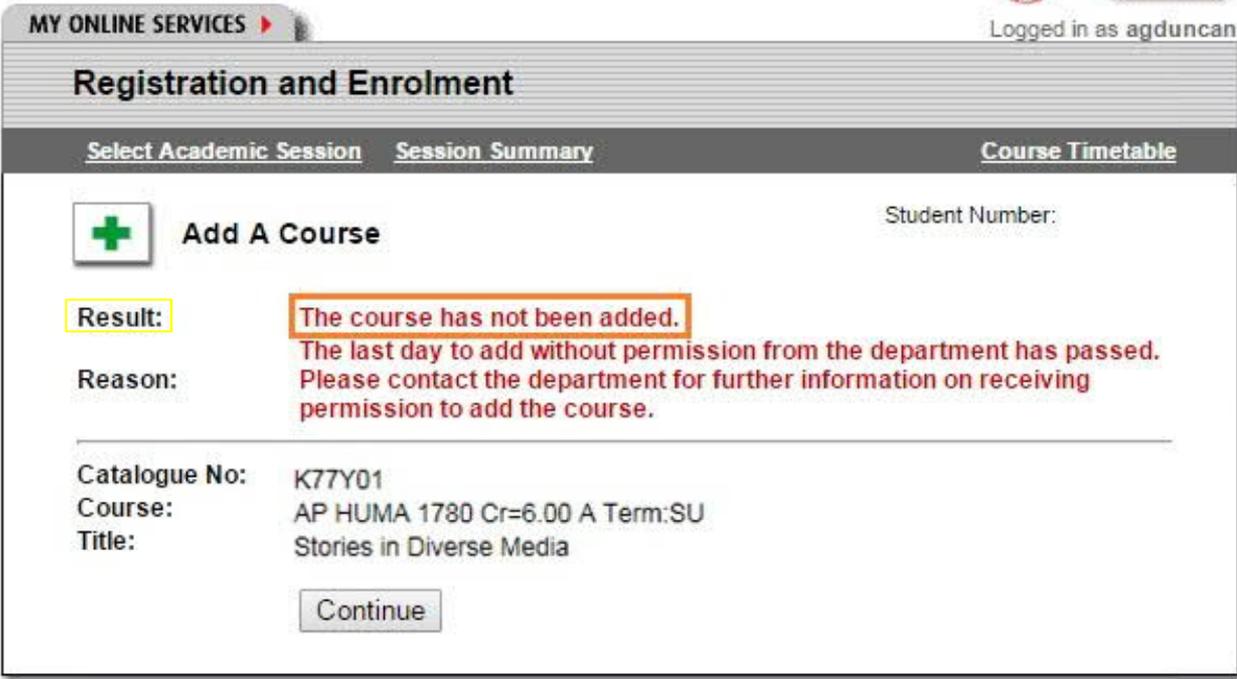
**Result:** **The course has been successfully added.**

---

**Catalogue No:** C86Z01  
**Course:**   
**Title:**

# Enrolling in courses

This is an example of a failed course add



The screenshot shows a web interface for "MY ONLINE SERVICES" with a "Passport YORK" logo and a "LOGOUT" button. The user is logged in as "agduncan". The main heading is "Registration and Enrolment". There are three tabs: "Select Academic Session", "Session Summary", and "Course Timetable". The "Add A Course" section includes a green plus icon and a "Student Number:" field. A "Result:" box contains the message: "The course has not been added. 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." Below this, the "Reason:" field is empty. A table lists course details: Catalogue No: K77Y01, Course: AP HUMA 1780 Cr=6.00 A Term:SU, and Title: Stories in Diverse Media. A "Continue" button is at the bottom.

MY ONLINE SERVICES  

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: K77Y01  
Course: AP HUMA 1780 Cr=6.00 A Term:SU  
Title: Stories in Diverse Media

# 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.

The screenshot displays the 'Registration and Enrolment' interface. At the top, there are tabs for 'Select Academic Session', 'Economics', and 'Course Timetable'. Below this, the 'Session Summary for' section is visible, along with a 'Student Number' field. The 'Academic Program' is listed as 'Faculty of Liberal Arts and Professional Studies, B.A., Hons. Communication Studies'. A section titled 'You are currently enrolled in:' is present. A 'Course Details' button is located 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, four action buttons are shown: '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). The 'Transfer a Course' button is circled in blue. Below each button is a brief description of its function.

# Enrolling 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

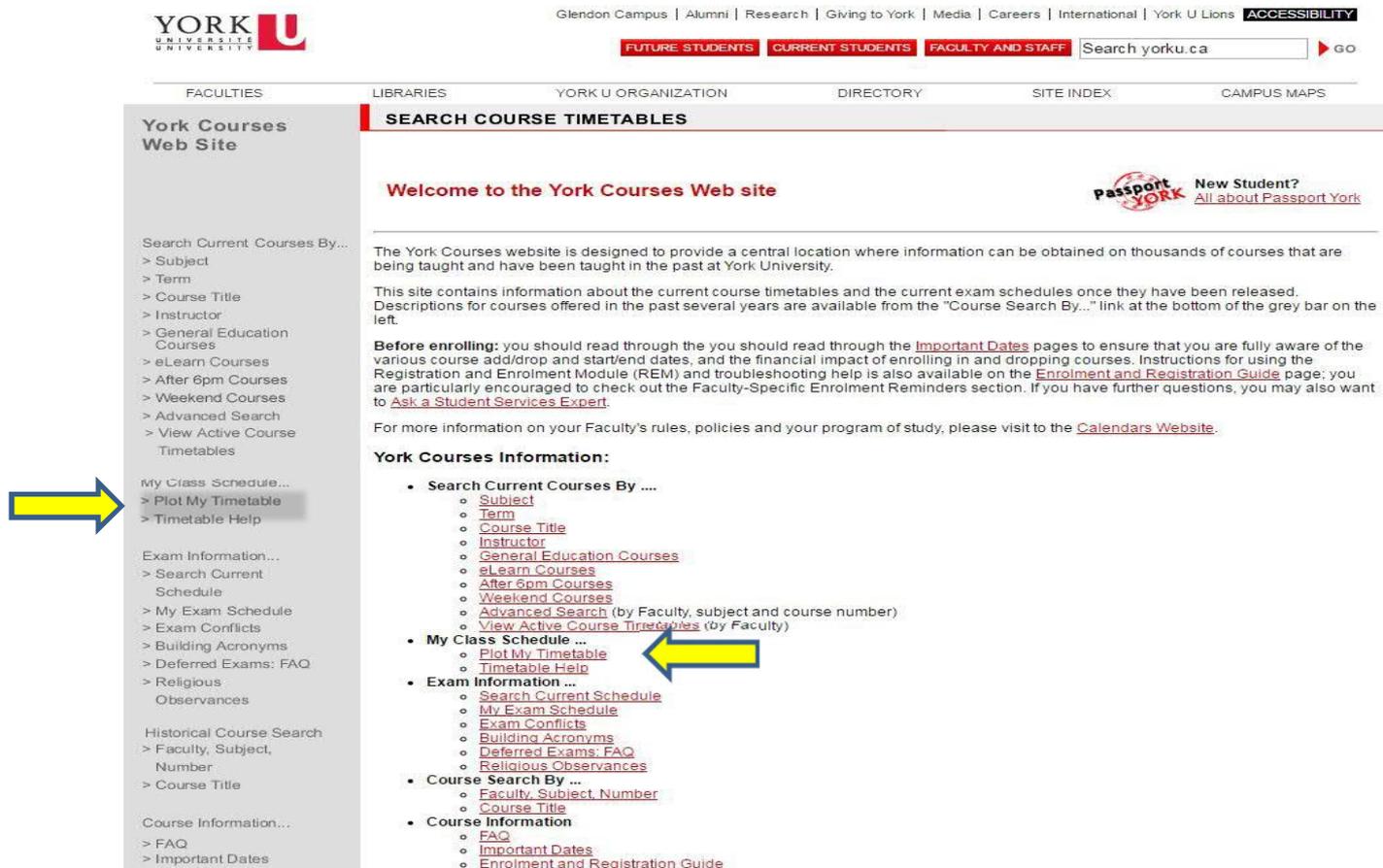
**You should know:**

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.



The screenshot shows the York University website's 'SEARCH COURSE TIMETABLES' page. The left sidebar contains a navigation menu with the following items:

- York Courses Web Site
- Search Current Courses By...
  - > Subject
  - > Term
  - > Course Title
  - > Instructor
  - > General Education Courses
  - > eLearn Courses
  - > After 6pm Courses
  - > Weekend Courses
  - > Advanced Search
  - > View Active Course Timetables
- My Class Schedule...
  - > **Plot My Timetable** (highlighted with a yellow arrow)
  - > Timetable Help
- Exam Information...
  - > Search Current Schedule
  - > My Exam Schedule
  - > Exam Conflicts
  - > Building Acronyms
  - > Deferred Exams: FAQ
  - > Religious Observances
- Historical Course Search
  - > Faculty, Subject, Number
  - > Course Title
- Course Information...
  - > FAQ
  - > Important Dates

The main content area features a 'Welcome to the York Courses Web site' message and a 'Passport YORK' logo. Below this, there is a 'New Student?' link. The page provides information about the website's purpose and offers links to 'Important Dates', 'Enrolment and Registration Guide', and 'Ask a Student Services Expert'. A 'York Courses Information' section lists various search and schedule options, including 'Plot My Timetable' and 'Timetable Help', which are highlighted with a yellow arrow.

# Plot your timetable

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

11:00 - 11:30					
11:30 - 12:00			<b>AP ITEC 1000 3.0</b> 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	<b>AP JP 2000 6.0</b> Section A Term Y Language Classes [R_S537 ]	<b>AP FR 2100 6.0</b> Section B Term Y Language Classes [R_S122 ]	<b>AP JP 2000 6.0</b> Section A Term Y Language Classes [R_S537 ]	<b>AP FR 2100 6.0</b> Section B Term Y Language Classes [R_S122 ]	
15:00 - 15:30					
15:30 - 16:00					
16:00 - 16:30		<b>CONFLICT</b>			
16:30 - 17:00		<b>CONFLICT</b>			
17:00 - 17:30		<b>CONFLICT</b>			
17:30 - 18:00		<b>CONFLICT</b>			
18:00 - 18:30		<b>CONFLICT</b>			
18:30 - 19:00		<b>CONFLICT</b>			
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](http://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!



# 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 2<sup>nd</sup> 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/>

The screenshot shows the Learning Commons website. At the top, there is a navigation bar with the York University logo, 'FUTURE STUDENTS', 'CURRENT STUDENTS', and 'ALUMNI & FRIENDS'. A search bar is on the right. Below this is a red banner with 'Learning Commons' and a secondary navigation bar with 'Learning Commons Home', 'Workshops', 'Online Resources', 'Faculty / TA's', and 'About the Learning Commons'. The main content area features a large photo of students in a library, a 'SPARK' graphic, and a video player. On the left, there is a 'I need to...' section with a list of services: Find Articles and Books, Cite and Reference, Develop a Thesis Statement, Edit my Essay, Manage Time Better, Take Better Notes, Improve My Resume, and Improve My Cover Letter. To the right of this list is the 'Service Hours' section for the 'Learning Commons Welcome Desk', listing hours for Monday through Friday.

**I need to...**

- Find Articles and Books
- Cite and Reference
- Develop a Thesis Statement
- Edit my Essay
- Manage Time Better
- Take Better Notes
- Improve My Resume
- Improve My Cover Letter

**Service Hours**

**Learning Commons Welcome Desk**

**Winter Hours:**

**Monday :** 12:00pm – 3:00pm  
**Tuesday :** 10:00am – 2:00pm  
**Wednesday :** 1:00pm – 4:00pm  
**Thursday :** 11:00am – 3:00pm  
**Friday :** 11:00am – 1:00pm

liberal arts &  
professional studies

YORK  
UNIVERSITÉ  
UNIVERSITY

# 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 <b>Add and Drop Deadline Information</b> 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 10<sup>th</sup> of the month following the date you began enrolling in courses.

For example, if you begin enrolling into courses in February, then your deposit is due on March 10<sup>th</sup>.

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 10<sup>th</sup>.

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)

## Department of Economics

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[Computing](#)

[Faculty & Staff](#)

[Department of Economics](#) » [Current Undergraduate Students](#) » New Student Orientation

## New Student Orientation

Welcome to the Department of Economics as an undergraduate student. As a new student, you are responsible for completing YUStart, enrolling in your courses, and becoming familiar with your program and degree requirements.

Please review the following resources for more information and guidance as a new student in the Department of Economics:

# 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](mailto:lapsecon@yorku.ca)

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

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