

## Basic Information

To be able to apply the regulations as contained in this Calendar, students must be aware of certain basic information, and must understand the meaning of certain key terms. Key terms are defined below.

### Academic Sessions

The term “academic session” refers to the period from the beginning of instruction in September until the end of the final examination period in April or May (Fall/Winter Session); or to the equivalent periods in the months from May to August (Summer Session). Sessions are commonly divided into two “terms” (in the Fall/Winter Session, these last approximately 13 weeks each; in the Summer Session they last 6 weeks each).

### Course Numbering

Courses listed in this Calendar have the form: AS/EN 1000 6.0 which contains the following key parts: AS = the designation of the Faculty offering the course (in this case, Arts); EN = the prefix of the teaching unit offering the course (in this case, English); 1000 = the number of the course, the first digit of which identifies the level of the course; and 6.0 = the suffix indicating the “credit value” of the course.

### Credit Value of Courses

The Faculties may offer 3, 6, and 9 credit courses. 3 credit courses have the suffix “3.0”, signifying a credit value of 3; most meet three hours per week for one term. 6 credit courses have the suffix “6.0”, signifying a credit value of 6; most meet three hours per week for two terms. 9 credit courses have the suffix “9.0”, signifying a credit value of 9, most meet four hours a week for two terms.

In the Undergraduate Lecture Schedule of Course Offerings the credit value of courses is designated after the course number, and have the form AS/EN 1000 6.0.

Credit Value	Calendar Descriptions	Lecture Schedule
3	3.0	3.0
6	6.0	6.0
9	9.0	9.0

### Cross-listed Courses

As has been noted, the prefix of a course indicates the unit or program which offers the course. Many courses are “cross-listed”: that is, they are offered jointly by two or more teaching units such as departments or divisions. In some cases, courses are cross-listed between units in two different Faculties. Cross-listed courses may not be “double-counted” in order to fulfill degree requirements; for example, if AS/HUMA 4610 6.0 is cross-listed with AS/PSYC 4120 6.0, it may be counted as a Humanities course or a Psychology course, but not as both.

### Overlapping Courses

Some courses overlap significantly with other courses in terms of content and approach. There are two categories of overlap, Equivalent Courses and Excluded Courses. Students who receive credit for a course may **not** also receive credit for its equivalent(s) or exclusion(s). Equivalent courses are so similar that they may be substituted for one another in order to satisfy any program or prerequisite requirements. Excluded Courses (called “Degree Credit Exclusions”), may not be substituted for each other, although there is some overlap in content. Equivalent Courses and Excluded Courses are listed under the course descriptions in the supplemental calendars of the Departments and Divisions. The list of equivalent and excluded courses is available in the Lecture Schedule.

### Year-of-Study Equivalent

A student’s progress towards a degree is measured in terms of credits passed rather than years of study completed. Where it is necessary or

helpful to equate credits passed with years of study, the following table may be used:

Credits Completed	Year Equivalent
fewer than 24 credits earned	1
24 credits to less than 54 credits earned	2
54 credits to less than 84 credits earned	3
84 credits or more	4*

*\*References to Year 4 apply to students in Honours programs only. Education courses taken by students co-registered in the Faculty of Education are not included in Academic Faculty’s (e.g. Arts, Glendon etc.) Year-of-Study equivalents.*

### Enrolment and Registration

Enrolment and Registration should not be confused. They are two separate actions which are defined as follows:

- Enrolment: Students who are eligible to enter or proceed, enrol by placing themselves in courses, using the Voice Response Enrolment System, in accordance with the regulations of the Faculty and its teaching units.
- Registration: Students register by paying tuition fees for courses in which they are enrolled, in accordance with the regulations of the Office of the Registrar. Only when students have registered do they receive a Sessional Identification Card which, when used in conjunction with the YorkCard, entitles them to use the libraries and other University services. Students who are not registered in a course are not entitled to have their work in the course graded.

### Withdrawal from the Session:

If a student has no active courses within a session, the Office of the Registrar will withdraw you from the session.

### Readmission After Withdrawal from the Session:

Normally, students who withdraw from a session and who wish to attend a subsequent session may request reactivation through the Office of the Registrar, West Office Building. Students who withdraw from their first session at York without having completed any courses, may request Reactivation within one academic year. If longer, student is required to reapply for Admission.

### Tuition Refunds After Withdrawal:

The Registration and Fees section of the Lecture Schedule contains information on the refund of tuition fees.

*Note: Students may not withdraw from any course(s) in which a charge of academic dishonesty is being considered against them or in which they have been found guilty of academic dishonesty. Students who are found innocent of a charge of academic dishonesty may continue in the course and may request that someone other than the instructor grade their work. Alternatively they may withdraw from the course(s) in question without academic penalty by informing the Faculty Dean’s Office in writing.*