

How to Enrol in Courses ★

Accessing the Registration Module

1. Click on the “Enrol Here!” button in YU START. This will bring you to the Registration and Enrolment Module.
2. Log in to the Registration and Enrolment Module using your Passport York username and password.
3. Select the Fall/Winter 2019-2020 session.
4. Select the session program for which you are enrolling.
5. Answer the questions presented in the Registration and Enrolment Module.

Note: This system is generally down for maintenance for one to two hours each day, beginning at midnight.

Adding a Course

1. Click **Add a Course**.
2. Type the catalogue number into the “Add Course” field.
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:

- Cross-reference your course enrolments with the checklist you received in the and correct any errors.
- Click Plot My Timetable on the [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