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