CARDOZO LAW

**BENJAMIN N. CARDOZO
SCHOOL OF LAW
YESHIVA UNIVERSITY**

Add/Drop
Deadlines and Procedures

Spring 2021

TABLE OF CONTENTS

SPRING ADD/DROP TIMELINE

In Spring 2021, add/drop will be held on the following dates/times (all times are Eastern Standard Time):

Monday, January 4 – Monday, January 25	**On-line Add/Drop Period.** Online add/drop will run from 9AM on Monday, January 4th through 11:59 PM on Mon., January 25th. Spaces in open courses will be available on a first-come, first-serve basis for all students. Closed courses will have automated waitlists.
Tuesday, January 19	First day of upper-level spring classes.
Monday, January 25	**Last day to add classes online.** The ability to add a course will end at 11:59 PM on 1/25.
Monday, January 25	**Last day to drop courses without financial penalty.** The ability to drop a course without financial penalty will end at 11:59 on 1/25**.**
Monday, February 1	**Last day to drop courses without a "W".**

ADD/DROP
FREQUENTLY ASKED QUESTIONS

How many credits can I register for during add/drop?
Students can register for up to a maximum of 16 credits/semester.

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 Spring 2021 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.

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 on page 5 to register for the course.

I am having trouble accessing Banner. What should I do?
Please contact the Office of the Registrar via email at cardozoregistrar@yu.edu. That office will troubleshoot the problem and elevate the issue to IT if they cannot resolve it.

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 clfinaid@yu.edu.

HOW TO SIGN IN TO BANNER

1. Access Banner via the Luminis Portal: insidetrack.yu.edu

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 "Spring 2021" and click on "Submit." This will bring you to the Worksheet with drop down menus where you can enter your course selections.

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 BANNER

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 "<u>WebDrop</u>." Click "<u>Submit Changes</u>." The course you dropped should no longer appear on your current schedule.

3. <u>It is recommended that you add any open courses you want *prior to* dropping a course. You may add and drop together.</u>

4. Print a copy for your records.

HOW TO ADD AN *OPEN* CLASS IN BANNER

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. <u>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.</u>

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. <u>To add the course(s) click "Submit Changes</u>." If a course was added to your schedule, it appears under "Current Schedule." If there are any errors (over 16 credits, 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 BANNER

1. In Banner, select the "**Student and Financial Aid**" tab. Click on "**Registration**" and then "**Add or Drop Classes**." Select "**Term Spring 2021**" 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 pages 2 and 5).

4. **Click "Submit."** The course status will appear as "CLOSED – ### WAITLISTED". **From the "Action" drop down menu, choose "Wait List."**

5. <u>Click "Submit" again</u>. 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.

<u>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.</u> 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 <u>pay special attention to the deadline listed in the email.</u>

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 <u>third in line</u> 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. 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 at 212-790-0429 or emailing cardozostudentservices@yu.edu.

If you encounter any problems with registering via the **Banner website**, you should contact the Office of the Registrar via email at cardozoregistrar@yu.edu.

If your question concerns a **financial hold**, you should contact the Office of Student Finance at (212) 790-0392 or by email at clfinaid@yu.edu.

These offices are open between 9:00 a.m. and 4:30 p.m. Monday - Thursday and 9:00 a.m. - 2:30 p.m. on Fridays.