



# Yeshiva University

## OFFICE OF THE REGISTRAR • ISRAEL HENRY BEREN CAMPUS

215 Lexington Avenue, 6<sup>th</sup> Floor | New York, New York 10016 | Phone 646 592 4180 | Fax 212 340 7837 | E-mail [berenregistrar@yu.edu](mailto:berenregistrar@yu.edu)

### Fall 2022 Registration Information Beren Campus

Below are helpful steps in navigating the registration process. During your assigned registration time you may access the system from your own computer.

- You may register and add open courses until midnight, Wednesday, September 7, 2022.
- You may drop classes online until midnight, Tuesday, October 25, 2022.
- You may register on the web only for courses that do not require special permission. You may contact the Registrar's Office during business hours on your scheduled registration date for assistance with adding 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 6 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 registration status, login to your Insidetrack account; click on 'Student and Financial Aid'; click on 'Registration'; click on 'Registration Status'; select the 'Fall 2022' semester from the drop down menu; click on 'Submit'.

Registration dates and times follow:

Upper Seniors (U8: <u>111 or more credits completed</u> )	Wednesday, May 11, 9:00 A.M.
Lower Seniors (U7: <u>94-110.5 credits completed</u> )	Wednesday, May 11, 10:00 A.M.
Upper Juniors (U6: <u>78-93.5 credits completed</u> )	Wednesday, May 11, 11:00 A.M.
Lower Juniors (U5: <u>60-77.5 credits completed</u> )	Thursday, May 12, 9:00 A.M.
Upper Sophomores (U4: <u>45-59.5 credits completed</u> )	Thursday, May 12, 10:00 A.M.
Lower Sophomores (U3: <u>27-44.5 credits completed</u> )	Thursday, May 12, 11:00 A.M.
Upper Freshmen (U2: <u>12-26.5 credits completed</u> )	Friday, May 13, 9:00 A.M.
Lower Freshmen (U1: <u>0-11.5 credits completed</u> )	Friday, May 13, 10:00 A.M.

1. **Create a list of which courses you wish to register.** In creating your list note the following:
  - You may satisfy Core with eight or nine credits completed, generally, from three courses.
  - Course Workload Maximum is 7 courses - see the "Workload Guidelines" (<https://www.yu.edu/registrar/registration>) for guidelines on counting courses.
  - 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/schedules](http://www.yu.edu/schedules)) for course descriptions, restrictions, pre or co-requisites, special approval and requirements for your degree and major.
2. **Proceed with registration:**
  - Go to <https://insidetrack.yu.edu>
  - Log in with your username and password
  - On the top header, hover over/click on "Students"
  - Select "Undergraduate"
  - Click on "Banner Self-Service" (top-middle of the screen). It will open a new browser tab.
  - Click on "Student and Financial Aid"
  - Click on "Registration"
  - Click on "Add or Drop Classes"
  - Select Term **Fall 2022** and click on "Submit"
  - **To ADD classes:** read the instructions. Scroll to the bottom and enter the CRNs for the classes you wish to **ADD** in the "ADD CLASS" boxes.  
Note: a) You must add 2 Jewish Studies courses before proceeding to add general studies courses.  
b) For courses with co-requisites, CRNs must be entered consecutively.
  - Click on "SUBMIT CHANGES" to submit your ADD requests. Errors, if any, will be displayed at the bottom of the page.
3. **To DROP a class:** use the ACTION pull-down boxes to WEB DROP a class in the "CURRENT SCHEDULE" area. Click on "SUBMIT CHANGES".
4. **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".
5. **To SWITCH a class** with a co-requisite, 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".
6. **To Waitlist for a class:**
  - Scroll to the bottom and enter the CRN for the class you wish to WAITLIST in the "ADD CLASS" box. Click on "SUBMIT CHANGES" to submit your ADD request.
  - The system will then evaluate whether there is room in the class for another student. If the class is closed, you will be given the option of electing to be on the waitlist.
  - If you want to be on the waitlist, select "Waitlist" from the "Action" dropdown menu and then click the "Submit Changes" button again. Your schedule is displayed with the "Waitlist" status displayed for the desired class.

7. To Search for Classes to Add and to Check their Availability:

- Click on Class Search. Select Campus / College (part of term) – ‘Stern Full Term’ or ‘UW Sy Syms Full Term’ 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 MENU (at top of screen) and click on “WEEK AT A GLANCE”. Click on “NEXT WEEK” to arrive at the first full week of classes.
- To print your schedule: click on the printer icon located at the top of your browser.
- 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.

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, Banner Self-Service automatically terminates a session after thirty minutes of inactivity. Should this occur, repeat the login process and start your session again.
- Banner Self-Service 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

215 Lexington Ave. – 6<sup>th</sup> Floor @33rd St., New York, New York 10016

Phone: (646) 592 4180 Fax: (212) 340-7837 Email: [berenregistrar@yu.edu](mailto:berenregistrar@yu.edu)

**Office hours:** Monday - Thursday 9:00am - 5:30pm, Friday 9:00 am - 2:30pm



# Yeshiva University

OFFICE OF THE REGISTRAR • ISRAEL HENRY BEREN CAMPUS

215 Lexington Avenue, 6<sup>th</sup> Floor | New York, New York 10016 | Phone 646 592 4180 | Fax 212 340 7837 | E-mail [berenregistrar@yu.edu](mailto:berenregistrar@yu.edu)

## **How to Check Your Registration Status**

1. Go to <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. Click on “Banner Self-Service” (top-middle of the screen).
6. Click on “Student and Financial Aid”
7. Click on “Registration”
8. Click on ‘Registration Status’
9. Select the upcoming semester from the drop down menu
10. Click on ‘Submit’