



Yeshiva University

OFFICE OF THE REGISTRAR

Beren:	215 Lexington Avenue, 6 th Floor	New York, NY 10016	Phone 212 340 7777	Fax 212 340 7837	E-mail berenregistrar@yu.edu
Ferkauf:	1165 Morris Park Avenue, Rousso Bldg.	Bronx, NY 10461	Phone 718 430 3943	Fax 718 430 3960	E-mail resnickregistrar@yu.edu
Wilf:	500 West 185th Street, Rm 114	New York, NY 10033	Phone 212 960 5274	Fax 212 960 0004	E-mail wilfregistrar@yu.edu

Fall 2012 Registration Information Wurzweiler School of Social Work

Below are helpful steps in navigating through the registration process. During your assigned registration time you may access the system from any computer with internet access. Please note that computers are also available on campus in the 11th floor of 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.
- You may register and add open courses until midnight, **Friday, September 21st, 2012.**
- The last day to withdraw without financial penalty is **Friday, September 28th, 2012.**
- The last day to drop without a “W” appearing on record is **Friday, October 5th, 2012.**
- You may register on the web only for courses that do **not** require special permission.
- Prior to registration, please make sure you have the Course Registration Number (CRN) at hand.
- To access your status, login to your MYYU account; click on 'student and financial aid'; click on 'Registration'; Click on 'Registration Status'; Select the 'Fall 2012' semester from the drop down menu; Click on 'Submit'.



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1. 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

2. 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 **Fall 2012** and click on "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.
- Click on "SUBMIT CHANGES" to submit your ADD requests. Errors, if any, will be displayed at the bottom of the page.

3. To DROP classes: use the ACTION pull-down boxes to DROP classes in the "CURRENT SCHEDULE" area. Click on "SUBMIT CHANGES"

4. To SWITCH classes with a co-requisite, use the ACTION pull-down box to DROP the class in the "CURRENT SCHEDULE" area and then enter the CRN for the class you wish to ADD in the "ADD CLASS" box. Click on "SUBMIT CHANGES".

5. 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.



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6. 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".

7. 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*