WEB-REGISTRATION GUIDELINES

For PhD and MD-PhD Students

All registration periods are published annually on the Graduate Division Academic Calendar which is available at: http://einstein.yu.edu/education/phd/current-students/calendar.aspx.

Email notices regarding registration are sent prior to each registration period. Please read these emails carefully.

Every student must maintain full-time status and therefore must register online for the summer, fall and spring semesters during the designated registration periods, including:

- All PhD and MD-PhD students who have completed their required coursework and are strictly doing thesis research. Students must register for full-time Thesis Research
- Any PhD student who has defended, but has not yet submitted their final paperwork for program completion
- Any MD-PhD student who has defended, but has not yet returned to the Wards

Note:
- All declared students must register for Thesis Research each summer, fall and spring semester.
- MD-PhD students who have returned to the Wards do not need to register for Thesis Research.

1st Year PhD and MD-PhD Students
1st year PhD and MD-PhD students will be advised on web registration and are provided with specific instructions for online registration.

Undeclared PhD and MD-PhD Students
Undeclared 2nd year and above PhD and MD-PhD students will not have access to online registration until they have officially declared a thesis laboratory and concentration via submission of the Thesis Laboratory Declaration Form and OSHA Form to the Graduate Office (Belfer 202, sgregistrar@einsteinmed.org).

Registration Hold
Students with a registration hold on their account will not have access to online registration. Students on hold need to contact the Graduate Office at sgregistrar@einsteinmed.org in order to resolve the hold in a timely manner. Once the hold is resolved, the student may be required to schedule an appointment for in-person registration.

Each student is responsible for the completeness and accuracy of their own registration. Failure to comply with department/concentration, program, and college regulations may jeopardize student status.

How to Access Online Registration
2. Sign in with your Monte Active Directory username and password
3. Click “Student Registration” located under Student Resources
4. Click “Register for Classes”
5. Select the appropriate term from the drop-down menu for “Terms Open for Registration” and then click the “Continue” button

To Register for Graduate Courses:

Find Classes
1. Subject: select from the menu “Biomedical Sciences (Graduate)”
2. Click the “Search” button. All other fields can be left blank.
3. From the search results, click to “Add” button to add the course(s) for which you want to register.
4. The added course will be listed on your Summary with a status of Pending.
5. Click the Submit button at the end of the page to register for the added course(s). The status will update to Registered if the registration is successful.
   
   You must click the Submit button, to complete the registration.
   
   Errors, if any, will be displayed at the bottom of the page.

Note: courses closed for web-registration require completion and submission of the Course Registration Form. The form is available from the Graduate Office. Email sgregistrar@einsteinmed.org for the form or go to Belfer 202 to pick up a form.

To view/print your schedule, click the “Schedule and Options” tab.

To Register for Thesis Research:

Find Classes
1. Subject: select from the menu “Laboratory Research”
2. Instructor: select your primary mentor’s name
   
   If your mentor’s name is not available, notify sgregistrar@einsteinmed.org.
3. Click the “Search” button. All other fields can be left blank.
4. From the search results, click to “Add” button to add the Thesis Research course associated with your mentor.
   
   The added course will be listed on your Summary with a status of Pending.
5. Click the Submit button at the end of the page to register for the added course. The status will update to Registered if the registration is successful.

Note: when registering for fall or spring Thesis Research, you must adjust the credit hours, so that you overall credit/hour total for the semester is 12. If you do not adjust your credit hours, you will be at less than full-time status.

Total Credit Hours (Thesis Research + course credits) must = 12.000 for the fall and spring semesters. (The summer Thesis Research credit hours is defaulted at 6.000 credits).

To adjust the Thesis Research credit hours:
6. Click on the “Schedule and Options” tab
7. Click on the credit number, and then type in the necessary amount of credits needed to bring your overall total credit hours for the semester to 12.
8. Click the “Submit” button at the bottom of the web page to save these changes.
Once registration is complete, log out. For maximum security, always close your browser after logging out.

**Important Reminders:**

**About Security:**
To protect your privacy, Self Service Banner/Luminis will automatically terminate a session if there are more than thirty minutes of inactivity. Should this occur, repeat the login in process for Luminis and start your session.

**Add/Drop:**
Students may add/drop a graduate course during the designated add/drop period as indicated on the Graduate Division Academic Calendar. Courses dropped during the add/drop period will not appear on the graduate transcript.

**Course Withdrawal:**
After the add/drop deadline date has passed, a student has until the mid-point of a course to withdraw. Withdrawing from a course requires completion and submission of a Course Withdrawal Form, available on the Graduate Division Forms webpage, and requires signatures from the course leader, mentor (if applicable), and Program Director. A grade of “W” (Withdrawn) for the withdrawn course will be reflected on the graduate transcript. Course withdrawal deadlines are published on the Academic Calendar.

Visit the Graduate Division Forms webpage: [http://einstein.yu.edu/education/phd/current-students/graduate-forms.aspx](http://einstein.yu.edu/education/phd/current-students/graduate-forms.aspx) to access forms, such as the Course Withdrawal Form, and the Thesis Laboratory Declaration Form.

**Questions?**
For questions regarding online registration, courses, and/or Laboratory Declaration, email sgregistrar@einsteinmed.org.