FALL AND SPRING
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! 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 entering the 2nd year of Medical School do not need to register
- MDPhD students who have returned to the WARDS do not need to register

Please note:
- 1st year PhD and 1st year MDPhD students will be advised on Web Registration under separate cover.

Students with a registration hold on their account will not have access to Web Registration and should contact Sheila Cleton (sheila.cleton@einstein.yu.edu) to schedule an appointment for in-person registration.

You will need the following to participate in Web Registration:
- User ID number
- Personal Identification Number (PIN)
  1. If this is the first time logging on: your temporary PIN will be emailed to your EINSTEIN email address prior to registration. Note, you will be prompted to change your PIN.
  2. If you have previously logged on: Whatever pin you chose your first time logging on.
  3. If you have forgotten your pin, you can click on the “RESET PIN” link on the BANNER Web login page. You must provide your student ID and your valid EINSTEIN email address. Other email addresses cannot be used for this purpose. The new reset pin will be emailed to your EINSTEIN email address.
Online Registration Procedure:

1. Go to www.yu.edu/myyu
2. Click “Faculty, Students and Staff”
3. Enter your User ID & PIN (explained above)
4. Click “Login”
5. Click “Student and Financial Aid”
6. Click “Registration”
7. Click “Add or Drop Classes”
8. Click “Submit” for the appropriate Term

9a. **For students who have completed all required course work and are taking strictly “Thesis Research”:**

   Click “Class Search” located at the bottom of the page
   For “Subject” click “Laboratory Research”
   For “Course Number” enter “9001”
   For “Title” leave blank
   For “Credit Range” leave blank
   For “Campus” click “EINSTEIN”
   For “Course Level” click “Sue Golding Graduate Division”
   For “Campus/College (part of term)” click “Sue Golding”

   Use drop down bar to search for Instructor (Mentor). Select your mentor. (Do not enter any information in Session, Start Time, End Time, Days) Click “Class Search”
   Check the box “Select” in front of the CRN **Course Registration Number**
   Click “Add to Work Sheet” 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 “underlined number of credits” for course 9001. Enter “12.000” for credit hours
   Click “Submit Changes”
   Click “Student and Financial Aid” located on top bar
   Click “Registration”
   Click “Student Detail Schedule”

   Total Credit Hours must = 12 (see top left of screen). If not, then click on “underlined number of credits” under Thesis Research and adjust so that all courses will total up to 12

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

9b. **For students who are registering for both Graduate Courses and Thesis Research:**

   **To Register for Graduate Courses:**
   Click “Class Search” located at the bottom of the page
   For “Subject” click “Biomedical Sciences (Graduate)”
   For “Course Number” leave blank
   For “Title” leave blank
   For “Credit Range” leave blank
   For “Campus” click “EINSTEIN”
   For “Course Level” click “Sue Golding Graduate Division”
   For “Campus/College (part of term)” click “Sue Golding”
   For “Instructor” click “ALL”
   For “Start Time, End Time and Days” leave blank
   Click “Class Search” to view course schedule for the appropriate semester
   Check the box “Select” in front of CRN(s) **Course Registration Number(s)**
Click “Add to Worksheet” located at the bottom of the page
Click “Submit Changes”

**To Register for Thesis Research:**
Click “Class Search” located at the bottom of the page
For “Subject” click “Laboratory Research”
For “Course Number” enter “9001”
For “Title” leave blank
For “Credit Range” leave blank
For “Campus” click “EINSTEIN”
For “Course Level” click “Sue Golding Graduate Division”
For “Campus/College (part of term)” click “Sue Golding”
Use drop down bar to search for Instructor (Mentor). Select your mentor. (Do not enter any information in Session, Start Time, End Time, Days)
Click “Class Search”
Check the box “Select” in front of the CRN Course Registration Number
Click “Add to Work Sheet” 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 “underlined number of credits” for course 9001 to enter appropriate credit hours
Enter # of credits to bring total to 12*
Click “Submit Changes”
Click “Student and Financial Aid” located on top bar
Click “Registration”
Click “Student Detail Schedule”
Total Credit Hours must = 12 (see top left of screen). If not, then click “underlined number of credits” under Thesis Research and adjust so that all courses, both BIOS and LABR will total up to 12. Click “Submit Changes”
Exit Web Registration by clicking on EXIT at the top right of the screen. For maximum security, always close your browser.

*The total number of credit hours for the semester should equal 12.
Therefore, the number of credit hours for “thesis research” will equal the “difference” between 12 and the total number of credit hours registered for “graduate courses”.

**Important Reminders:**

Add/drop period (course will not appear on transcript) Each semester, the add/drop period will be published in the Academic Calendar. To add a course to your schedule during the Add/Drop period, follow the instructions in steps 1-10 above. To drop a course, follow steps 1-8 above then use drop down bar, under action column, to search for “Web Drop” option. Click “Web Drop” for appropriate course(s). Click “Submit Changes”. Errors, if any, will be displayed at the bottom of the page.
Official withdrawal period (grade “W” will appear on transcript) Each semester, the withdrawal date will be published in the Academic Calendar. Official withdrawal from a course requires formal notification to the Course Leader, your Advisor and the Registrar and cannot be done thru BannerWeb. Withdrawal forms can be obtained from the Graduate Office.

Caution! 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 Eduard Pinskiy (eduard.pinskiy@einstein.yu.edu) at the Graduate Office at (718) 430-2345.

Sincerely,
Registrar
Sue Golding Graduate Division