

Getting Started at York University

1 APPLICATION FOR VISITING STUDENT STATUS

In order to take courses at York University you must first apply and be accepted as a student. As an AOLS Applicant you automatically qualify for enrollment as a Visiting student under category 3 as you are applying to complete courses as a requirement of a professional designation.

There are 2 steps to the Visiting student application. Before you begin, please make sure that you have received a copy of your AERC Assessment which is required for applying.

The Visiting Student application is completed online. Please see the link below and make sure that you specify when prompted that you are applying as a category 3 student to complete the requirements of a professional designation.

<http://futurestudents.yorku.ca/requirements/visiting#profdes>

Please note that there is a non-refundable application fee of \$100 paid by credit card at the time of completion of application.

Once you have completed the online application you will receive an e-mail from York University specifying your application reference number. Please make a note of this number as this will become your student number in the future.

Within this e-mail you will be prompted to upload supporting documents to your MyFile account through a link. Although the website states to upload your transcripts, please disregard and simply upload a copy of your AERC Assessment letter from the Association of Ontario Land Surveyors.

Within the next couple of days you will receive an email informing you of your acceptance or alternatively, you may check your application status through your MyFile account.

2 ENROLLING IN COURSES

Enrolling, adding and dropping courses at York is all done online. You will first need to create your Passport York U Account which will allow you to enroll as well as to access other University Services. It is important to note that most administrative functions are completed through your Passport York U Account.

<https://passport.yorku.ca/pplogin/pplogin?signup=1>

Once you have created an account it is time to select your courses. As an AOLS candidate you are exempt from having to take pre-requisites, however courses must be taken in chronological order starting with earliest years and moving on to 3rd and 4th year courses. The exemption to this is Cadastral Studies and Land registration Systems which must be taken in the prescribed order with Cadastral Studies in the fall semester followed by Survey Law in the winter.

A Note on Prerequisites: Upper year courses at the University typically have a list of identified pre-requisites. The assumption is made that because of your completed assessment certain pre-requisites

have been met. Please note that these are not introductory courses and do require a high level of comfort and understand of content. If you are unsure of the course requirements, you can browse course outlines and descriptions for pre-requisites to identify areas for review.

http://calendars.registrar.yorku.ca/2013-2014/faculty_programs/LE/engineering.htm

To use the Passport York U System you must identify your specific courses' catalog numbers which can be found here:

<https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm>

There is an extensive guide available to support you with navigating the system and it can be found online.

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

3 PAYING TUITION FEES

All tuition and other fees and charges can be viewed through your student financial account online and can be accessed through the link listed below.

<http://sfs.apps01.yorku.ca/fees/your-student-account/>

Please note that you can pay your student account through your bank or credit union telephone or online banking. Tuition fees and other related charges cannot be paid by credit card.