

Dear MScN Students,

Welcome to the Graduate Program in Nursing at York University! The following information will help you plan your next steps for a smooth transition come September.

We will be hosting a **two-day ORIENTATION** on campus on **Tuesday August 26 & Wednesday August 27**. Please save those two dates for this information-packed event designed to help you familiarize yourself at once with our MScN program, with York campus and the resources available to you as a new graduate student. This is also a unique opportunity for you to meet *in person* a number of key people who will support you throughout your studies at York: our Graduate Program Director, Dr. Elisabeth Jensen, Faculty members, peer graduate students, and supporting staff.

The rest of this letter outlines next steps for you to get started at York in the meanwhile – and how to register and enroll in classes for September.

STEP 1 – Set up your Passport York

If you are new to York* the first step for you will be to activate your **Passport York (PPY)** – the authentication system that identifies you as a member of the York computing community, and gives you access to a wide range of online resources and services for students.

To activate your PPY, click on the link below, then click on the link provided under the ‘How do I get it?’ heading. On the PPY page, select **New Students Sign Up** from the right side menu and follow the instructions:

<http://computing.yorku.ca/students/home/passwords-passport-york-access/>

You will be asked to set up a unique name and password. *Note: The username that you select becomes your username and password for all PPY-authenticated applications, and your username will **also be your email username**.*

A suggestion for username is the first initial of your first name and up to the first 7 letters of your last name. If someone else has that name, use your two initials plus all/part of your last name. Setting up a password can be a challenge – so read the directions carefully. Use combinations of letters and/or numbers that only you will know.

**NOTE: If you have previously been a York student and have accessed any of the student web applications, you will already have a Passport York username and password.*

STEP 2 – Register as Active for Fall/Winter 2014-2015

Once your Passport York is set, you are ready to register for the Fall/Winter semesters.

Prior to enrolling into specific courses, this **first step** requires you to accept the terms of your contract with the University, which indicates your Fee Status (Domestic or International) and binds you to abide by the regulations of the Faculty of Graduate Studies.

Once you have accepted this contract with the university, you are considered **Registered as Active** – and are responsible for paying the full fees for that term. You may then go on to enroll into your courses, or log in again later to enroll in courses at another time (see Enrolment instructions in Step 3).

To **register for Fall/Winter 2014-15**, use the Registration and Enrolment Module (REM) at the link below, and log in using your Passport York:

<https://wrem.sis.yorku.ca/>

*****PLEASE NOTE***** Graduate students are required to maintain continuous registration in all terms —Fall, Winter and Summer— until graduation or withdrawal from the program. This means that, unless they have grounds to successfully petition for a formal leave of absence (maternity/paternity, medical, etc.), graduate students must **register and pay fees every term**, including in Summer and for the term in which you complete your degree requirements.

To further familiarize yourself with the Faculty of Graduate Studies Registration and other policies, please visit:

http://www.yorku.ca/grads/registration_enrollment/registration.html

STEP 3 – Enroll in your Course(s)

Enrolling in courses involves going one step further than Registering as Active; it requires you to use the Registration and Enrolment Module (REM) to add specific courses for Fall/Winter 2014-15 by keying in the corresponding 6-digit catalog numbers (see course catalog numbers below).

The MScN program has a set sequence of courses for both full-time and part-time students (for detailed program schedules, see tables on next page).

To enroll in **Courses for Fall 2014**, go back to the REM and follow instructions, adding courses using the catalog numbers provided below:

<https://wrem.sis.yorku.ca/>

ALL part-time students enroll in NURS 5100 – any section (A, B, C or D)
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- A) GS/NURS 5100 6.0 section **A** - Theoretical and Philosophical Foundation – catalogue number A57C01
- B) GS/NURS 5100 6.0 section **B** - Theoretical and Philosophical Foundation – catalogue number R04K01
- C) GS/NURS 5100 6.0 section **C** - Theoretical and Philosophical Foundation – catalogue number K51T01
- D) GS/NURS 5100 6.0 section **D** - Theoretical and Philosophical Foundation - catalogue number D98F01

ALL full-time students enroll in any section of NURS 5100, AND in NURS 5300
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- A) GS/NURS 5300 3.0 section **A** – Quantitative Research Methods in Nursing – catalogue number U45N01

To enroll in **Courses for Winter 2015** and going forward, you will be expected to look for courses and their respective catalog numbers on your own, using the following course website:

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

*On left bar menu select Search courses by Subject then select Session: Fall/Winter 2014-15 and scroll down in the bottom box to NURS – Nursing (GS, HH). Click on Search Courses button and a list opens up. At the bottom of the list you will find the graduate courses – starting with NURS 5000. Clicking on the course schedule link will give you an important number – the course catalogue number. For example, for NURS 5300 section M (Winter term), the catalogue number is **N92W01***

Full-Time Course Based Option			
Year	Term 1	Term 2	Term 3
Year 1	NURS 5100 6.0 <i>Theoretical & Philosophical Foundations of Nursing Science</i>	NURS 5200 3.0 <i>Qualitative Methods in Nursing Science</i>	NURS 5400 3.0 <i>Advanced Nursing Practicum</i>
	NURS 5300 3.0 <i>Quantitative Methods in Nursing Science</i>	Elective 3.0	Elective 3.0
Year 2	Term 4		
	NURS 5500 3.0 <i>Nursing Research Development and Knowledge Mobilization</i>		
	Elective 3.0		

Full-Time Thesis Based Option			
Year	Term 1	Term 2	Term 3
Year 1	NURS 5100 6.0 <i>Theoretical & Philosophical Foundations of Nursing Science</i>	NURS 5200 3.0 <i>Qualitative Methods in Nursing Science</i>	NURS 5400 3.0 <i>Advanced Nursing Practicum</i>
	NURS 5300 3.0 <i>Quantitative Methods in Nursing Science</i>	Elective 3.0	NURS 6100 0.0 Thesis
	Should have a supervisor by end of term	Need to have committee in place by end of term	
Year 2	Term 4	Term 5	
	NURS 6100 0.0 Thesis	NURS 6100 0.0 Thesis	

Part-Time Course Based Option			
Year	Term 1	Term 2	Term 3
Year 1	NURS 5100 6.0 <i>Theoretical & Philosophical Foundations of Nursing Science</i>	NURS 5300 3.0 <i>Quantitative Methods in Nursing Science</i>	Elective 3.0
Year 2	Term 4	Term 5	Term 6
	NURS 5200 3.0 <i>Qualitative Methods in Nursing Science</i>	Elective 3.0	NURS 5400 3.0 <i>Advanced Nursing Practicum</i>
Year 3	Term 7	Term 8	
	Elective 3.0	NURS 5500 3.0 <i>Nursing Research Development and Knowledge Mobilization</i>	

STEP 4 – Set up your York Email and other Accounts

To activate your computing services, go to **Manage My Services** at: <http://mms.yorku.ca>
You will have to log in with Passport York (same login as for Enrolment)
Once you are in Manage My Services, click on 'Activate New Services' and follow the onscreen instructions for services such as:

York Email: It is mandatory for all graduate students to have a York email account that you are required to maintain and check on a regular basis. As per Faculty of Graduate Studies policy, all official messages from the graduate program are to be sent to students' York email accounts. York Email login page is at:
<http://mymail.yorku.ca>

STEP 5 – Access your Course websites (Moodle)

After enrolling in your course(s), go to <http://moodle.yorku.ca> to activate your Moodle Account.

Be mindful that it may take up to 24 hours after enrolling before you can access a Moodle course.

Once you successfully log in, the course(s) in which you are enrolled appear as options and you can view their respective websites. ***Note:** *you are welcome to check your courses on Moodle this summer, but there is NO expectation that you will have reviewed course sites prior to the beginning of class on September 8, 2014...*

STEP 6 – Obtain your YU Student Card

After registering as active and enrolling in courses, you can sign up for your YU card, which gives you access to the library and other services on campus.
Instructions on how to obtain your YU card are at: <http://www.yorku.ca/yucard/getyourcard.html>

Important Dates & Other Info

- ☞ Please make sure you register and enroll in your course(s) prior to attending the Orientation – to avoid a \$200 late Registration fee, be sure to **Register as Active before August 26, 2014**
- ☞ Fall **classes start September 8, 2014**
- ☞ Remember to set up your York email account for future communication purposes
- ☞ **Tuition fees** for the Fall term are due by September 10, 2014. Tuition for the Winter semester are due January 10, 2015. The amounts can be found at this link:
<http://www.yorku.ca/sfs/fees/courses/index.php?term=fw14&faculty=Graduate%2BStudies>
- ☞ Should you have difficulty activating your accounts or enrolling in courses, technical support is available via **Client Services Helpdesk:**
Tel: (416) 736-5800 Ext. 55800 Email: helpdesk@yorku.ca
(Please include your course number, term, section and student number)
- ☞ Please feel free to **CONTACT US** directly with any questions you may have:
Tel: 416.736.2100 ext.20362
Email: gradnurs@yorku.ca
Website: <http://nursing.gradstudies.yorku.ca/mscn/>

We look forward to hearing from you!