



JD Curriculum and Lottery Registration Guide

Spring 2022

JD CURRICULUM AND REGISTRATION GUIDE

TABLE OF CONTENTS

When Do Students Register?	
Spring Registration Timeline	Page 3
What Do Students Need to Do to Graduate?	
General Credit Requirements	Page 4
How Does the Registration Program Work?	
How to Rank Course Choices	Page 5
“Permission Only” Courses	Page 8
How Do Students Register for Classes?	
Course Planning Worksheet	Page 10
Entering Course Selections	Page 11
Who Do Students Contact If They Require Assistance?	Page 18

SPRING REGISTRATION TIMELINE

Spring 2022 Lottery Registration will be held in November. Lottery Registration is not a first-come, first-serve process. Like most law schools, Cardozo uses a ranked, lottery-based system to register students. All 3Ls and LL.M.'s have a set time period in which to submit their preferences, after which a computer program registers that group of students, placing them into courses. Subsequently, 2Ls submit their preferences, and the program then goes through those submissions and registers that group. **You must submit your preferences via the course selection worksheet within the period indicated below, but you are not advantaged by being the first to do so or disadvantaged by being the last.** After Lottery Registration, students will be able to adjust their schedules through “online add/drop,” a process that continues into the second week of the semester.

Monday, November 8 @ 9 AM - Wednesday, November 10 @ 3pm	3Ls and LL.M.s submit course preferences online by submitting the course selection worksheet available in Self-Service Banner (instructions below).
Monday, November 15 @ 9 AM – Wednesday, November 17 @ 3pm	2Ls and new transfer students submit preferences for classes online by submitting the course selection worksheet available in Self-Service Banner (instructions below).
Monday, November 29 – Tuesday, January 25	On-line Add/Drop Period. Online add/drop will run from 9AM on Mon, November 29th through 11:59 PM on Tues. 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. Additional instructions will be sent regarding the add/drop process. 3L visiting and international exchange students who cannot access Self-Service Banner for registration can submit an add/drop form to cardozoregistrar@yu.edu any time during the add/drop period. Registration will be first-come, first-serve for these students.
Tuesday, January 18	First day of upper-level Spring classes.
Monday, January 24	Last day to drop courses without financial penalty. The ability to drop a course without financial penalty will end at 11:59 on 1/24
Tuesday, 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 31	Last day to drop courses without a “W”.

GENERAL CREDIT REQUIREMENTS

Students must complete **84 credits** in order to graduate. Students complete 30 credits in their 1L year. The remaining 54 credits are completed over the next four semesters for an average of 13.5 credits per upper-level semester.

JD students must take a **minimum of 12 credits** and may take up to a **maximum of 16 credits** in any given semester. The average upper-level full-time load is 13-14 credits. These credits include credits earned through clinics, journals, moot court, competitions and externships.

After lottery registration, students can make changes to their schedules during the designated add/drop period.

So long as they do not require more than 10 credits to graduate, JD students in their final semester are permitted to register a minimum of 10 credits.

Any JD student not in their final semester who needs to register for less than 12 credits due to extenuating circumstances must obtain permission from the Dean of Students (cardozostudentservices@yu.edu).

Please refer to the handbook ([Student Handbook, Policies and Forms | Cardozo Law \(yu.edu\)](#)) for additional information regarding the following graduation requirements:

- General graduation requirements/credits
- GPA requirements
- Core courses/ALR/ethics requirement
- Writing credit
- Experiential credits
- TA positions
- Independent research
- Non-academic credit
- Externships, field placements, and clinics

HOW DOES THE REGISTRATION PROGRAM WORK?

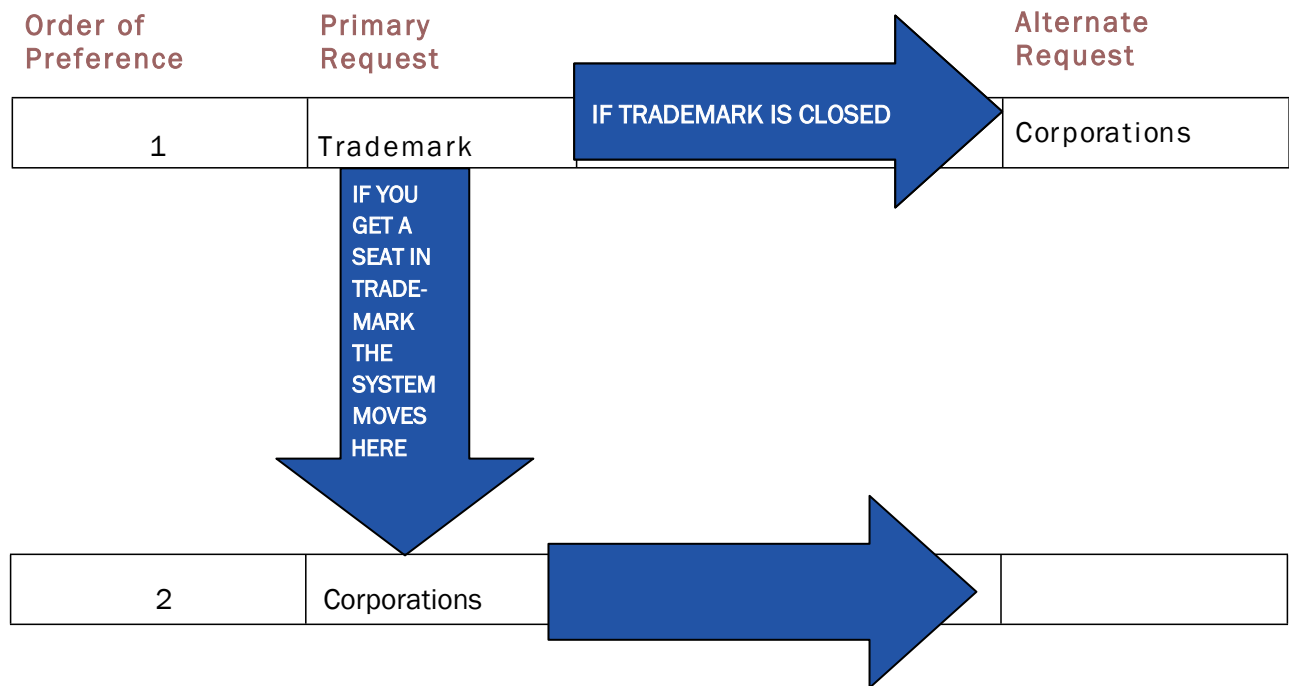
HOW TO RANK COURSE CHOICES

When you submit your course registration worksheet in Self-Service Banner, you are not actually registering. You are indicating the classes you want to take in order of preference. Actual enrollment is *not* done on a first-come, first-serve basis; it makes no difference if you were the first or the last person to submit your preferences during the registration period. Once the period for submitting preferences for your group is over, the actual registration is done by a computer program.

The program begins by going through the submissions one by one, in random order, placing people into their first choice classes. If someone's primary first choice is unavailable, it will turn to the student's alternate first choice. If that is unavailable, it moves on to the next student. The next time through the pile, it will begin with those students, if any, who did not get assigned a course on the previous pass. Note that the computer will only try to register you for an alternate selection if your primary choice is not available.

FOR EXAMPLE:

PRIORITIZED COURSE CHOICES
 FIRST CHOICE: TRADEMARK
 SECOND CHOICE COURSE: CORPORATIONS



Once the program makes it through every student's first choices and alternative first choice, the process begins again. The computer goes through the class again, signing people up for a second course. It reshuffles the students each time it makes a "pass" through the list of students; however, it will place those who did not get a course choice (either primary or alternate) in the previous round ahead of all those who did.

For most people, most of the time, the right strategy is to put your first choice course in the Primary Choice #1 position and to put your second choice course in *both* the Alternative # 1 position *and* the Primary Choice #2 position. For example, if the course you most want to get into is Real Estate Reporter, and the next most important course to you is Negotiation, you would fill out the form as follows:

Primary Choice #1: Real Estate Reporter	Alternative #1: Negotiation
Primary Choice #2: Negotiation	Alternative #2: 3rd choice course

In this way, if Real Estate Reporter is not available when the program gets to your submission in the first round, it will automatically try to register you for your first alternative, Negotiation. However, if you *do* get in to Real Estate Reporter, then, because you placed Negotiation in the Primary Choice #2 position, the program will try to register you for it during the second round. You may repeat this approach – i.e., putting your third-choice course as Alternate #2 and Primary Choice #3, etc. – until you run out of courses for which you wish to register.

There are two basic circumstances in which this approach is inappropriate. First, suppose you want to take a particular course that has more than one section; you would rather be in one section than the other, but the key thing is to get that particular course. In this circumstance, you should list one section as your Primary Choice and the other as your Alternate Choice at the same level. Make sure you do not list the same section twice.

Example: You want to take Contract Drafting, but do not care which section, A or B, and you also would like to take Real Estate Reporter and Trademark. In this situation, you would fill out the form as follows:

Primary Choice # 1: Contract Drafting A	Alternative #1: Contract Drafting B
Primary Choice # 2: R.E. Reporter	Alternative #2: Trademark
Primary Choice #3: Trademark	Alternative #3: 4th choice course

The second setting in which you would *not* put your second choice course as both Alternative #1 and Primary #2 is when you are interested in two courses that meet at the same time. For example, suppose you want to take Entertainment Law and Real Estate Finance, which meet at the same time. You first choice is Entertainment Law, but if you can't get that you would like to take Real Estate Finance. After that, you are interested in Trademark and then Legislation. You would not list Real Estate Finance as your Primary # 2 since, if you get into Entertainment Law you cannot also take Real

Estate Finance due to the time conflict, and so, would be wasting your Primary # 2. In these circumstances, you would fill out the form as follows:

Primary Choice # 1: Entertainment Law	Alternative #1: Real Estate Finance
Primary Choice # 2: Trademark	Alternative #2: Legislation
Primary Choice #3: Legislation	Alternative #3: 4th choice course

HELPFUL REMINDERS

- **Put your courses in preference order!**
- **Do NOT list permission only classes** (see the following page for more on this!)
- Pay attention to the **enrollment caps** listed in the J.D. course lists. Smaller courses are often more likely to fill up than large ones; drafting and simulation courses are generally the hardest classes get into. Large core courses (Corporations, Evidence, Tax, Con Law II, Copyright, Trademark, Crim Pro, etc.) will generally have sufficient spaces for 3Ls and still will have room for many, often all, 2Ls who are interested.
- Be sure to double-check your submission for **time conflicts**. This is one of the leading reasons that students end up not registered for a desired course. The computer will not register you for a course that has a time conflict, **no matter how small**, with another course for which you are already registered.
- Be sure to check all **pre- and co-requisites** and other limitations listed in the course descriptions. You are responsible for making sure that you have met the requirements for enrollment.
- **Putting the same course and section in multiple primary choice positions will *not* increase your chances of getting the course.** You will either get it or not on the pass through at its highest listing, so repeating it is a waste of your chances for other course preferences.
- If you are registering after the initial 3L/LL.M. registration, be sure to do a class search in Banner Self-Service to see which courses are already closed. If you attempt to register for a course that is already closed, you will, of course, not get in and you will have wasted a chance to get something else.
- You should **list a few extra courses** just in case some of the courses you most want are closed. You will not be registered for more than 16 credits, and you will have the opportunity to drop any “extra” courses during online add/drop. If you do end up being registered for less than 12 credits, you can always add courses during add/drop, but you may have fewer options at that point.

“PERMISSION ONLY” COURSES

Certain classes (e.g., credited externships, independent research, clinics and field clinics) are open to students only by permission of the instructor or via an application process. The JD course list indicates which classes are “permission only.”

Students should not list any “permission only” course when submitting their online course preferences. The registration program will not register you for a course that requires instructor permission.

If a student has been chosen for a **clinic or field clinic**, the Office of the Registrar will register them for the clinic and for any corresponding seminar course. (In some circumstances, a course can be *either* a pre-requisite *or* a co-requisite for a clinic; for example, Evidence may be taken prior to or concurrently with the Criminal Defense Clinic. In that case, the student will *not* be automatically registered for Evidence, and must list it as one of their course preferences if they need to take it as a co-requisite.)

If a student has been chosen for a **journal, the Moot Court Honor Society or the ADR Competition Honor Society**, the Office of the Registrar will register them for the class. All journals, Moot Court and the ADR Competition Honor Society are *year-long* undertakings; one cannot participate for just one semester; credit is awarded at the conclusion of the academic year.

Students seeking to undertake a **credited externship** should review the application materials posted on the Luminis portal: <https://insidetrack.yu.edu>. Students who have already been accepted to a permission required course prior to course selection should leave room in their schedules to be registered for those courses. If you are registered for 16 credits during the lottery registration process and have not yet been registered for your permission required course, you will be contacted by the Office of the Registrar to drop courses.

Students who are appointed as **Teaching Assistants (TAs)** earn one pass/fail credit per semester. If a student has been chosen to be a **TA for the legal writing program**, the Office of the Registrar will automatically register them for the credit. Students acting as **TAs for all other courses** 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. The professor will need to contact the ITS Help Desk separately to ask that they add their TA's to Canvas.

Students seeking to undertake an **independent research** project should review the relevant rules set out in the Student Handbook: <https://cardozo.yu.edu/students/student-handbook-policies-and-forms>. Once a faculty member has agreed to supervise a project, the student must obtain the professor's signature on a completed “Request to Pursue Independent Research” form, available electronically here: <https://cardozo.yu.edu/students/student-handbook->

[policies-and-forms](#). The student should then submit the form to the Vice Dean. Once the Dean's Office has approved the form, they will forward it to the Office of the Registrar and the student will be automatically registered for the independent research credit(s).

For all other "permission only" courses, interested students must contact the faculty member directly. The faculty member will inform the Office of the Registrar of who has been accepted into the course, and those students will be automatically enrolled. **If no decision has been made by the time registration starts, students should register for a full course load during registration, based on the assumption that they will not be accepted into the "permission only" course. If a student is later admitted to the "permission only" course, they may add that course and drop a different course without penalty.**

COURSE PLANNING WORKSHEET

Before signing into Banner (see below), plan out the courses you want to take:

	Primary Course Name	Number of Credits	Alternate Course Name	Number of Credits
1				
2				
3				
4				
5				
6				
7				

******Remember: during lottery registration, students can only register for 16 credits.*** The registration program will stop adding courses from your list once it reaches the point where adding another course would put you over 16 credits.

COURSE SELECTION

LOG INTO INSIDE TRACK TO ACCESS THE BANNER REGISTRATION SYSTEM

To log into Inside Track, visit <https://insidetrack.yu.edu>.

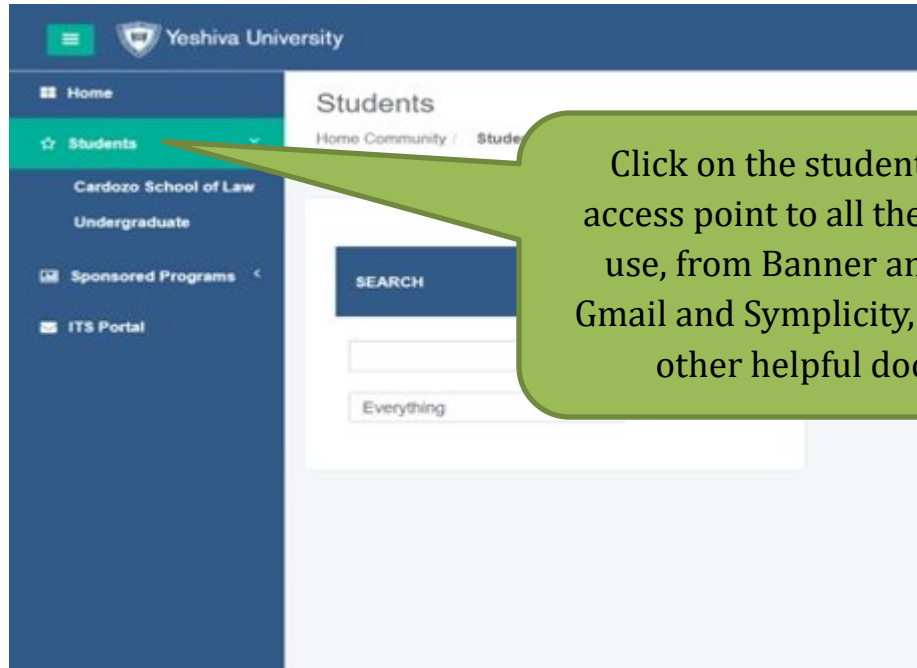


USERNAME: Active Directory name (for many this is the email prefix of the "@law.cardozo.yu.edu" address).

PASSWORD: By default – the password should be the first initial of your last name, followed by the last four digits of your SSN. (x####) If you do not have a SSN (international student), the password defaults to the first initial of your last name, followed by the last four digits of your BANNER ID.

If you have any trouble logging in, contact the **Student IT Help**

ACCESSING BANNER SELF-SERVICE THROUGH INSIDE TRACK



Cardozo School of Law

Home Community / Students / Cardozo School of Law



SUBMITTING YOUR COURSE REQUESTS

Personal Information **Student** Employee Services Financial Aid

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student and Financial Aid

Need Help?

[CLICK HERE TO EMAIL A REPRESENTATIVE](#)

[Update Cell Phone Number for Emergency Notification - YU Alert](#)

[CLICK HERE TO UPDATE CELL PHONE](#)

[Connect to DegreeTrack \(BETA\) - \(Use Your YUAD login or log in through insidetrack.yu.edu\)](#)

Students can view their academic progress, plan ahead, calculate their GPA and consider other majors. Available NOW for undergraduates and students in the Einstein MD, PhD and CRT2(MS) programs, and the Wurzelwiler MSW program. Other programs coming soon!

Admissions

[Apply for Admission or Review Existing Applications](#)

Registration

[Check your registration status, class schedule and add or drop classes](#)

Student Records

[View your holds, grades, transcripts and account summary](#)

Student Account

[View your account summaries, statement/payment history and tax information](#)

Clearinghouse Services

[Log on to Clearinghouse web site to order your Official Transcript, obtain letters of enrollment verification, and much more.](#)

Obtain monthly NJ Transit student pass.

[Log directly on to the New Jersey Transit website.](#)

Under the Student and Financial Aid tab, click on Registration

RELEASE: 8.9.1

Personal Information **Student** Employee Services Financial Aid

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration

[On-Demand Complete Undergraduate \(BA/BS\) Course Schedule for Men \(YC, Sy Syms, UTS\)<-- accessible ON CAMPUS only](#)

Grouped by Subject. Including select Graduate Courses and registration instructions and restrictions where applicable. Please allow a few seconds for the schedule to load.

[On-Demand Complete Undergraduate \(BA/BS\) Course Schedule for Women \(Stern/Core, Sy Syms\)<-- accessible ON CAMPUS only](#)

Grouped by Subject. Including select Graduate Courses and registration instructions and restrictions where applicable. Please allow a few seconds for the schedule to load.

[CSL Course Selection Worksheet <-- Cardozo students, click here](#)

[Select Term](#)

[Add or Drop Classes](#)

[Printer Friendly Student Schedule](#)

[One Page Display of the Student Schedule](#)

[Look Up Classes](#)

[Change Class Options](#)

[Week at a Glance](#)

[Student Detail Schedule](#)

[Active Registration](#)

[Registration History](#)

[Registration Status](#)

Select "CSL Course Selection Worksheet-Cardozo Students click here". DO NOT choose "Add or Drop Classes".

RELEASE: 8.9.1

COVID-19 STUDENT ACKNOWLEDGEMENT

Before returning to campus

The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. COVID-19's highly contagious nature means that contact with others, or contact with surfaces that have been exposed to the virus, can lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time, or may never become symptomatic at all. Because of its highly contagious and sometimes "hidden" nature, it is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease.

Aware of the foregoing, I am voluntarily returning to Yeshiva University's campus and, if applicable, housing.

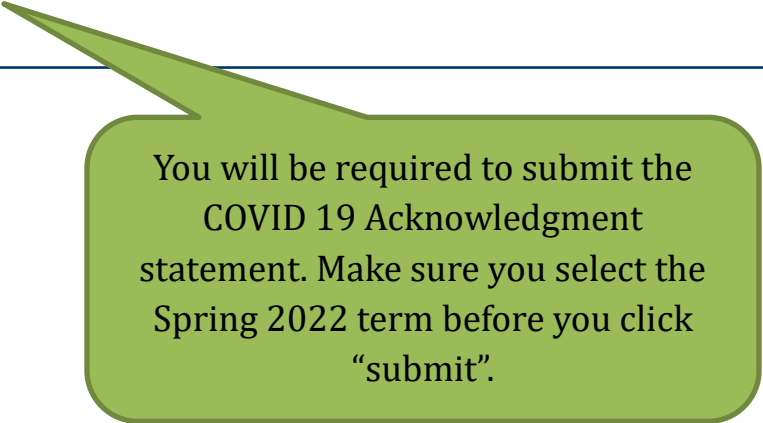
I understand that the University has put in place new safety rules and precautions in order to mitigate the spread of COVID-19, which rules and precautions may be updated at any time. While acknowledging that these rules and precautions may or may not be effective in mitigating the spread of COVID-19, I agree to comply with such rules and precautions which may include, but are not limited to, face mask/covering wearing, hand washing, hand sanitizing, and social distancing. I understand that failing to comply with these rules and precautions is a violation of the University's standards of conduct and that failing to comply could subject me to sanctions up to and including expulsion from University and/or University housing. I also understand that campus services may be limited or not available at all, and some services may only be available on-line.

I agree that if I am exhibiting any symptoms of COVID-19 or acute respiratory illness, I will remain isolated and self-quarantine until I have been symptom-free for 24 hours without the use of medication. I also will notify the coordinator of student Covid related illness at covidstudentline@yu.edu. I understand that the University may notify my parents (or other emergency contact I may have provided) if I exhibit symptoms of COVID-19 or otherwise fall ill. I also understand that the University may notify my roommates (if applicable) and other persons I may have come in contact with, if I test positive for COVID-19 or otherwise exhibit symptoms. If I chose to opt-out of contacting parents or emergency contacts or such other persons, I will email covidstudentline@yu.edu. I further understand that if I am in University housing, I may be removed from my room and asked to quarantine and/or isolate elsewhere.

I acknowledge the contagious nature of COVID-19, the fact that it can be difficult to identify in another, and the inherent risks of exposure at the University to those who may be infected with COVID-19. No party related to University (including any faculty, staff, agent, volunteer, or student) has made any representations to me regarding the safety of, or the risks of, returning to campus/housing. I voluntarily assume and accept the risk that I may be exposed to or infected by COVID-19 by returning to the University's campus/housing and that such exposure or infection may result in personal injury, illness, permanent disability, and/or even, in rare cases, death. I understand that the University will not be responsible for any medical or other expenses associated with any injury or loss I (or others) may sustain.

Select a Term:

RELEASE: 8.7.1



You will be required to submit the COVID 19 Acknowledgment statement. Make sure you select the Spring 2022 term before you click "submit".

SUBMITTING YOUR COURSE REQUESTS (CONT'D)

COURSE SELECTION WORKSHEET

The worksheet will provide space for you to enter a primary choice and an alternate choice for each course request. Choose the courses from the drop-down menu under “find a class” or enter the CRN in the boxes under the “CRN” column. You may add up to 10 choices and alternates.

Prior to entering your course selections, you should run a class search in Self-Service Banner to make sure you have the unique CRN for each course you wish to take. There may be multiple sections of the same course, so it will be important to know the CRN when you're choosing courses.

NOTE: IF THIS PAGE DOES NOT LOAD CORRECTLY, PRESS THE SUBMIT BUTTON AT THE BOTTOM OF THE PAGE. THIS WILL REBUILD THE PAGE FOR YOU

Add Course/Alternates below.

You may select up to 10 courses/alternates. Enter your choices in **PREFERENCE ORDER**.

To add a course selection, choose a course from the *Find a class* drop down box. The Course Reference Number (CRN) will populate once you have made your selection. The cursor should move to the alternate box. If you do not wish to make an alternate selection for this choice, use your mouse to click in the next CHOICE box.

You can also move around the form using the TAB key on your keyboard.

Once you have made your selections of courses/alternates, click on the **SUBMIT** button at the bottom of the form. Your course selections will then appear on this page.

If you have previously submitted courses, they will appear below. To delete previously submitted courses, select **DELETE** from the *ACTION* drop down box, and then press **SUBMIT** at the bottom of the page.

To RE-ORDER your previously submitted selections, choose the new preference number from the drop down box in the “#” column, next to the action box. Press **Submit** at the bottom of the page.

To completely substitute a choice, choose the new course/alternate from the add course section, for the appropriate preference number. Press **Submit** at the bottom of the page.

For example, if you want to change your 3rd choice, enter the new choice in the CRN box for “choice3”.

If you experience any difficulties with this form, please contact the Office of the Registrar at 646-592-6280 or by email at cardozoregistrar@yu.edu, or click on the “Need Help” link at the top of the page.

ARE YOU GRADUATING AFTER COMPLETING THE Fall 2021 TERM?

**** YOU HAVE NOT SUBMITTED ANY COURSE SELECTIONS ****

Add Course/Alternate:

	CRN	COURSE
CHOICE 1	15174	Alternative Business Entities LAW 7039 SECTION: A T 4:00pm-5:54pm
ALTERNATE 1	15204	Child Abuse/Gender Based Viol LAW 7715 SECTION: A R 6:00pm-7:54pm
	<i>Find a class:</i>	<input type="button" value="v"/>
CHOICE 2		
ALTERNATE 2		
	<i>Find a class:</i>	<input type="button" value="v"/>
CHOICE 3		
ALTERNATE 3		

Select a primary and alternate choice by entering the CRN in the boxes under the “CRN” column or by selecting a course from the “find a class” drop down menu.

SUBMITTING YOUR COURSE REQUESTS (CONT'D)

When finished, select “submit” at the bottom left-hand side of the worksheet.

CHOICE 6			
ALTERNATE 6			
	Find a class: <input type="text"/>		
CHOICE 7			
ALTERNATE 7			
	Find a class: <input type="text"/>		
CHOICE 8			
ALTERNATE 8			
	Find a class: <input type="text"/>		
CHOICE 9			
ALTERNATE 9			
	Find a class: <input type="text"/>		
CHOICE 10			
ALTERNATE 10			
	Find a class: <input type="text"/>		
Submit	RESET		

Once you hit submit, you will see your current course selections above the worksheet (see below). You may make changes to your work sheet until the end of the course selection period for your class (i.e. 3L/LLM or 2L)

ARE YOU GRADUATING AFTER COMPLETING THE Fall 2021 TERM?

Your current course selections:

ACTION	#	CHOICE	ALTERNATE
-no action-	1	15174 Alternative Business Entities LAW 7039 SECTION: A T 4:00pm-5:54pm Lauris Rall	15204 Child Abuse/Gender Based Viol LAW 7715 SECTION: A R 6:00pm-7:54pm Shannon G. Lucey
-no action-	2	15204 Child Abuse/Gender Based Viol LAW 7715 SECTION: A R 6:00pm-7:54pm Shannon G. Lucey	15175 Business Immigration Law LAW 7419 SECTION: A W 4:00pm-5:54pm Michael J. Wildes
-no action-	3	15195 Advanced Legal Research LAW 7790 SECTION: D M 8:30am-9:51am Hunter D. Whaley	15294 Advanced Legal Research LAW 7790 SECTION: B W 6:00pm-7:21pm Ingrid A. Mattson

Add Course/Alternate:

	CRN	COURSE
CHOICE 1		
ALTERNATE 1		
	Find a class: <input type="text"/>	
CHOICE 2		
ALTERNATE 2		
	Find a class: <input type="text"/>	
CHOICE 3		
ALTERNATE 3		
	Find a class: <input type="text"/>	
CHOICE 4		
ALTERNATE 4		
	Find a class: <input type="text"/>	

In the example above, you could add additional choices by simply adding courses to choice 4 and alternate 4 on the worksheet and clicking submit.

To change one of your selections, you have to first select “delete” from the drop-down menu under the “action” column and click “submit” at the bottom of the worksheet. This will delete both the choice and the alternate. You can then go back to the worksheet and add a choice and alternate course.

In the example below, choice 1/alternate 1 is being deleted. You would then go back to the worksheet and select another choice 1 and alternate 1 and click “submit”. Even if you are only changing one of the courses (i.e. you want to change choice 1 but not alternate 1), you need to delete the entire row, select a new course for choice 1, and then re-select the same course for alternate 1. Always remember to click “submit”.

ARE YOU GRADUATING AFTER COMPLETING THE Fall 2021 TERM?

Your current course selections:

ACTION	#	CHOICE	ALTERNATE
DELETE	1	15174 Alternative Business Entities LAW 7039 SECTION: A T 4:00pm-5:54pm Lauris Rall	15204 Child Abuse/Gender Based Viol LAW 7715 SECTION: A R 6:00pm-7:54pm Shannon G. Lucey
-no action-	2	15204 Child Abuse/Gender Based Viol LAW 7715 SECTION: A R 6:00pm-7:54pm Shannon G. Lucey	15175 Business Immigration Law LAW 7419 SECTION: A W 4:00pm-5:54pm Michael J. Wildes
-no action-	3	15195 Advanced Legal Research LAW 7790 SECTION: D M 8:30am-9:51am Hunter D. Whaley	15294 Advanced Legal Research LAW 7790 SECTION: B W 6:00pm-7:21pm Ingrid A. Mattson

Add Course/Alternate:

	CRN	COURSE
CHOICE 1		
ALTERNATE 1		
	Find a class: <input type="text"/>	
CHOICE 2		
ALTERNATE 2		
	Find a class: <input type="text"/>	

It is recommended that you print a copy of your submission for your records. After the program has run you will get an email from the Office of the Registrar that you can access Banner to see what classes you were enrolled in.

REMEMBER: You should **list a few extra courses** just in case some of the courses you most want are closed.

Double-check your submission for accuracy! For courses with more than one section, such as Pretrial Practice, be sure you sign up for the section you want. If you accidentally enroll in the wrong section, you will need to wait until add/drop to try to fix it. You should do a class search in Self-Service Banner before entering your course preferences to make sure you have the correct CRN’s for each course you wish to take.

Last, **the registration process will not register you for courses that overlap in time, even if the overlap is minimal!** Keep this in mind when you are selecting your course preferences.

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.

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

If your question concerns a **financial hold**, you should contact the Office of Student Finance by emailing clfinaid@yu.edu.

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