

## WEB-REGISTRATION GUIDELINES

### *For PhD and MD-PhD Students*

Each graduate student must maintain full-time status and therefore must register for the summer, fall and spring semesters during the designated registration periods. Registration periods are published annually on the Graduate Division [Academic Calendar](#).

Email notices for registration are sent prior to each registration period. Read these emails carefully.

All students must register, including:

- PhD and MD-PhD students who have completed their required course work and are strictly doing thesis research. (Students must register for full-time Thesis Research—12 credits each fall and spring semester; 6 credits each summer semester.)
- Any PhD student who has defended, but has not yet submitted the final paperwork for program completion.
- Any MD-PhD student who has defended, but has not yet started their clinical rotations.

All declared students must register for Thesis Research each summer, fall and spring semester. (MD-PhD students who are completing clinical rotations *do not* need to register for Thesis Research.)

#### **1<sup>st</sup> Year PhD and MD-PhD Students**

1<sup>st</sup> year PhD and MD-PhD students will be advised on web registration separately and are provided with specific instructions for online registration.

#### **Undeclared PhD and MD-PhD Students**

Undeclared 2<sup>nd</sup> year and above PhD and MD-PhD students will not have access to online registration until they have officially declared a thesis laboratory and department. To declare, submit the Thesis Laboratory Declaration Form and OSHA Form to the Graduate Office (Belfer 202 or [gradregistrar@einsteinmed.edu](mailto:gradregistrar@einsteinmed.edu)). These forms are available on the [Graduate Division Forms](#) webpage.

#### **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 [gradregistrar@einsteinmed.edu](mailto:gradregistrar@einsteinmed.edu) in order to resolve the hold.

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

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#### **How to Access Online Registration**

1. Go to the Luminis Portal, <https://lum-prod.ec.einsteinmed.edu/>
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 may be left blank.

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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 the *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: course closed for web-registration require a Course Registration Form. Email form request to [gradregistrar@einsteinmed.edu](mailto:gradregistrar@einsteinmed.edu) or pick up in Belfer 202.

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

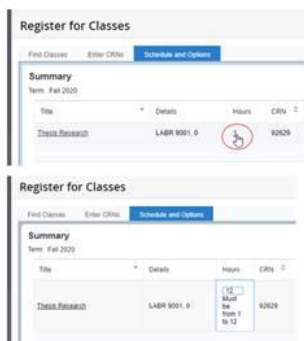
### **To Register for Thesis Research:**

#### *Find Classes*

1. Subject: select from the menu “Laboratory Research”
2. Instructor: select your primary mentor’s name  
If you mentor’s name is not listed, notify [gradregistrar@einsteinmed.edu](mailto:gradregistrar@einsteinmed.edu)
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.

#### To adjust 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.

### **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,

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and requires signatures from the course leader, mentor (if applicable), and program director. A grade of “W” (Withdraw) for the withdrawn course will be reflected on the graduate transcript. Course withdrawal deadlines are published on the academic calendar and graduate course schedule.

### **FERPA:**

Student privacy is important to us. Please be reminded that the [FERPA Policy](#) is available on the Graduate Division website and is also included in the [Academic Policies and Guidelines](#).

### **Questions?**

If you have questions or need assistance with any aspect of web registration, please contact the Graduate Office at [gradregistrar@einsteinmed.edu](mailto:gradregistrar@einsteinmed.edu).

Sincerely,

*Office of the Graduate Registrar  
Graduate Division of Biomedical Sciences*