YDS COURSE REGISTRATION
IN SELF-SERVICE BANNER

A how-to for students
WHY CHANGE?

- The University is de-commissioning OCS, which is the platform that YDS students have used for course registration for over 15 years.

- Most of the rest of the University has moved from OCS to Self-Service Banner already. Our move will align us more closely with our colleagues in the Graduate School and most Professional schools and make cross-registration in courses outside YDS less confusing.

- SSB gives you the opportunity for direct registration – no more waiting for adviser and registrar approval before your Canvas status in a course converts from Visitor to Student.

- Your adviser no longer approves your course schedule on-line, but you are still expected to meet with your adviser at least once per term.

- With this increased agency comes more responsibility for you to be familiar with YDS enrollment policies, especially the “50/50 rule”, minimum enrollment, Elementary languages, and extra work in Undergraduate courses
  - Use the tools! (Concentration worksheets, Yale Degree Audit, YDS Bulletin)
Forms for Students

M.Div. Degree related forms:

- M.Div. Worksheet (pdf)
- Suggested M.Div. Curricular Paradigm (pdf)
- Fulfillment of M.Div. Requirements Via Prior Coursework
  - Fulfillment of M.Div. OT Requirement Via Prior Coursework (pdf)
  - Fulfillment of M.Div. NT Requirement Via Prior Coursework (pdf)
  - Fulfillment of M.Div. Theology Requirement Via Prior Coursework (pdf)
  - Fulfillment of M.Div. Ethics Requirement Via Prior Coursework (pdf)
  - Fulfillment of M.Div. History Requirement Via Prior Coursework (pdf)

MAR Concentrations Degree Worksheets:

- Asian Religions (pdf)
- Bible (pdf)
- Hebrew Bible (pdf)
- New Testament (pdf)
- Black Religion (pdf)
- Concentration in Second Temple Judaism (pdf)
- Ethics (pdf)
- History of Christianity (pdf)
- Latinx and Latin American Christianity (pdf)
- Liturgical Studies (pdf)
Foreign Language Study

For M.Div. and M.A.R. students, degree credit may be received for any foreign language study beyond the elementary level. Degree credit may be received for elementary-level language study only if:

1. The language is necessary for reading original texts of the Judeo-Christian tradition, or
2. The language study is required for the degree (as in the case of several concentrated M.A.R. degrees), or
3. In consultation with the student’s advisor and the associate dean of academic affairs, the language is deemed necessary to a specified course of ministerial or other professional development.

For students in the comprehensive M.A.R. program or the M.Div. program, elementary-level language study can receive 6 credits. Students in a concentrated M.A.R. program, distribution will be determined in consultation with the student's advisor. Non-elementary-level languages will be twelve hours, and further credit will be given only for intermediate-level languages. The Reading, Spanish for Reading, and German for Reading are not eligible for elective credit.

Normally, elementary-level foreign language study will not be credited toward S.T.M. degree requirements. Such courses are recorded on student transcripts.

Master of Divinity

Credits required: 72  Credits applied: 38  Catalog: Fall 2022

Students with heavy responsibilities outside of school are strongly advised to reduce their course load, but the total program of study for the M.Div. degree shall not be expanded beyond six years.

- 72 Credit Hours
- Program of Study Requirements

Still needed: You have 34 credit hours including in progress credits.

Still needed: See Master of Divinity Requirements section

Master of Divinity Requirements

Catalog: Fall 2022

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
<th>Credits</th>
<th>Term</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 503</td>
<td>Hebrew Bible Interpretation I</td>
<td>CR</td>
<td>3</td>
<td>Fall 2022</td>
<td>STILL needed: 6 Credits; click here to see applicable courses</td>
</tr>
<tr>
<td>REL 506</td>
<td>NT Interpretation II</td>
<td>IP</td>
<td>[3]</td>
<td>Fall 2023</td>
<td>STILL needed: 6 Credits; click here to see applicable courses</td>
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<tr>
<td>REL 400</td>
<td>Introduction to Theology</td>
<td>CR</td>
<td>3</td>
<td>Fall 2022</td>
<td></td>
</tr>
</tbody>
</table>
THE REGISTRATION PROCESS
START AT THE HUB
Register for Classes
Search and register for your classes. You can also view and manage your schedule.
Only eligible terms will display
Select the school that offers the course
Use the Add button to add courses
The courses you are about to register for appear in the “Summary”
Note any time conflicts
Change your mind? “Remove” the course
Oops, forgot to add something? You can add by CRN.
When ready to process an action, hit “Submit”
Checking the grade modes
Check your current term enrollment in the Hub

- Fall 2023
  - REL 3986 - 01
    - Part-time Internship Practice
    - Th 4:00-5:20 (Practice)
    - Sterling Divinity Quadrangle WOOD
    - Jennifer S Davis
    - Alison Cunningham

- REL 506 - 01
  - NT Interpretation I
  - MWF 10:30-11:20 (Lecture)
REGISTERING FOR “DOWNTOWN” COURSES
## Register for Classes

### Enter Your Search Criteria
- **Term:** Fall 2023

**School**
- David Geffen School of Drama
- Divinity School
- Graduate School of Arts & Sci
- Law School
- Physician Associate Program

**Meeting Days**
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

**Start Time** [ ] [ ] [ ]

**End Time** [ ] [ ] [ ]

Display or hide additional registration information using Ctrl + All + V. Use Ctrl + All + I to reset all panels.
Banner will translate credits. Undergraduate course credit requires permission of Degree Director.
Some Professional Schools have their own procedures/forms.
REGISTERING FOR LIMITED ENROLLMENT COURSES
“Remove” and resubmit
## Requesting Instructor Permission

To request instructor permission, you must first find the course you are interested in. Here is a screen shot of the Yale Registration system showing the course search results for the term Fall 2023.

### Course Search Results

#### Early Greek Philosophers
- **Course:** Early Greek Philosophers
- **Section:** PHIL 737 01
- **CRN:** 17900
- **Instructor:** Jeri Hudgins (Primary), Brad Messer

#### Tutorial
- **Course:** Tutorial
- **Section:** PHIL 750 01
- **CRN:** 17900
- **Instructor:** Sun-Jin Shin (Primary)

### Instructor Permission Request Form

If a course requires instructor permission, you can request it by clicking the "Instructor Permission Request Form" button as shown in the screenshot.

### Schedule Details

The schedule details for Fall 2023 are displayed, showing the days and times of the courses.

### Action

You can choose to register for the course or request instructor permission as needed.
Access the form, enter the CRN, and explain
Instructor Approval Request

Term Code: 202303
CRN: 17908
Course: PHIL 737 01
Title: Early Greek Philosophers
Submitted: 
Reason: 

0 / 1000

Search
Request Approval

Cancel
Save
I really really want to take this course
You will also receive an email notification regarding your request.
Changes can be made through January 26th
In Summary:

• Access Course Registration through the Hub beginning January 9th.

• You may not yet be able to register for some courses in other schools if their registration has not yet begun.

• Can’t save a draft registration but you can “submit” multiple times/multiple actions.

• Limited enrollment courses may be closed, waitlisted, or require Instructor Permission.

• Some Professional Schools require you to complete their procedures/forms in order to register (e.g. SOM, Law, Global Affairs, Architecture, etc). Complete the Change in Course form also.

• Changes in Grade Mode and Add/Drop after Jan 26th still require a form.

• Enrollment in undergraduate courses still requires permission form and extra work

• Enrollment minimum is 3 credits; maximum without special permission is 16.5 credits.
QUESTIONS?