

## **FERKAUF GRADUATE SCHOOL OF PSYCHOLOGY**

### **HOW TO REGISTER FOR CLASSES ONLINE**

- Go to <https://insidetrack.yu.edu>
- Log in with your username and password
- On the top header, hover over/click on “Students”
- Select “Graduate”
- Navigate to Banner Self-Service
- Click on ‘Student Information and Financial Aid’
- Click on ‘Registration’
- Click on ‘Registration Status’
- Select the semester from the drop-down menu
- Click on ‘Submit’
- To Add Classes: read the instructions. Scroll to the bottom and enter the CRNs for the classes that you wish to ADD in the “ADD CLASSES” boxes
- Click on “Submit Changes” to submit your ADD requests. Errors, if any. Will be displayed at the bottom of the page.
- To Drop a class: Use the ACTION drop-down box to WEB DROP a class in the “Current Schedule: are. Click on “Submit Changes”.

### **ADDING A DROPPED CLASS**

- To ADD a dropped class (subject to the last day to add a course): 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*, then use the ACTION drop-down box to WEB ADD the class in the “Current Schedule” area. Click on “Submit Changes”.

### **SEARCHING FOR CLASSES**

- 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 to the 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” are closed.

### **PRINTING YOUR SCHEDULE**

- To view and print click on “PRINTER FRIENDLY STUDENT SCHEDULE” and click on “PRINT THIS SCHEDULE” at the top of the page.
- Review your schedule to make sure you are in the correct courses.
- Return to Menu
- Exit Web Registration

#### **SECURITY**

- Click on “EXIT” at the top of the screen, Close your browser for Maximum Security.
- After 30 minutes of inactivity, the session will automatically be terminated.
- Banner Web will not allow you to be logged in from different computers simultaneously. If this occurs the session will be terminated.

For questions, contact [resnickregistrar@yu.edu](mailto:resnickregistrar@yu.edu)