

## **SUMMER SEMESTER WEB-REGISTRATION GUIDELINES**

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

Every student must register online for the summer semester during the designated summer registration period, including all PhD and MD-PhD students who have completed their required course work and are strictly doing Thesis Research.

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.

### **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.

Undeclared PhD and MD-PhD students who are doing a summer rotation will be registered for the summer semester upon submission of the Laboratory Rotation Registration 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. Summer 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:**

9. Click “Class Search” located at the bottom of the page
10. Select “Laboratory Research” for Subject
11. Enter “9006” for Course Number
12. For “Title” leave blank
13. For “Credit Range” leave blank
14. For “Campus” click “EINSTEIN”
15. For “Course Level” select “Sue Golding Graduate Division”
16. For “Campus/College (part of term)” select “Sue Golding”
17. Use the drop down list to search for Instructor (Mentor). Select your mentor. (Do not enter any information in Session, Start Time, End Time, Days)
18. Click “Section Search”
19. Check the box “Select” in front of the CRN Course Registration Number
20. Click “Add to Work Sheet” located at the bottom of the page
21. Click “Submit Changes”
22. You will see status “Web Registered” under Current Schedule. Errors, if any, will be displayed at the bottom of the page
23. Click “Submit Changes”
24. Click “Student” located on top bar
25. Click “Registration”
26. Click “Student Detail Schedule”  
Total Credit Hours must = 6.000
27. 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.

## 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).