SUMMER SEMESTER
ON-LINE REGISTRATION PROCEDURE

Every student must register online, using BannerWeb, during the assigned registration period.

Each semester, the assigned registration dates will be published in the Academic Calendar.

All Students Must Web Register for the Summer Semester! This includes:
1. “All” PhD students, even those who have completed their required course work and are taking strictly “Thesis Research”

2. “All” MDPhD students, even those who have completed their required coursework and are taking strictly “Thesis Research”

Exceptions:
• MDPhD students who have returned to the WARDS do not need to register

Please Note:
• Undeclared PhD and MDPhD students doing a summer rotation will not have access to web registration and should contact the Graduate Office to arrange for submission of appropriate paperwork and to schedule an appointment for in-person registration
• Students with a registration hold on their account will not have access to Web Registration and should contact Sheila Cleeton (cleeton@aecom.yu.edu) to schedule an appointment for in-person registration.

You will need the following to participate in Web Registration:
• User ID number
  Your User ID number is your Banner ID.

  • Personal Identification Number (PIN)
    If this is the first time logging on: enter your date of birth (mmddyy). Note, you will be prompted to change your PIN.
    If you have previously logged on: Whatever pin you chose your first time logging on.
    If you cannot remember your PIN, click on the “Forgot PIN?” button, and correctly answer the security question you created.

Online Registration Procedure:
1. Go to www.yu.edu
2. Click on “My YU” under Current Students
3. Click on “Faculty and Current Students”
4. Enter your User ID & PIN (explained above)
5. Click on “Student Information”
6. Click on “Registration”
7. Click on “Register or Add/Drop Classes”
8. Click on “Submit” for the appropriate Term
9. Click on “Class Search” located at the bottom of the page
10. Click “Sue Golding” for Campus College, click on “Continue”
11. Click “Lab Research” for Subject
12. Enter “9006” for Course Number
13. For “Title” leave blank
14. Use drop down bar to search for Instructor (Mentor). Select your mentor. (Do not enter any information in Start Time, End Time, Days) Click “Get Classes.”
15. Check the box “Select” in front of the CRN Course Registration Number
16. Click “Add to Work Sheet”
17. Click “Submit Changes”
   You will see status “Web Registered” under Current Schedule. Errors, if any, will be displayed at the bottom of the page
18. Click on “Student Information” located on top bar
19. Click on “Registration”
20. Click on “Student Detail Schedule”
   Total Credit Hours must = 6 (see top left of screen).
   Click “print icon” for copy of Student Detail Schedule
21. Exit Web Registration by clicking on EXIT at the top right of the screen. For maximum security, always close your browser

**Important Reminders:**
You are responsible for the completeness and accuracy of your own registration. Failure to comply with department, school, and university regulations may jeopardize your graduation.

**Important Notes about Security:**
- EXIT Web Registration by clicking on EXIT at the top right of the screen. For maximum security, always close your browser. To protect your privacy, BannerWeb will automatically terminate a session if there are more than thirty minutes of inactivity. Should this occur, repeat the login process and start your session again.
- It is strongly recommended that you change your PIN number frequently. Your PIN will automatically expire every 6 months.
- BannerWeb will not allow you to be logged in from different computers at the same time. If this occurs, your session will be terminated.

**Questions?**
If you have questions or need assistance with any aspect of Web Registration, please contact the Graduate Office at (718) 430-2345 or email bannerweb@ymail.yu.edu.

Sincerely,
Registrar
Sue Golding Graduate Division