

WEB-REGISTRATION GUIDELINES

For PhD and MD-PhD Students

All registration periods are published annually on the Graduate Division Academic Calendar which is available at: <http://einstein.yu.edu/education/phd/current-students/calendar.aspx>.

Email notices regarding registration are sent prior to each registration period. Please read these emails carefully as they specifically state what the upcoming registration period is for.

Every student must maintain full-time status and therefore must register online for the summer, 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. Students must register for full-time 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 each summer, fall and spring semester.
- MD-PhD students who have returned to the Wards *do not* need to register for Thesis Research.

1st Year PhD and MD-PhD Students

1st year PhD and MD-PhD students will be advised on web registration separately and are provided with specific instructions for online course registration.

Undeclared PhD and MD-PhD Students

Undeclared 2nd year and above 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 sregistrar@einstein.yu.edu in order to resolve the hold. Once the hold is resolved, the student may be required to schedule an appointment for in-person registration.

How to Register Online

1. Go to 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 2017)

User ID and PIN

Your User ID is your Student 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 you've accessed web-registration before, use whatever PIN you used previously. If this is your first time web-registering or if you've forgotten your PIN, follow the instructions below to create or reset your PIN.

To create/reset a PIN:

- a) Go to www.yu.edu/myyu
- b) Click "Faculty, Students & Staff"
- c) Click "RESET MY PIN"
- d) Enter your Student "BANNER ID"
- e) Click "Continue"
- f) Enter your Einstein "E-mail Address" – a non-Einstein email cannot be used for the purposes of resetting the PIN.
- g) Click "Reset My Pin"

Your new PIN will be emailed 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"

Note: courses closed for web-registration require completion and submission of the Course Registration Form. The form is available for pick up in the Graduate Office, Belfer 202.

10.

For Thesis Research Registration

Click "Class Search" located at the bottom of the page
Select "Laboratory Research" for Subject
For the Course Number, enter "9001" for fall/spring thesis research, or "9006" for summer thesis research
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 for fall and spring semester. (The summer Thesis Research credit hours is defaulted at 6.000 credits).

To adjust the Thesis Research credit hours: click on the credit number, and then type 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). 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:

- 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

Academic Calendar: <http://einstein.yu.edu/education/phd/current-students/calendar.aspx>

Add/Drop:

Students may add/drop a graduate course online (or in person, Belfer 202) during the designated add/drop period. Courses dropped during the add/drop period will not appear on the graduate record. The last date to drop a Block I/II/III course without notation on the transcript is published on the Academic Calendar.

Course Withdrawal:

After the add/drop deadline date has passed, a student has until the final date for course withdrawal to withdraw from a course. The final date to withdraw from a course in Block I/II/III is published on the Academic Calendar. Withdrawing from a course requires completion and submission of a Course Withdrawal Form, available on the Graduate Division Forms webpage, and requires signatures from the course leader, mentor (if applicable), and Program Director. A grade of “W” (Withdraw) will be reflected on the graduate record/transcript.

Graduate Division Forms webpage: <http://einstein.yu.edu/education/phd/current-students/graduate-forms.aspx>

Questions?

For questions regarding online registration, please email sgregistrar@einstein.yu.edu.