

# How to Enrol in Courses at York University

## Accessing the Registration and Enrolment Module (REM)

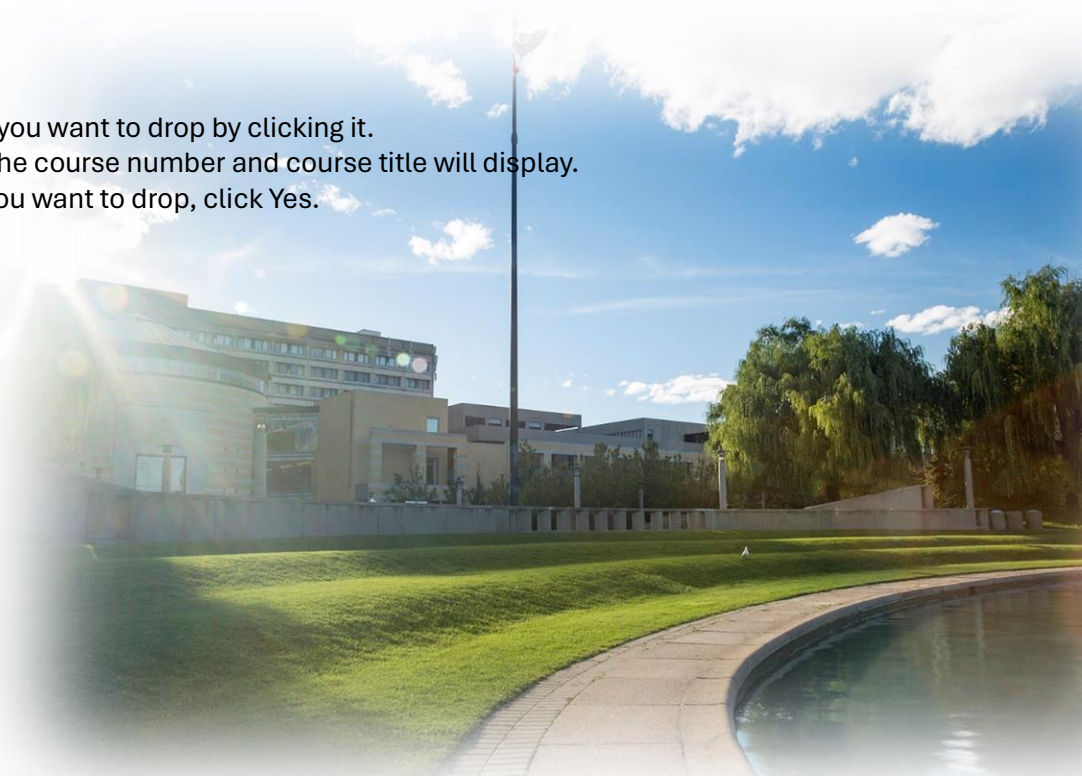
1. Visit [My Online Services](#).
2. Select Enrolling in Classes.
3. Log in to the [Registration and Enrolment Module](#) using your Passport York username and password.
4. Select the Fall/Winter 2024-2025 session.
5. Answer the questions presented in the Registration and Enrolment Module. If prompted to select Honours or Ordinary, select Honours.

## Adding a Course

1. Click Add a Course.
2. Type the catalogue number into the “Add Course” field.
  - a. **Computer Science, Computer Security, Digital Media, and Earth and Atmospheric Science students:** Catalogue numbers can be found in the [Visual Schedule Builder](#) and on the [York Courses Website](#).
  - b. **Engineering students:** Catalogue numbers can be found in your new student enrolment e-mail package.
3. Click Add Course. The catalogue number, course number, and course title will display.
4. If this is the course you want to add, click Yes.

## Dropping a Course

1. Click Drop a Course.
2. Highlight the course you want to drop by clicking it.
3. Click Drop Course. The course number and course title will display.
4. If this is the course you want to drop, click Yes.



## Transferring a Course

**Definition: Transferring between labs, sections, or tutorials of the same course in the same term.**

1. Click Transfer a Course.
2. Type the catalogue number of the course you want to transfer into.
3. Click Transfer Course. The catalogue number, course number, and course title will display.
4. If this is the transfer you want, click Yes.

## Exchanging a Course

**Definition: Exchange a course you are currently in for a different one.**

1. Click Exchange a Course.
2. Type the catalogue number of the course you want to add.
3. Highlight the course you want to drop by clicking it.
4. Click Exchange Course. The catalogue number, course number, and course title of both what you are adding and what you are dropping will display.
5. If this is the exchange you want, click Yes.

## Checking your Schedule for Errors

**Before logging out of the system, you should:**

1. Cross-reference your course enrolments with the checklist you received in your new student enrolment e-mail package.
2. Correct any errors.
3. Click Plot My Timetable on the [York Courses Website](#) to ensure that your course enrolments do not create any timetable conflicts. It is your responsibility to notice and resolve any such conflicts.



**Source: York University**

**Updated 2024 by Lassonde Academic Advising**