



Yeshiva University

OFFICE OF THE REGISTRAR • ISRAEL HENRY BEREN CAMPUS

215 Lexington Avenue, 6th Floor | New York, New York 10016 | Phone 212 340 7777 | Fax 212 340 7837 | E-mail berenregistrar@yu.edu

Spring 2020 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 or from those available in the 3rd floor computer rooms at Stanton Hall (245 Lexington Avenue).

- To access the university computers you will need a USERNAME and PASSWORD. If you do not already have this information, please go to 245 Lexington – Room 323 between 9:00 AM – 9:00 PM prior to registration. You may contact Academic Computing at (212) 340 – 7772 or email them at labhelp@yu.edu.
- You may register and add open courses until midnight, Thursday, January 30, 2020.
- You may drop classes online until midnight, Thursday, April 2, 2020.
- 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 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 MYYU account; click on 'Student and Financial Aid'; click on 'Registration'; click on 'Registration Status'; select the 'Spring 2020' semester from the drop down menu; click on 'Submit'.

Registration dates and times follow:

Upper Seniors (U8: <u>111 or more credits completed</u>)	December 16, Monday, 8:30 A.M.
Lower Seniors (U7: <u>94-110 credits completed</u>)	December 16, Monday, 8:45 A.M.
Upper Juniors (U6: <u>78-93 credits completed</u>)	December 17, Tuesday, 8:30 A.M.
Lower Juniors (U5: <u>60-77 credits completed</u>)	December 17, Tuesday, 8:45 A.M.
Upper Sophomores (U4: <u>45-59 credits completed</u>)	December 18, Wednesday, 8:30 A.M.
Lower Sophomores (U3: <u>27-44 credits completed</u>)	December 18, Wednesday, 8:45 A.M.
Upper Freshmen (U2: <u>12-26 credits completed</u>)	December 19, Thursday, 8:30 A.M.
Lower Freshmen (U1: <u>0-11 credits completed</u>)	December 19, Thursday, 8:45 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" (www.yu.edu/registrar/ug-info) for guidelines on counting courses.
 - Before selecting courses, check the **Notes** column of the course schedule (www.yu.edu/schedule) for course information, restrictions, pre- or co-requisites and special approval.
 - Check the major Fact Sheets in the Academic Advisement Center or posted on each department's website for your major/minor requirements.
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 245 Lexington – Room 323 between 9:00 AM – 9:00 PM. You may contact them at (212) 340 – 7772 or email them at labhelp@yu.edu.
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 your YU email address. 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 2020** and click on "Submit".
 - Answer the question, "Are you required to fulfill Stern/SSSB Jewish Studies Core Requirements?" and "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 your Core courses before proceeding to add Jewish Studies courses off Core and general studies courses.**
b) For courses with co-requisites, CRNs must be entered consecutively.
c) The "level" of all Core courses must be "SC" (Stern Core). In some cases you may need to change the "level" of your Core courses from "UW" (Undergraduate Women) to "SC".
To change the level: click on "Change Class Option" at the bottom of screen and proceed to your registered courses. Notice a drop down box to the right of the 'Course level' for each course. Click on the arrow and select "Stern Core". Click on "Submit Changes".
 - 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 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".

7. 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.

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

- Click on Class Search. Select Campus / College (part of term) – 'Undergraduate Women' 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.

9. 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.**

10. 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

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

Phone: (212) 340-7777 Fax: (212) 340-7837 Email: berenregistrar@yu.edu

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

Stern College for Women Sy Syms School of Business Yeshiva University

Workload Guidelines*

The maximum workload per semester, including Core, is seven (7) courses. This includes graduate courses taken at AGS and BRGS, and any courses taken off-campus.

The following guidelines apply to summer courses:

- A maximum of 4 credits may be taken during a 4-week period.
- A maximum of 7 credits may be taken during a 5-week period.
- A maximum of 8 credits may be taken during a 6-week period.
- A maximum of 10 credits may be taken during any one summer.

Please note the following:

1. Courses with laboratories and recitations count as one course.
2. Courses with fieldwork (e.g. Education) count as one course.
3. Harmony and Ear Training constitute one course.
4. Physical Education courses do not count toward the 7-course workload.
5. One (1) credit Independent Studies, Internships, Hebrew, Applied Music, and a 1.5 credit FIT course are not counted in the workload for students whose GPA is 3.0 or above. They do count as courses for students whose GPA is below 3.0.
6. FIT: Two courses whose total credits do not exceed 3.5 count as one course towards the SCW workload.

*These apply to regular students in good standing. They do not apply to students on probation or in special categories.



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How to Check Your Registration Status for Spring 2020

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 'Spring 2020' semester from the drop down menu
8. Click on 'Submit'

Yeshiva University Beren Campus
Stern College for Women & Sy Syms School of Business
—Time Slots —

Monday		Tuesday	Wednesday	Thursday	Friday
					To be used as needed
A	9:00-10:15	J	9:00-10:15	J	9:00-10:15
B	10:25-11:40	K	10:25-11:40	K	10:30-11:45
C	11:55-1:10	L	11:55-1:10	L	12:00-1:15
D₁	1:25-2:40		D		
	1:05-1:45	1:15-1:45		1:15-1:45	
	D₂	M		M	
		1:45-3:00		1:45-3:00	
2:30-3:10			Club Hour		
E	3:10-4:25	N	2:40-3:35	N	3:15-4:30
			E		
F	4:40-5:55	P	3:35-4:50	P	4:40-5:55
			F		
G	6:05-7:20	Q	5:00-6:15	Q	6:00-7:15
			G		
H	7:25-8:40	R	6:20-7:35	R	7:20-8:35
			H		
			7:40-8:55		

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C 11:55-1:10		L 12:00-1:15	C 11:55-1:10	L 12:00-1:15	
D ₁ 1:25-2:40	1:05-1:45	1:15-1:45	D 1:25-2:40	1:15-1:45	
	D ₂ 1:40-2:55	M 1:45-3:00		M 1:45-3:00	
		Club Hour 2:40-3:35			
E 3:10-4:25		N 3:15-4:30	E 3:35-4:50	N 3:15-4:30	
F 4:40-5:55			F 5:00-6:15	P 4:40-5:55	
G 6:05-7:20		Q 6:00-7:15	G 6:20-7:35	Q 6:00-7:15	
H 7:25-8:40		R 7:20-8:35	H 7:40-8:55	R 7:20-8:35	

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D ₁ 1:25-2:40	1:05-1:45	1:15-1:45	D 1:25-2:40	1:15-1:45	
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G 6:05-7:20		Q 6:00-7:15	F 5:00-6:15	Q 6:00-7:15	
H 7:25-8:40					
		R 7:20-8:35	H 7:40-8:55	R 7:20-8:35	