

Ferkauf Graduate School of Psychology Registration Instructions

Academic Advisement

Before you register online, you must meet with your advisor to review your course selections and program requirements. Once you have done so, your advisor will provide you with a Registration Access Code (RAC) that you will use to register online.

Registration Procedures

- Go to <https://insidetrack.yu.edu>
- Log in with your username and password.
 - If you need help finding your YU Login ID or resetting your password, visit the following link <https://www.yu.edu/findid>
- On the top header, hover over/click on “*Students*”
- Select “*Graduate*”
- Navigate to “*Banner Self-Service*”
- Click on “*Student and Financial Aid*”
- Click on “*Registration*”
- Click on “*Add or Drop Classes*”
- Make sure you are in the correct term
- Enter your Registration Access Code (RAC)
- To Add and Drop Classes:
 - Before you register you will need to know the course CRN number. Be careful when choosing courses as many have different sections, and each section has a different CRN number. If you need to register for a research course, you must do so with your research supervisor.
 - To Add Classes:
 - 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 Classes:
 - Use the ACTION drop-down box to “*WEB DROP*” a class in the Current Schedule
 - Click on “*Submit Changes*”

Searching for Classes and CRNs

- There are several ways to search for classes and find CRNs. An official course schedule will be posted under “*MY YU*” and “*Course Schedule*” at the following link, which includes courses for all programs at Ferkauf and their respective CRN.
<https://www.yu.edu/ferkauf/student-resources>
- CRNs can also be found through searching for classes using the following instructions.
 - 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” 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.

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

Student Finance Office

All questions regarding tuition, financial aid, loans, fees, etc. should be addressed to either the Office of Student Accounts (accounts@yu.edu, 646-592-6260) or Office of Student Aid (studentaid@yu.edu, 646-592-6250). Please note, in order to be eligible to register, you must be financially clear. To check your financial status prior to registration, go to insidetrack.yu.edu or contact the offices listed above.

Certified Full-Time Status

For purposes of loan application and/or loan deferment, anyone who registers for Advanced Research Seminar, Research Project II, or Doctoral Internship will be automatically certified as a full-time student. If you do not need to be certified as a full-time student, please notify the Registrar’s Office.

Continuous Registration & Leave of Absence

According to the Ferkauf catalog, “*Students must maintain continuous registration until graduation – including registering for research until oral defense is complete.*” This includes registration for Research Project I & II and Advanced Research Seminar. A student who neither registers nor secures an official Leave of Absence for any semester is considered as having withdrawn from the school.

Additionally, if you have undergraduate and/or graduate loans, you are no longer considered in deferment any semester you fail to register. This means that your 6 month grace period will begin during the semester which you are not registered, and you may have to start paying back your loans sooner than expected.

If you decide to take a Leave of Absence for a semester, you must complete a Leave of Absence Request and have it approved by your program director and the Dean prior to the start of the semester. Return the forms to the Registrar’s Office during the registration period.

Graduation & Master's En Route

If you are a doctoral candidate, you might wish to review with your advisor your eligibility for a Master's degree. If you are eligible for a MA/MS en route, you must file a Graduation Application with the Registrar's Office. You will be billed for the \$50 Master's en route application fee upon submission of the application.

If you anticipate graduation, check with your advisor to make sure you have completed your program requirements. Fill out a Graduation Application and return it to the Registrar's Office. You will be billed the \$150 application fee upon submission of the application. Please note, if you previously submitted a graduation application within the past two years and paid the fee, you will not be charged again.

Privacy Rights

Yeshiva University has adopted regulations to protect the privacy rights of students under the Family Educational Rights and Privacy Act. A copy of the regulations is available on written request to the Office of the Registrar.