

Ferkauf Graduate School of Psychology Registration Instructions

Academic Advisement

Before you register on-line, you must meet with your advisor to review your course selections and program requirements. It will be beneficial for you to bring a copy of your latest transcript to the advising session. Once you have done so, your advisor will provide you with a Registration Access Code (RAC) that you will use to register on-line.

Registration Procedures

- Log on to www.yu.edu/myyu
- Enter your username and PIN
 - Your username will be your unique YU ID number beginning with 800.
 - If this is the first time you are logging in, you should click on “reset my pin”. You’ll be prompted to enter your username and email address. A temporary pin will be emailed to you. Note, you will be prompted to change your PIN once you have logged in.
 - If you have previously logged in, your PIN will be the numbers you chose after the first time you logged in.
- Click on “*Student Information*”
- Click on “*Registration*”
- Click on “*Register or Add/Drop Classes*”
- Make sure you are in the correct term
- Enter your Registration Access Code (RAC)
- 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.
- Enter your course selections and click “*Submit Changes*”

If you encounter any difficulties, contact the Registrar’s Office at 718-430-3943.

Student Finance Office

All questions regarding tuition, financial aid, loans, fees, etc. should be addressed to the Office of Student Finance at 718-862-1810.

Please note, in order to be eligible to register, you must be financially clear. To check your financial status prior to registration, go to www.yu.edu/myyu or call Student Finance at 718-862-1810.

Certified Full-Time Status

For purposes of loan application and/or loan deferment, anyone who registers for Dissertation Planning, 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 Dissertation Planning. 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.