



# Registration Procedures

Summer 2020

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# SUMMER ADD/DROP TIMELINE

- Registration for Summer 2020 will take place online through Banner Self-Service (MyYU).
- Registration for all upper level summer courses will open on Monday, May 18<sup>th</sup> at 9:30am.
- Students will be able to register for a course until the day before the course is scheduled to begin. For instance, if a course is scheduled to begin on May 23<sup>rd</sup>, students can register for that class until 9am on May 22<sup>nd</sup>. See summer course information document for details about course start/end dates.
- Students will be able to drop a course without financial penalty until the day before the course is scheduled to begin.

# ADD/DROP FREQUENTLY ASKED QUESTIONS

## **Will I be able to register if I have a hold?**

No. The system will not let you register if you have a hold on your account, so please make sure you clear your holds prior to registration. If you have a financial hold, please contact the Office of Student Finance.

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

You can check the class enrollment in Banner by clicking on “Student and Financial Aid”, “Registration”, “Look Up Classes” and then selecting the Summer 2020 term. The best way to search for all of Cardozo’s course offerings is by subject (LAW), but you can also search by day/time, course number, or instructor. The “Act” column tells you how many students are in the class, and the “Rem” column tells you how many seats are open.

## **How can I find my course’s CRN?**

Follow the instructions above for checking to see if a class is open or closed. The CRN will appear in the same place.

## **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.

## **If I am accepted off the waitlist, what do I need to do?**

You will receive an email if a seat becomes available. You will then have 30 hours to log into MyYU and register for the course. If you do not complete this step, you will lose your spot in the class. Please see further waitlist instructions on page 6.

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

Please contact the Office of the Registrar by emailing [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu). We will troubleshoot the problem and elevate the issue to IT if we cannot resolve it.

# HOW TO SIGN IN TO SELF-SERVICE BANNER (MYYU)

1. Access Banner via the Luminis Portal: **insidetrack.yu.edu** and then click on “Self Service Banner”.
2. Once you are in Banner, click on “**Faculty, Students and Staff.**”
3. Select the “**Student and Financial Aid**” tab. Click on “**Registration**” and then “**Add or Drop Classes.**” Select “**Term Summer 2020**” and click on “**Submit.**” This will bring you to the Worksheet with drop down menus where you can enter your course selections.
4. You will see the **Add/Drop Classes Worksheet**. Your current list of courses will appear. Then follow the instructions for dropping or adding classes below.

## HOW TO DROP A CLASS IN SELF-SERVICE

1. Follow the sign-in instructions on page 3 to get to **the Add/Drop Classes Worksheet**.
2. When you see your current schedule, under “Action” choose “**WebDrop**.” Click “**Submit Changes**.” The course you dropped should no longer appear on your current schedule.
3. It is recommended that you add any open courses you want *prior to* dropping a course. You may add and drop together.
4. Print a copy for your records.

# HOW TO ADD AN \*OPEN\* CLASS IN SELF-SERVICE

1. Follow the sign-in instructions on page 3 to get to the **Add/Drop Classes Worksheet**.
2. Select "Class Search" (at the bottom of the page, you may have to scroll down).
3. Select "Cardozo School of Law" under Campus/College.
4. Click "Class Search." Under "Subject" select "Law" and click "Get Classes." You should now see a list of all the courses offered for the semester.
5. Check the box under "Select" for the course(s) you wish to add. You may select multiple courses. **If there is a "C" instead of a box, the course is closed. If you want to add a closed course, make a note of the CRN and then follow the instructions on the next page for adding yourself to the wait list for a closed course.**
6. Once you have selected all the courses you wish to add, click "**Add to Worksheet**" (at the bottom of the page; you may need to scroll down).
7. You will be brought back to the "Add Classes Worksheet." The course(s) you just selected will be listed.
8. **To add the course(s) click "Submit Changes."** If a course was added to your schedule, it appears under "Current Schedule." If there are any errors (time conflict, permission only, etc.) a note will appear under "Registration Add Error."
9. A course will not be added until you click "Submit Changes".
10. Print a copy for your records.

# HOW TO PUT YOURSELF ON THE WAIT LIST FOR A \*CLOSED\* CLASS IN SELF-SERVICE

For the Summer 2020 term, waitlists are only available for the two ALR sections and iTRANS.

1. In Banner, select the **“Student and Financial Aid”** tab. Click on **“Registration”** and then **“Add or Drop Classes.”** Select **“Term Summer 2020”** and click on **“Submit.”** This will bring you to the Worksheet with drop down menus where you can enter your course selections.
2. You will see the **Add/Drop Classes Worksheet**. Your current list of courses will appear.
3. **Enter the CRN** for each waitlisted course you want to add (for help locating courses and CRN’s, see instructions on page 5).
4. **Click “Submit.”** The course status will appear as **“CLOSED – ### WAITLISTED”**. **From the “Action” drop down menu, choose “Wait List.”**
5. **Click “Submit” again.** The course status now appears as **“Wait List on <today’s date>.”**
6. To drop yourself from a wait listed course, choose **“Web Drop”** from the **“Action”** drop down menu and click submit.
7. Print a copy for your records.

# WAIT LIST NOTIFICATIONS

Cardozo utilizes an automated wait list system. Using the instructions on the previous page, students will be able to add their names to the online wait lists of any closed courses they would like to have a chance to take.

**When a seat in the closed course becomes available Banner will automatically send a notification email to let you know that you have 30 hours to sign onto Banner and add the class.** It is important that you check your email on a regular basis so that you will be able to see if you've received this notification. The email will be as follows:

Congratulations,

You are now able to register for

29304 LAW 7424 A Contract Drafting

Your spot is being held for 30 hours (subject to the last day to add a class) after which time your spot will no longer be available to you and you will have to re-register for the wait list. So please log on to MYYU soon.

You must take action before:  
10-AUG-2018 04:01 AM EASTERN TIME

As always we are here to assist you with anything you may need, or any questions you may have.

Sincerely,  
Office of the Registrar

Note that this email is the **ONLY** notification that you will receive from the Registrar regarding the availability of a seat in a class with a waitlist. It is important that you pay special attention to the deadline listed in the email.

**Cardozo students who utilize the waitlist will be offered seats in the order that they added themselves to the list, within their priority category.** 3L and LLM Students have registration priority over 2L students. So, for example, if a 2L student added his/her name to the waitlist for a course, and then two 3L students later added their name to the waitlist for the same course, the 2L student would be third in line to receive a space in the course should one open up. However, if a

second 2L then added his/her name to the list, the first 2L would still be third in line to receive a space in the course because s/he was the first to do so within his/her priority category.

Here are some other things to keep in mind when utilizing the wait lists:

- 1) It is VITAL to make sure that you do not have registration holds on your records. Registration holds will prevent you from registering for classes as well as placing yourself on the waitlist.
- 2) You will receive ONLY one email notification of an available seat in a class. You MUST be sure to check your email on a regular basis, or you will miss the chance to get a seat from the waitlist. If you miss your chance, you can place yourself on the waitlist again, but your priority will be lower... you'll be last in line within your priority category.
- 3) MIND THE TIME! You will have 30 hours to respond to a waitlist notification. If you drop the course during this time re-entry is not guaranteed.
- 4) Cardozo can't be responsible for undelivered or unread notification emails. Emails will be sent from [registrar\\_waitlist@yu.edu](mailto:registrar_waitlist@yu.edu). It is highly recommended that you add this address to your "Trusted Senders" or "Safe Sanders" list if your email service allows this. It will help to prevent notifications going to the "Spam" folder.
- 5) BE KIND TO OTHERS! If you are no longer interested in a course that you have waitlisted for, please drop the course. This will help ensure that another student in line has a better chance of being placed.

## IF YOU REQUIRE ASSISTANCE...

If you require assistance with **course planning**, you should contact the Office of Student Services and Advising by emailing [cardozostudentservices@yu.edu](mailto:cardozostudentservices@yu.edu).

If you encounter any problems with registering via the **Banner website**, you should contact the Office of the Registrar by emailing [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu).

If your question concerns a **financial hold**, you should contact the Office of Student Finance.

These offices are open remotely between 9:00 a.m. and 5:30 p.m. Monday - Thursday and 9:00 a.m. - 2:30 p.m. on Fridays.