

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 session corresponding to your start date (e.g., Fall/Winter Undergraduate, Summer Undergraduate).
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. Catalogue numbers can be found via our [New Students](#) website instructions.
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

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