

SUMMER REGISTRATION IMPORTANT DATES & FAQ's

SUMMER REGISTRATION TIMELINE

Listed below are the relevant days/times for the Summer 2023 add/drop period. During this time, students may log into Self-Service Banner to add or drop classes according to the dates below.

Thursday, April 20 – Thursday, June 1	On-line Add/Drop Period. Students can add/drop classes online from 9:30AM on Thursday, April 20 th through from 9:30AM on Thursday, June 1 st . Spaces in open courses will be available on a first-come, first-serve basis for all students. Closed courses will have automated waitlists.
Wednesday, May 31 -	Last day to drop and waitlist courses online. Students can drop and waitlist classes online until 11:59PM on May 31 st . After the 31 st , students should contact cardozoregistrar@yu.edu for instructions about dropping courses. Once a Summer course starts, students will receive a “W” for dropping the course and will not receive a refund if they drop it.
Thursday, June 1	Last morning to add classes online. After 9:30AM on the 1 st , please contact cardozoregistrar@yu.edu for instructions about adding courses. Students will not be allowed to add courses that have already begun.

SUMMER ADD/DROP FAQ'S

How many credits can I register for during add/drop?

There is no limit to the number of classes students can take over the Summer; however, the number of credits a student takes during the Summer will not lower the minimum number of credits they need to take during the Fall and Spring semesters.

How do I know if a class is open or closed?

The status column of the "Find Classes" section will tell you how many seats are available and if the course is full. Please review the instructions in the "How to Register for Classes (Add/Drop)" document on the website for additional instructions about searching for classes.

Can I ask a Professor for permission to be added to their closed course?

No. The only way to gain admission to a closed class is to add your name to the online wait list for the course. Professors cannot give permission to enroll students in classes that are closed.

I have been offered a seat in a class off the wait list, but I no longer want to take it. Do I have to add the class?

No. Adding your name to a wait list does not obligate you to add the class should you be offered a seat; however, if you no longer wish to be on a waitlist, you should log back on to Self-Service Banner and drop the course.

If I've received a notification that a seat is available in a class I was on the waitlist for, does that mean I'm automatically registered for it?

No. You will have to log into Self-Service Banner and follow the instructions in the registration how to guide for registering for classes.

I am receiving a "not permitted to register at this time" error.

Make sure you've selected the correct term (DO NOT select a "Zman" term) and there aren't any restrictions on the course what would prevent your registration (i.e. JD only course or LLM only course).

I am having trouble accessing Banner. What should I do?

Please contact the Office of the Registrar via email at cardozoregistrar@yu.edu. When emailing the Registrar's Office regarding a Banner issue, please provide screen shots of the error you are receiving and your student ID number.

What should I do if I have a hold on my account?

If you have a hold on your account, you will not be able to add or drop classes. To clear a financial hold, please contact cardozostudentaccounts@yu.edu.

How do I register for permission only courses?

Certain classes (e.g., credited externships, TA positions, independent research, clinics and field clinics) are open to students only by permission of the instructor or via an application process. The course list indicates which classes are "permission only." The Registrar's Office will manually register students selected for the August ADR Competition Honor Society Moot Camp. Students acting as **TAs** can request that the faculty member they are assisting contact the Office of the Registrar via email (cardozoregistrar@yu.edu) to have the student registered.