

## **FALL AND SPRING SEMESTER WEB-REGISTRATION GUIDELINES**

All registration periods are published on the Graduate Division Academic Calendar.

Every student must register online for the fall and spring semesters during the designated registration periods, including

- all PhD and MD-PhD students who have completed their required course work and are strictly doing Thesis Research
- any PhD student who has defended, but has not yet submitted their final paperwork for program completion
- any MD-PhD student who has defended, but has not yet returned to the Wards

Note:

- All declared students must register for Thesis Research.
- MD-PhD students who have returned to the Wards *do not* need to register for Thesis Research.
- 1<sup>st</sup> year PhD and MD-PhD students will be advised on web registration separately.

### **Undeclared PhD and MD-PhD Students**

Undeclared PhD and MD-PhD students will not have access to online registration until they have officially declared a thesis laboratory and department via submission of the Thesis and Laboratory Declaration Form and OSHA Form to the Graduate Office, Belfer 202.

### **Registration Hold**

Students with a registration hold on their account will not have access to online registration. Students on hold need to contact the Graduate Office at [sgregistrar@einstein.yu.edu](mailto:sgregistrar@einstein.yu.edu) in order to resolve the hold, which may require that the student schedule an appointment for in-person registration.

### **How to Register Online**

1. Go to [www.yu.edu/myyu](http://www.yu.edu/myyu)
2. Click “Faculty, Students and Staff”
3. Enter your User ID and PIN (see below)
4. Click “Login”
5. Click “Student” located on top bar
6. Click “Registration”
7. Click “Add or Drop Classes”
8. Click “Submit” for the appropriate Term (ex. Fall 2015)

### **User ID and PIN**

Your User ID is your Banner ID which is a 9-digit number on the back of your Einstein ID card, typically starting with 800 or 999.

Your PIN:

*If this is the first time logging on:* click on the “**RESET MY PIN**” link on the BANNER Web login page. You must provide your YU ID (Banner ID) and your valid Einstein email address. Other email

addresses cannot be used for this purpose. The new PIN will be sent to your Einstein email address. Note, you will be prompted to change your PIN upon successful log in.

*If you have previously logged on:* use whatever PIN you used previously.

*If you have forgotten your PIN or your access was disabled,* you can click on the “**RESET MY PIN**” link on the [BANNER Web login page](#). You must provide your YU ID (Banner ID) and your valid Einstein email address. Other email addresses cannot be used for this purpose. A new PIN will be sent to your Einstein email address. Note, you will be prompted to change your PIN upon successful log in.

Online Registration Procedure for those registering for *courses and Thesis Research*: Follow Steps 9 and 10

Online Registration Procedure for those registering for *only Thesis Research*: Follow Step 10

9.

*For Course Registration*

Click “Class Search” located at the bottom of the page

Select “Biomedical Sciences” for Subject

Leave blank the Course Number field

Leave blank the Title field

Leave blank the Credit Range field

Select “EINSTEIN” for Campus

Select “Sue Golding Graduate Division” for Course Level

Select “Sue Golding” for Campus/College (part of term)

Select “ALL” for Instructor

Leave blank the Start Time, End Time and Days field

Click “Section Search” to view course schedule for the appropriate semester

Check the box “Select” in front of the CRN (Course Registration Number) for the course(s) for which you’re registering

Click “Add to Worksheet” located at the bottom of the page

Click “Submit Changes”

10.

*For Thesis Research Registration*

Click “Class Search” located at the bottom of the page

Select “Laboratory Research” for Subject

Enter “9001” for Course Number

Leave blank the Title field

Leave blank the Credit Range field

Select “EINSTEIN” for Campus

Select “Sue Golding Graduate Division” for Course Level

Select “Sue Golding” for Campus/College (part of term)

Use the drop down list to select Instructor, i.e. your primary thesis mentor. (Do not enter any information in Session, Start Time, End Time, Days)

Click “Section Search”

Check the box “Select” in front of the CRN Course Registration Number

Click “Add to Worksheet” located at the bottom of the page

Click “Submit Changes”

You will see status “Web Registered” under Current Schedule. Errors, if any, will be displayed at the bottom of the page

Click “Submit Changes”

Click “Student” located on top bar

Click “Registration”

Click “Student Detail Schedule”

Total Credit Hours (Thesis Research + course credits) must = 12.000.

You can adjust Thesis Research credit hours, by clicking on the credit number, and typing in the necessary amount of credits needed to bring your overall total credit hours for the semester to 12. (The number of credits for Thesis Research will be the difference between 12 and the number of graduate course credits).

11. Exit Web Registration by clicking on EXIT at the top right of the screen. For maximum security, always close your browser.

Please note, you are responsible for the completeness and accuracy of your own registration. Failure to comply with department, program, and university regulations may jeopardize your student status.

Important Note about Security:

- For maximum security, always close your browser after exiting the web registration. To protect your privacy, Banner Web will automatically terminate a session if there are more than thirty minutes of inactivity. Should this occur, repeat the login in process and start your session again.
- Your PIN will automatically expire every six months.

## **Important Reminders**

### **Add/Drop Period:**

The add/drop period for Blocks I, II and III are published on the Academic Calendar (<http://www.einstein.yu.edu/education/phd/current-students/calendar.aspx>). Students may add/drop a graduate course online (or in person) during the designated add/drop period. Courses dropped during this period will not appear on your academic record.

### **Course Withdrawal Period:**

The last date to withdraw from a course in Blocks I, II or III is published on the Academic Calendar. Withdrawing from a course requires completion and submission of a Course Withdrawal Form. This form is available on the Graduate Division Forms webpage (<http://www.einstein.yu.edu/education/phd/current-students/graduate-forms.aspx>) and requires signatures from the course leader, mentor (if applicable), and Program Director.

Questions?

If you have questions or need assistance with any aspect of online registration, please contact Eduard Pinskiy in the Graduate Office at (718) 430-4045 or [eduard.pinskiy@einstein.yu.edu](mailto:eduard.pinskiy@einstein.yu.edu).