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.

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 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 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@einsteinmed.org in order to resolve the hold. Once the hold is resolved, the student may be required to schedule an appointment for in-person registration.

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

How to Access Online Registration

2. Sign in with your Monte Active Directory username and password
3. Click “Self Service Banner” located under Student Links
4. Click “Student” tab
5. Click “Registration” link
6. Click “Add or Drop Classes” link
7. Select the appropriate term from the drop-down Term menu, and then click “Submit”

To Register for Graduate Courses:

1. Click “Class Search” located at the bottom of the page
2. Click “Advanced Search”
3. Subject: select from the menu “Biomedical Sciences (Graduate)"
4. Course Number and Title fields, leave blank
5. Course Level: select from the menu “Biomedical Sciences”
6. Part of Term: select from the menu “Biomedical Sciences”
7. Instructor: select from the menu “ALL”
8. Click “Section Search” to view course schedule for the appropriate semester
9. Check the box “Select” in front of CRN(s) (Course Registration Number(s))
10. Click “Add to Worksheet” located at the bottom of the page
11. 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

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

To view your schedule:
1. Click “Student and Financial Aid” tab located on the top bar
2. Click “Registration”
3. Click “Student Detail Schedule”

To Register for Thesis Research:
1. Click “Class Search” located at the bottom of the page
2. Click “Advanced Search”
3. Subject: select from the menu “Laboratory Research”
4. Course Number: for fall or spring Thesis Research, type in the number 9001; for summer Thesis Research, type in the number 9006)
5. Title and Credit Range fields: leave blank
6. Course Level: select from the menu “Biomedical Sciences”
7. Part of Term: select from the menu “Biomedical Sciences”
8. Instructor: select from the menu the name of your primary thesis mentor
9. Click “Class Search”
10. Check the box “Select” in front of CRN (Course Registration Number)
11. Click “Add to Worksheet” located at the bottom of the page
12. Click “Submit Changes”

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

In order to maintain full time status for the fall and spring semesters, you will need to adjust your Thesis Research credit hours.
Total Credit Hours (Thesis Research + course credits) must = 12.000 for the fall and spring semesters. (The summer Thesis Research credit hours is defaulted at 6.000 credits).

To adjust the Thesis Research credit hours: click on the actual 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).

Once you’re complete, exit online registration by clicking on EXIT at the top right corner of the screen. For maximum security, always close your browser after logging out.

Important Note about Security:
To protect your privacy, Self Service Banner/Luminis 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.

**Important Reminders:**

**Add/Drop:**
Students may add/drop a graduate course online (or in-person, Belfer 202) during the designated add/drop period, as indicated on the Graduate Division Academic Calendar. Courses dropped during the add/drop period will not appear on the graduate transcript.

**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” (Withdrawn) for the withdrawn course will be reflected on the graduate transcript.

Visit the Graduate Division Forms webpage: [http://einstein.yu.edu/education/phd/current-students/graduate-forms.aspx](http://einstein.yu.edu/education/phd/current-students/graduate-forms.aspx) to access forms, such as the Course Withdrawal Form, and the Thesis Laboratory Declaration Form.

**Questions?**
For questions regarding online registration, please email sgregistrar@einsteinmed.org.