Fall 2020 Registration Information
Wilf Campus

Below are helpful steps in navigating the registration process. During your assigned registration time you may access the system from your own computer or from those available in the 11th floor computer rooms in Belfer Hall or in the Gottesman Library.

- To access the university computers you will need a USERNAME and PASSWORD. If you do not already have this information, please go to the Academic Computing Office on the 13th floor of Belfer Hall, Room 1315 between 9:00 AM – 9:00 PM prior to registration.
- Students must have their programs approved by an Academic Advisor prior to registering online.
- You may register and add open courses until midnight, Thursday, September 3, 2020.
- You may drop classes online until midnight, Tuesday, September 22, 2020.
- You may register on the web only for courses that do not require special permission. You will need permission from Academic Advising sent to the Registrar’s office by your scheduled registration date to add courses such as honors, those requiring senior status, or special permission.
- Prior to registering for your courses, it is advisable to check the availability (see note 7 below) of your course selections to ensure that they are open when you wish to register. Additionally, prepare a list of alternate courses to substitute for any closed course.
- To access your status, login to your self-service account; click on ‘student and financial aid’; click on ‘Registration’; Click on ‘Registration Status’; Select the ‘Fall 2020’ semester from the drop down menu; Click on ‘Submit’ (see detailed instructions below).

Registration dates and times follow:

| Upper Seniors  
(U8: 111 or more credits completed) | Monday, May 4, 2:50 P.M. |
|---------------------------------|------------------------|
| Lower Seniors  
(U7: 94-110.5 credits completed) | Monday, May 4, 4:20 P.M. |
| Upper Juniors  
(U6: 78-93.5 credits completed) | Tuesday, May 5, 2:45 P.M. |
| Lower Juniors  
(U5: 60-77.5 credits completed) | Tuesday, May 5, 4:20 P.M. |
| Upper Sophomores  
(U4: 45-59.5 credits completed) | Wednesday, May 6, 2:45 P.M. |
| Lower Sophomores  
(U3: 27-44.5 credits completed) | Wednesday, May 6, 4:20 P.M. |
| Upper Freshmen  
(U2: 12-26.5 credits completed) | Thursday, May 7, 2:45 P.M. |
| Lower Freshmen  
(U1: 0-11.5 credits completed) | Thursday, May 7, 4:20 P.M. |
1. **Create a list of for which courses you wish to register.** In creating your list note the following:

   - Course Workload Maximum is 17.5 credits
   - Before selecting courses, check the catalog ([www.yu.edu/catalog](http://www.yu.edu/catalog)) and the remarks on the course schedule ([www.yu.edu/schedule](http://www.yu.edu/schedule)) for course descriptions, restrictions, pre- or co-requisites, special approval and requirements for your degree and major.

2. **Log in to a University computer:**

   - Press Ctrl-Alt-Delete all at the same time
   - In USER NAME box, enter your assigned computer username.
   - Click in the PASSWORD box and enter the first letter of your last name and the last 4 digits of your social security number (eg: s6789). You will be prompted to change your password, which you will use in subsequent logins.
   - Click OK. For help, please see an Academic Computer Advisor or go to Belfer Hall, Room 1315

3. **Proceed with Registration:**

   - Click on INTERNET EXPLORER and type in [https://insidetrack.yu.edu](https://insidetrack.yu.edu)
   - Log in with your username and password
   - On the top header, hover over/click on “Students”
   - Select “Undergraduate”
   - Navigate to Banner Self-Service (lower right of the screen)
   - Click on “Student and Financial Aid”
   - Click on “Registration”
   - Click on “Add or Drop Classes”
   - Select Term Fall 2020 and click on “Submit”
   - Answer the question on the screen pertaining to your Torah Studies Program. If the Torah Studies program which you were placed into does not appear on the screen, please see the registrar for guidance.
   - After submitting your Torah Studies, you may continue to add your general studies.
   - **To ADD classes:** read the instructions. Scroll to the bottom and enter the CRNs for the classes you wish to ADD in the “ADD CLASSES” boxes.
     - Note:  
       a) You must be registered for a Torah studies program before proceeding to add afternoon Jewish studies courses and general studies courses.
     - b) For courses with corequisites, CRNs must be entered simultaneously.
   - Click on “SUBMIT CHANGES” to submit your ADD requests. Errors, if any, will be displayed at the bottom of the page.

4. **To DROP a class:** use the ACTION pull-down boxes to WEB DROP a class in the “CURRENT SCHEDULE” area. Click on “SUBMIT CHANGES”.

5. **To ADD a dropped class (subject to the last day to add a course):**

   - If you web-dropped a class, scroll to the bottom and enter the CRN for the class you wish to ADD in the “ADD CLASSES” boxes. Click on “SUBMIT CHANGES”.
   - If the dropped class has the ‘Drop/Delete’, ‘Web Withdrawal’ or ‘Official Withdrawal – Z’ status then use the ACTION pull-down box to WEB ADD the class in the “CURRENT SCHEDULE” area. Click on “SUBMIT CHANGES”.

6. **To SWITCH a class** with a corequisite, use the ACTION pull-down box to WEB DROP the class in the “CURRENT SCHEDULE” area and then enter the CRN for the class you wish to ADD in the “ADD CLASSES” box. Click on “SUBMIT CHANGES”.
7. **To Search for Classes to Add and to Check their Availability:**
   - Click on Class Search. Select “Campus/College” and Continue.
   - Select the criteria that you want to use in your search. You must select at least one SUBJECT. Click on GET CLASSES to execute your search.
   - Classes returned with a CHECKBOX on the left column are open for registration. To register, click the CHECKBOX and click the REGISTER button at the bottom of the page.
   - Classes returned with the letter "C" in the left column are CLOSED.

8. **To View and Print**
   - **To view your schedule:** click on “PRINTER FRIENDLY STUDENT SCHEDULE”.
   - **To print your schedule:** click on “PRINT THIS SCHEDULE” at the top of the page.
   - **Check that your registration is accurate and that you are enrolled in the correct courses and sections.** You are responsible for all courses listed on your program.
   - After you have printed your schedule, click on “RETURN TO MENU”.

9. **Exit Web Registration**
   - Click on EXIT at the top right of the screen. For maximum security, always close your browser.

**Important Notes about Security:**
- To protect your privacy, BannerWeb automatically terminates a session after thirty minutes of inactivity. Should this occur, repeat the login process and start your session again.
- 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:
  - Office of the Registrar
  - 500 West 185th Street, Room 114, New York, New York 10033
  - Phone: (212) 960-5274 Fax: (212) 960-0004 Email: wilfregistrar@yu.edu

  **Office hours:** Monday - Thursday 9:00am - 5:30pm Friday 9:00 am - 2:30
How to Check
Your Registration Status

1. Click on INTERNET EXPLORER and type in https://insidetrack.yu.edu
2. Log in with your username and password
3. On the top header, hover over/click on ‘Students’
4. Select ‘Undergraduate’
5. Navigate to Banner Self-Service (lower right of the screen)
6. Click on ‘Student and Financial Aid’
7. Click on ‘Registration’
8. Click on ‘Registration Status’
9. Select the semester from the drop down menu
10. Click on ‘Submit’
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