



Yeshiva University

OFFICE OF THE REGISTRAR • WILF CAMPUS

500 West 185th Street, Rm 114 | New York, New York 10033 | Phone 212 960 5274 | Fax 212 960 0004 | E-mail wilfregistrar@yu.edu

Spring 2017 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, Tuesday, February 7, 2017.
- You may drop classes online until midnight, Monday, April 3, 2017.
- You may register on the web only for courses that do **not** require special permission. You will need to go to the Registrar's Office between 9:00AM-5:30PM on 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 MYYU account; click on 'student and financial aid'; click on 'Registration'; Click on 'Registration Status'; Select the 'Spring 2017' semester from the drop down menu; Click on 'Submit'.

Registration dates and times follow:

Upper Seniors <i>(U8: 111 or more credits completed)</i>	Tuesday, December 27, 3:00 P.M.
Lower Seniors <i>(U7: 94-110 credits completed)</i>	Tuesday, December 27, 4:00 P.M.
Upper Juniors <i>(U6: 78-93 credits completed)</i>	Wednesday, December 28, 3:00 P.M.
Lower Juniors <i>(U5: 61-77 credits completed)</i>	Wednesday, December 28, 4:00 P.M.
Upper Sophomores <i>(U4: 45-60 credits completed)</i>	Wednesday, December 28, 5:00 P.M.
Lower Sophomores <i>(U3: 28-44 credits completed)</i>	Thursday, December 29, 3:00 P.M.
Upper Freshmen <i>(U2: 12-27 credits completed)</i>	Thursday, December 29, 4:00 P.M.
Lower Freshmen <i>(U1: 0-11 credits completed)</i>	Thursday, December 29, 5:00 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) and the remarks column of the course schedule (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 www.yu.edu/myyu
- Click on **"Faculty, Students and Staff"**
- Enter your **User ID & PIN**
- Your **User ID** begins with either **"800"** or **"999"** - it is NOT your social security number. If this is your first time logging in, click on **"RESET MY PIN"** located at the bottom of the screen. You will be prompted to enter your user ID and then either your YU email address or the email address with which you applied to the school. A new random PIN will be emailed to that email account. You will then return to the login screen and enter your user ID and PIN. When you log on, you will be prompted to change your PIN. Your PIN should consist of 6 digits. A PIN with consecutive numbers (eg: 123456 or 654321 or 111111 or 222222) will not be valid.
- Click on **"Student and Financial Aid"**
- Click on **"Registration"**
- Click on **"Add or Drop Classes"**
- Select Term **Spring 2017** 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:

- It is strongly recommended that you change your PIN number frequently. It will automatically expire every 6 months.
- 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. Go to www.yu.edu/myyu
2. Click on 'Faculty, Students and Staff'
3. Enter your User ID and PIN
4. Click on 'Student and Financial Aid'
5. Click on 'Registration'
6. Click on 'Registration Status'
7. Select the semester from the drop down menu
8. Click on 'Submit'

Yeshiva University – Wilf Campus
Yeshiva College & Syms School of Business
Scheduling Grid

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
1:00 – 2:45	211	311	411 (211)	511 (311)	9:00- 611	1:30- 111
3:00 – 4:15	231	331	431 (231)	531 (331)	10:00- 621	4:00- 141
4:30 – 5:45	241	341	441 (241)	541 (341)	11:00- 631	5:00- 151
5:45 – 6:45	251	ACADEMIC HOUR	CLUB HOUR	551	12:00- 641	7:00- 171
6:45 – 8:00	261	361	461 (261)	561 (361)		8:00- 181
8:15 – 9:45	281 (261)	381 (361)	481 (461)	581 (561)		

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