

REGISTRATION INSTRUCTIONS:

Step 1:

You can access the MyYSU Portal through the YSU website www.yсу.edu

Log in by using your username and password.

Please note, after 30-minutes of inactivity, the portal will automatically time out.

Step 2:

The MyYSU Portal gives you access to important features such as campus email, calendars, academic groups, and more!

To access course registration, click on the second bulleted item labeled "Registration."

<p>Step 3:</p> <p>Select the appropriate term and click "Submit."</p>	<p> Personal Information Alumni and Friends Student Financial Aid Faculty Services Employee Finance </p> <hr/> <h2>Registration Term</h2> <hr/> <p>Select a Term: <input type="text" value="Fall 2011"/></p> <p><input type="button" value="Submit"/></p> <hr/> <p>RELEASE: 8.4</p>
<p>Step 4:</p> <p>Review YSU's Promise to Pay form, enter your Banner (YSU) ID listed on the screen and click "Submit."</p>	<p> Personal Information Alumni and Friends Student Financial Aid Faculty Services Employee Finance </p> <hr/> <h2>Promise to Pay</h2> <hr/> <p>Name: Tysa M. Egleton Date: Jul 14, 2011 Term: Fall 2011</p> <p>Please READ carefully and agree, or disagree, with these terms of enrollment in order to proceed.</p> <ul style="list-style-type: none"> I promise to pay YSU all tuition and fees resulting from my registration activities for the payment due dates as specified on my billing statements (which may be in paper or electronic current tuition and fees. The current balance due may change without notice based upon If I process any change to my registration, the tuition and fees may change and I agree If I choose not to attend the Fall 2011 semester, I will officially withdraw by 5:00pm on for a 100% reduction in tuition charges. I understand that failure to do so will not release educational loan. I understand that my registration for future terms, requests for transcripts, diplomas and satisfied. I agree to pay any and all attorney fees and/or other costs associated with collection of <p> <input checked="" type="radio"/> I ACCEPT the above-specified terms of enrollment for Fall 2011. <input type="radio"/> I DECLINE the above-specified terms of enrollment for Fall 2011. </p> <p>Please enter your Banner ID <input type="text" value="Y00123456"/> to confirm: <input type="text"/> <input type="button" value="Submit"/></p> <hr/> <p>RELEASE: 1.10</p>
<p>Step 5:</p> <p>If you know the Course Reference Number (CRN) for each class, click "Registration and Change of Registration" to enter the CRN. If not, click "Look Up Classes" to review the schedule of classes.</p>	<p> Personal Information Alumni and Friends Student Financial Aid Faculty Services Employee Finance </p> <p style="text-align: right;">RETURN TO MENU SITE M</p> <hr/> <h2>Registration</h2> <hr/> <p>The Promise to Pay is the first screen that appears during the registration process. After accepting the payment terms by choosing the I accept option and typing the confirmation, the Registration screens will appear. Please be sure to click the Submit button to complete your registration. If you are using the Lookup Classes link, you prompted for the Promise to Pay for each term selected until you register. Once you have registered, the Promise to Pay will no longer appear.</p> <p>Any continuing student that initially registers on or after the first date of the term will be assessed the late registration fee.</p> <p>Registration Status Check here to see if you are eligible to register.</p> <p>REGISTRATION: Select Term Active Registration Registration and Change of Registration Look Up Classes Please note that the schedule for Spring 2010 is tentative and subject to change. Change Class Options</p> <p>REGISTRATION INFORMATION: Student Summary Schedule Student Detail Schedule Week at a Glance Withdrawal Information Registration History</p> <p>TEXTBOOK INFORMATION: YSU Bookstore-Lookup textbooks</p> <hr/> <p>RELEASE: 8.4</p>

Step 6:

Under "Look Up Classes" you can search for a course using a variety of different options. Only the subject is required; click "Class Search" at the bottom of the page.

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must search when your selection is complete.

Subject: Accounting
 Advertising
 Aerospace Studies

Course Number:

Title:

Schedule Type: All
 Clinical
 Discussion

Instructional Method: All
 Hybrid
 Video Conferencing

Credit Range: hours to hours

Campus: All
 Ashtabula Location
 Cuyahoga Community Location

Course Level: All
 Doctorate Semester
 Graduate Semester

Part of Term: All
 Non-date based courses only
 First Eight Week
 Full Term

Instructor: All
 Abraham, Martin A.
 Adu-Poku, Samuel

Session: All
 Evening- after 5:00pm
 Weekend-Fri after 5:00/Sat/Sun

Attribute Type: All
 Artistic and Literary
 Capstone

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Step 7:

To see more details about the class or to see the pre-requisites, click the CRN.

Use the checkbox to select the course(s) you wish to take; click "Register" to finalize your selection. A "C" indicates a closed class – no box, means it is not available.

Days:
 M = Monday
 T = Tuesday
 W = Weds.
 R = Thurs.
 F = Friday
 S = Saturday
 U = Sunday

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	40112	ACCT	2600	01	M	1.000	Accounting Field Experience	TBA		40	0	40	Joseph W. Antenucci (P)	08/25-12/14	TBA	Fee - Undergraduate
<input type="checkbox"/>	40113	ACCT	2602	01	M	3.000	Financial Accounting	S	08:00 am-10:40 am	50	0	50	TBA	08/25-12/14	29 114	Fee - Undergraduate
<input type="checkbox"/>	40120	ACCT	2602	02	M	3.000	Financial Accounting	TR	09:30 am-10:45 am	50	0	50	TBA	08/25-12/14	29 115	Fee - Undergraduate
<input type="checkbox"/>	40121	ACCT	2602	03	M	3.000	Financial Accounting	MWF	10:00 am-10:50 am	50	0	50	TBA	08/25-12/14	29 115	Fee - Undergraduate
<input type="checkbox"/>	40189	ACCT	5814	02	M	3.000	Federal Taxation 2	MW	02:00 pm-03:15 pm	40	0	40	Joseph W. Antenucci (P)	08/25-12/14	29 115	Fee -- Graduate and Writing Intensive

Step 8:

Review your schedule under "Registration and Change of Registration" to verify your current registration information.

To withdraw from a course, click the drop-down box under "Action" and "Submit Changes."

To change your grading option, click the link under "Grade Mode" and "Submit Changes."

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Mar 01, 2008	None	40026	BIOL	1505	01	Undergraduate Semester	3.000	Traditional	Biology and Modern World
Web Registered on Mar 01, 2008	None	43240	FNUT	1512	01	Undergraduate Semester	1.000	Traditional	Food Safety and Sanitation
Web Registered on Mar 01, 2008	None	40280	FNUT	1543	01	Undergraduate Semester	1.000	Traditional	Personal Nutrition

Total Credit Hours: 5.000
Billing Hours: 5.000
Maximum Hours: 20.000
Date: Mar 01, 2008 12:07 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset Finalize

[View Holds | Change Course Options]

Step 9:

When you are finished with registration, return to the main registration menu.

Click "Student Detail Schedule" to review a detailed copy of your current registration.

Personal Information Alumni and Friends **Student** Financial Aid Faculty Services Employee Finance

RETURN TO MENU SITE M

Registration

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Any continuing student that initially registers on or after the first date of the term will be assessed the late registration fee.

[Registration Status](#)
Check here to see if you are eligible to register.

REGISTRATION:
[Select Term](#)
It is very important to select the appropriate term before completing any other processes. The term selected will be used for all term-related pages you select to view, unless you select another term

[Active Registration](#)
[Registration and Change of Registration](#)
[Look Up Classes](#)
Please note that the schedule for Spring 2010 is tentative and subject to change.
[Change Class Options](#)

REGISTRATION INFORMATION:
[Student Summary Schedule](#)
[Student Detail Schedule](#)
[Week at a Glance](#)
[Withdrawal Information](#)
[Registration History](#)

TEXTBOOK INFORMATION:
[YSU Bookstore-Lookup textbooks](#)

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Step 10:

Always log out when you are finished!

e-mail calendar **YSU Home Page**

February 27, 2008

Mail Inbox

older has (0) messages, (0) unread krlbatter@student.ysu.edu

rently have no messages.

[Mail](#) [Compose](#) [Address Book](#) [E-mail](#)

Campus News & Events

- Youngstown State University News
- eUpdate
E-version of YSUpdate.

If you have questions or concerns about course registration,
please call the Office of the Registrar at 330-941-3178.

For instructions on how to purchase a parking permit,
please review the [instructions](#) on the [Parking Service's website](#).