



# Add/Drop Deadlines and Procedures

Winter 2023

# ADD/DROP DEADLINES AND PROCEDURES

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# WINTER REGISTRATION TIMELINE

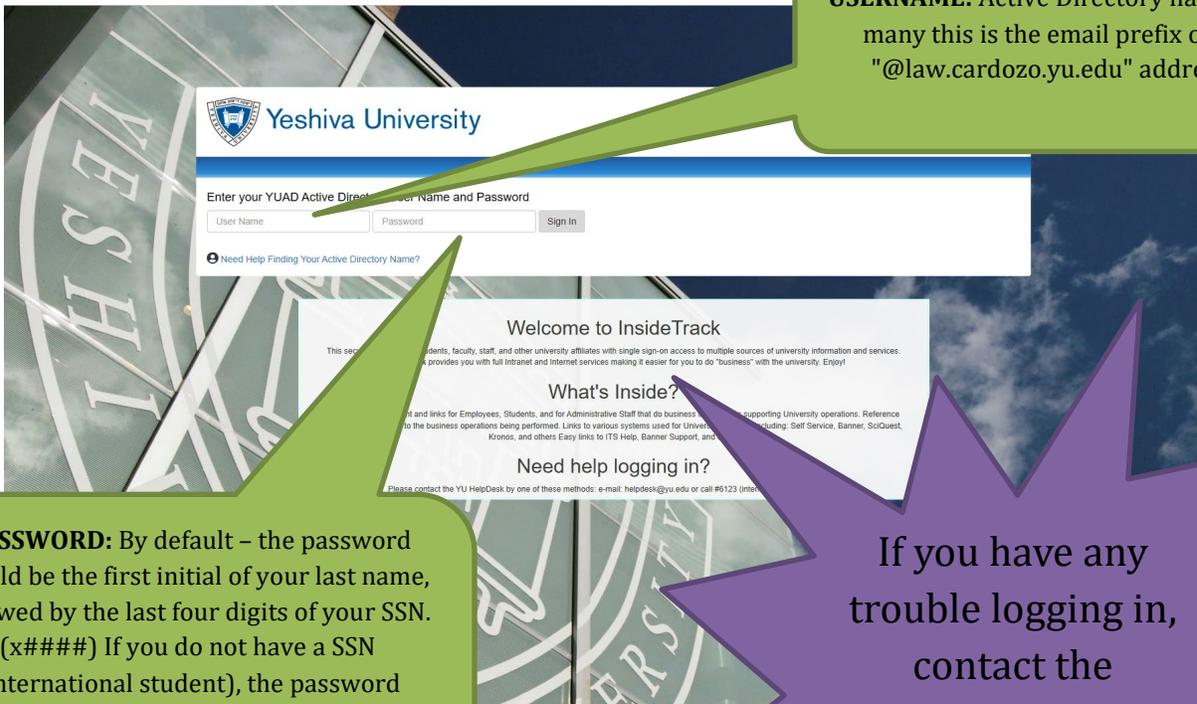
Listed below are the relevant days/times for the Winter 2023 add/drop period. During this time, students may log into Self-Service Banner to add or drop classes according to the dates below.

|   |  |
|---|--|
| Wednesday, October 19–<br>Thursday, December 29 | <b>3L and LLM On-line Add/Drop Period.</b> Online add/drop for 3L and LLM students will run from Wednesday, October 19 <sup>th</sup> at 9:30AM through 11:59 PM on Thursday, December 29 <sup>th</sup> . Spaces in open courses will be available on a first-come, first-serve basis for all students. Closed courses will have automated waitlists. |
| Monday, October 24 <sup>th</sup> –              | <b>2L On-line Add/Drop Period.</b> Online add/drop for 2L students will run from Monday, October 24 <sup>th</sup> at 9:30AM through 11:59 PM on Thursday, December 29 <sup>th</sup> . Spaces in open courses will be available on a first-come, first-serve basis for all students. Closed courses will have automated waitlists.                    |
| Thursday, December 29                           | <b>Last day to drop courses without financial penalty and without a “W”.</b> The ability to drop a course without financial penalty will end at 11:59 on 12/29<br><br><b>Last day to add classes online.</b> The ability to add a course will end at 11:59 PM on 12/29.  |
| Tuesday, January 3 -<br>Sunday, January 15      | Winter 2023 dates. Check the course list/Banner for the specific start/end dates of each class.  |

# THE ADD/DROP PROCESS

## LOG INTO INSIDE TRACK TO ACCESS THE BANNER REGISTRATION SYSTEM

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

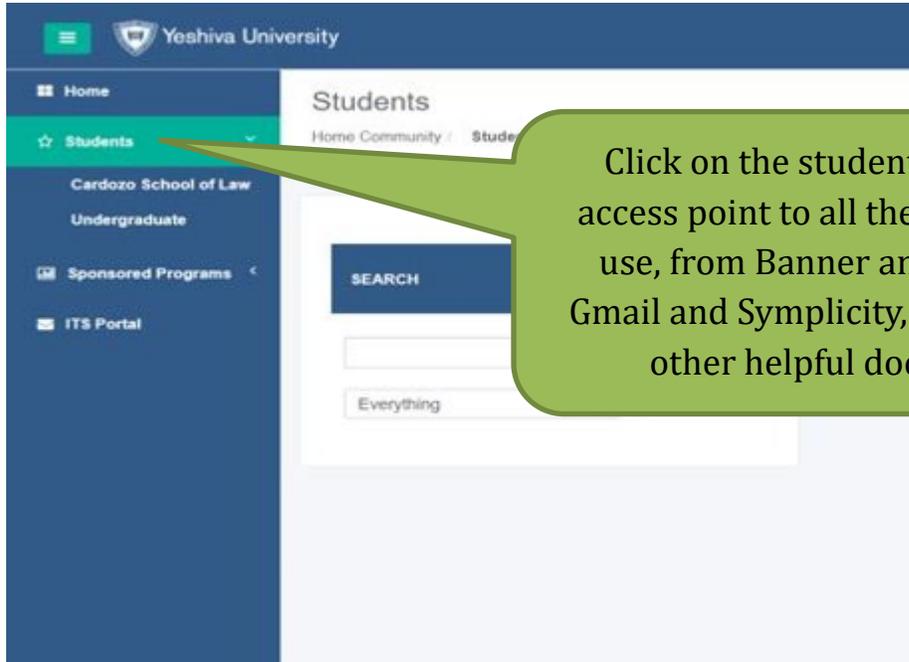


**USERNAME:** Active Directory name (for many this is the email prefix of the "@law.cardozo.yu.edu" address).

**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.

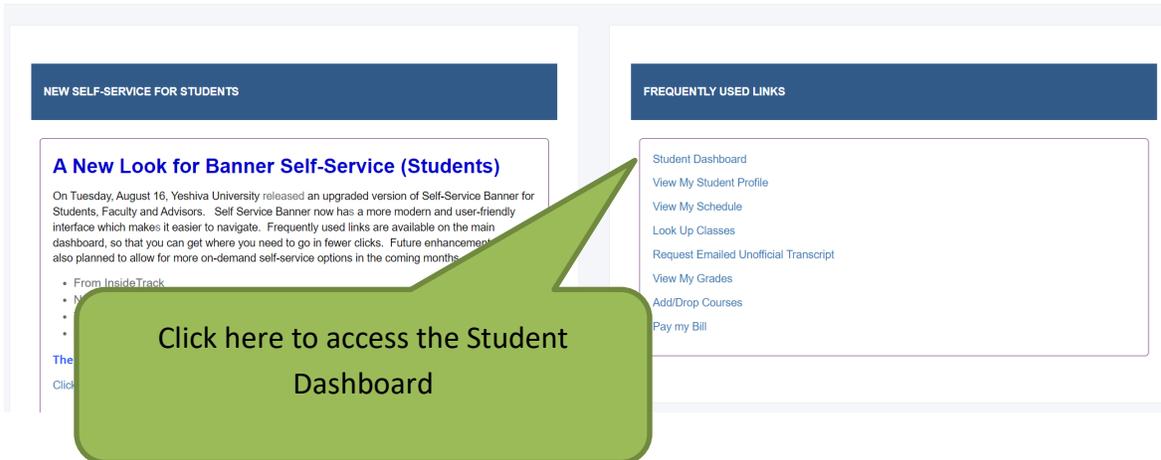
If you have any trouble logging in, contact the **Student IT Help**

# ACCESSING BANNER SELF-SERVICE THROUGH INSIDE TRACK



Cardozo School of Law

Home Community / Students / Cardozo School of Law



From the Registration section of the Student Dashboard, click on either “add/drop courses” or “look up classes”.

Welcome to the Student Self-Service Menu. From here, you can navigate to the following pages using the links provided.

#### Student Records

| Frequently Used  | Registration   |
|--|--|
| <ul style="list-style-type: none"><li>• View My Student Profile</li><li>• View My Schedule</li><li>• Look Up Classes</li><li>• Request Emailed Unofficial Transcript</li><li>• Request Official Transcript/Enrollment Verification</li><li>• View my Grades</li><li>• Add/Drop Courses</li><li>• Pay my Bill</li></ul> | <ul style="list-style-type: none"><li>• Add/Drop Courses</li><li>• View My Schedule</li><li>• View My Detail Schedule</li><li>• Look Up Classes</li><li>• View My Registration Status</li><li>• View My Registration History</li><li>• View On Demand Undergraduate Student Schedule - Wilf (Available on campus only)</li><li>• View On Demand Undergraduate Student Schedule - Beren (Available on campus only)</li><li>• CSL Course Selection Worksheet</li></ul> |

If you know the CRN's, you can click “Add/Drop Courses”.  
Otherwise, use the “Look up Classes” link

# ADD OR DROP CLASSES

Prior to accessing the add or drop classes section, you need to have the CRN's for the courses you wish to register for. The CRN's can be found on the course list posted on the Registrar website or in the "look up classes" section of Self-Service Banner (additional instructions in the "look up classes" section).

From this screen, you may perform multiple tasks:

- Drop a course you are currently registered for,
- Add yourself to the waitlist of a closed course
- Register for classes by adding the CRN to the "add classes worksheet" at the bottom
- You must click "submit changes" for any of the above changes to be accepted.

It is recommended that you add any classes you want prior to dropping a course. If, however, there will be a time conflict with a course you're currently registered for and a course you wish to add, you may need to drop the course first. You may also add and drop at the same time.

Always make sure you're in the correct term.

Add or Drop Classes

Fall 2021  
Jul 29, 2021 05:01 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. To avoid a duplicate course error, you must submit a web drop before adding another section of the same course i.e. if you are registered for 27927 ART 1052A 311 HISTORY OF ART 2 STAFF TR 1:30-2:45 and you are interested in taking 27928 ART 1052A 331 HISTORY OF ART 2 HOGAN T 3:00-4:15 R 3:45-5:00 you must WEB DROP 27927 submit changes then add 27928.

## Current Schedule

| Status                     | Action | CRN   | Subj | Crse | Sec | Level              | Cred  | Grade     | Mode | Title                |
|----------------------------|--------|-------|------|------|-----|--------------------|-------|-----------|------|----------------------|
| Registered on Jul 22, 2021 | None   | 15103 | LAW  | 7954 | A   | First Professional | 0.000 | Pass/Fail |      | Arts & Enter-Journal |
| Registered on Jul 22, 2021 | None   | 15198 | LAW  | 7424 | B   | First Professional | 3.000 | Normal    |      | Contract             |
| Registered on Jul 22, 2021 | None   | 15185 | LAW  | 7330 | A   | First Professional | 4.000 | Normal    |      | Eviden               |
| Registered on Jul 22, 2021 | None   | 15225 | LAW  | 7603 | A   | First Professional | 2.000 | Normal    |      |                      |
| Registered on Jul 22, 2021 | None   | 15193 | LAW  | 7577 | A   | First Professional | 2.000 | Normal    |      |                      |
| Registered on Jul 22, 2021 | DROP   |       |      |      |     |                    |       |           |      |                      |

PR Credit Hours: 14.000  
Total Credit Hours: 14.000  
Billing Hours: 14.000  
Minimum Hours: 0.000  
Maximum Hours: 16.000  
Date: Jul 29, 2021 05:01 pm

Select the drop down menu from the "action" column to take an action on a course. You may drop a course you're already registered for or add yourself to the waitlist of a closed course.

## Add Classes Worksheet

### CRNs

Submit Changes | Close Worksheet | Reset

[ View Holds | Change Class Options | Registration Fee Assessment ]

Add individual CRN's to register for courses. Click "submit changes".

# LOOK UP CLASSES

At the bottom of the add or drop classes page, you will see a “class search” button. If you select “Cardozo Full Session” from the “Campus/College (part of term)” menu, you will see all courses offered by Cardozo for the selected term. You may also search by other parameters like subject (LAW). Click on “section search”.

You can also access the class search function by going to “look up classes” from the Student Dashboard Registration menu, selecting the term and then clicking on “advanced search”.

## Look Up Classes

Fall 2021  
Jul 29, 2021 05:15 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Campus/College. All subjects will be displayed, unless you choose one or more specific subjects. Select Class Search when your selection is complete.

Subject:   
 \*Clinical Psychology  
 \*Hebrew Studies  
 \*Talmud  
 Accounting

Course Number:

Title:

Schedule Type:   
 Clinical  
 Field Work

Credit Range:  hours to  hours

Campus:   
 Beren Campus  
 Beren Campus (Online)

Course Level:   
 Continuing Education  
 Doctoral

Campus/College (part of term):   
 Azrieli Full Session  
 BMP Full Session  
 Cardozo Full Session

Instructor:   
 Abbott, Ann  
 Abodeshisha, Fayrose

Attribute Type:   
 Blended Course  
 Face to Face

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

[ [Week at a Glance](#) | [Student Detail Schedule](#) | [View Holds](#) ]

## Look Up Classes

Fall 2021  
Jul 29, 2021 08:08 pm

[Print This Page](#)

### Sections Found

| Select                   | CRN   | Subj | Crse | Sec | Cmp | Cred  | Title                         | Days | Time                    | Cap | Act | Rem | WL<br>Cap | WL<br>Act | WL<br>Rem | Instructor            | Date<br>(MM/DD) | Location          | Attribute |
|--------------------------|-------|------|------|-----|-----|-------|-------------------------------|------|-------------------------|-----|-----|-----|-----------|-----------|-----------|-----------------------|-----------------|-------------------|-----------|
| <input type="checkbox"/> | 15240 | LAW  | 5221 | A   | B   | 3.000 | Introduction to U.S. Law I    | M    | 04:00<br>pm-06:05<br>pm | 61  | 33  | 28  | 30        | 0         | 30        | Leslie S. Newman (P)  | 08/23-<br>10/11 | CSL 205           |           |
| <input type="checkbox"/> | 15227 | LAW  | 5792 | IA  | B   | 1.000 | Adv Workshop-Res/Writ-Int'l-I | R    | 06:10<br>pm-07:04<br>pm | 8   | 5   | 3   | 20        | 0         | 20        | Ralph Fabrizio (P)    | 08/23-<br>12/20 | CSL 1147          |           |
| <input type="checkbox"/> | 15228 | LAW  | 5792 | IB  | B   | 1.000 | Adv Workshop-Res/Writ-Int'l-I | T    | 08:00<br>am-08:54<br>am | 8   | 5   | 3   | 20        | 0         | 20        | Julie Interdonato (P) | 08/23-<br>12/20 | CSL 936 -<br>9SEM |           |
| <input type="checkbox"/> | 16351 | LAW  | 5792 | IC  | B   | 1.000 | Adv Workshop-Res/Writ-Int'l-I | T    | 02:30<br>pm-03:24       | 8   | 5   | 3   | 0         | 0         | 0         | Randa D. Maher (P)    | 08/22-<br>12/20 | CSL 1147          |           |

You can register for classes from this page by clicking in the check boxes and then “register” at the bottom of the page.

You will see a full list of courses along with the CRN, credits, days/times, room assignments, instructors, and how many seats are left in the class and on the waitlist (see above). The “attribute” column will also give you additional information about the course (i.e. whether it counts as a skills course or fulfills the professional responsibility requirement).

If you click on the CRN and then “view catalog entry”, you can view the course description for the course.

You may register for classes directly from the “look up classes” course list by clicking in the checkboxes in the far left column and then clicking “register” at the bottom of the page. You can also click “add to worksheet” which will bring you back to the “add or drop classes” section and you can submit changes from there. You will see all of your registered courses under “current schedule”. If there are errors (i.e. over 16 credits, time conflict, etc.), they will appear under “registration add error”. Courses listed with a “C” in the far left column of the “look up classes” list are currently closed.

Always print or screen shot a copy of your current schedule that captures the day/time on the top right-hand side of the screen before you exit the page.

# WAITLIST PROCESS

During add/drop, you may add yourself to the waitlists of closed courses. To do so, navigate to “add or drop classes” (see page 10), add the CRN’s to the “add classes worksheet” and click “submit changes”. The course status will appear as “CLOSED-WAITLISTED” in the “registration add errors” section. From the “action” drop down menu, select “waitlist” and “submit changes”. The course status should now appear as “waitlist on <today’s date>”, and the course should now appear under your “current schedule”.

To remove yourself from a waitlist, select “drop” from the “action” menu and submit your changes.

## Add or Drop Classes

Fall 2021  
Jul 29, 2021 08:33 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. To avoid a duplicate course error, you must submit a web drop before adding another section of the same course i.e. if you are registered for 27927 ART 1052A 311 HISTORY OF ART 2 STAFF TR 1:30-2:45 and you are interested in taking 27928 ART 1052A 331 HISTORY OF ART 2 HOGAN T 3:00-4:15 R 3:45-5:00 you must WEB DROP 27927 submit changes then add 27928.

### Current Schedule

| Status                     | Action | CRN   | Subj Crse Sec Level | Cred                     | Grade Mode | Title                |
|----------------------------|--------|-------|---------------------|--------------------------|------------|----------------------|
| Registered on Jul 22, 2021 | None   | 15103 | LAW 7954 A          | First Professional 0.000 | Pass/Fail  | Arts & Enter Journal |
| Registered on Jul 22, 2021 | None   | 15198 | LAW 7424 B          | First Professional 3.000 | Normal     | Contract Drafting    |
| Registered on Jul 22, 2021 | None   | 15185 | LAW 7330 A          | First Professional 4.000 | Normal     | Evidence             |
| Registered on Jul 22, 2021 | None   | 15225 | LAW 7603 A          | First Professional 2.000 | Normal     | Social Media Law     |
| Registered on Jul 22, 2021 | None   | 15193 | LAW 7577 A          | First Professional 3.000 | Normal     | Trademark Law        |
| Registered on Jul 22, 2021 | None   | 15207 | LAW 7895 A          | First Professional 2.000 | Normal     | Media Law            |

PR Credit Hours: 14.000  
 Total Credit Hours: 14.000  
 Billing Hours: 14.000  
 Minimum Hours: 0.000  
 Maximum Hours: 16.000  
 Date: Jul 29, 2021 08:33 pm

### Registration Add Errors

| Status  | Action    | CRN   | Subj Crse Sec Level | Cred                       | Grade Mode      | Title                   |
|---|-----------|-------|---------------------|----------------------------|-----------------|-------------------------|
| Course is closed - 0 Waitlisted . You may waitlist for this course. | Wait List | 15171 | LAW 7790 A          | First Professional 1.000 3 | Grade HP/P/LP/F | Advanced Legal Research |

### Add Classes Worksheet

CRNs

Submit Changes Place Search Reset

## Add or Drop Classes

Fall 2021  
Jul 29, 2021 09:07 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. To avoid a duplicate course error, you must submit a web drop before adding another section of the same course i.e. if you are registered for 27927 ART 1052A 311 HISTORY OF ART 2 STAFF TR 1:30-2:45 and you are interested in taking 27928 ART 1052A 331 HISTORY OF ART 2 HOGAN T 3:00-4:15 R 3:45-5:00 you must WEB DROP 27927 submit changes then add 27928.

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| Registered on Jul 22, 2021 | None   | 15198 | LAW 7424 B          | First Professional 3.000   | Normal          | Contract Drafting       |
| Registered on Jul 22, 2021 | None   | 15185 | LAW 7330 A          | First Professional 4.000   | Normal          | Evidence                |
| Registered on Jul 22, 2021 | None   | 15225 | LAW 7603 A          | First Professional 2.000   | Normal          | Social Media Law        |
| Registered on Jul 22, 2021 | None   | 15193 | LAW 7577 A          | First Professional 3.000   | Normal          | Trademark Law           |
| Registered on Jul 22, 2021 | None   | 15207 | LAW 7895 A          | First Professional 2.000   | Normal          | Media Law               |
| Wait List on Jul 29, 2021  | None   | 15171 | LAW 7790 A          | First Professional 0.000 3 | Grade HP/P/LP/F | Advanced Legal Research |

PR Credit Hours: 14.000  
 Total Credit Hours: 14.000  
 Billing Hours: 14.000  
 Minimum Hours: 0.000  
 Maximum Hours: 16.000  
 Date: Jul 29, 2021 09:07 pm

# WAITLIST 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 Cardozo 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) Receiving the email notification does not mean that you are registered for the course. You will need to log into Self-Service Banner, navigate to the "add or drop classes" page and register for the course by selecting that option in the "action" column and submitting your changes. This must be done within the timeline stated in the email notification. If you do nothing, you will lose your spot.
- 4) MIND THE TIME! You will have 30 hours to respond to a waitlist notification. If you accidentally drop the course during this time, you will lose your seat and it will go to the next person on the waitlist.
- 5) 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 Senders" list if your email service allows this. It will help to prevent notifications going to the "Spam" folder.
- 6) 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.

# ADD/DROP FAQ's

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

Students typically register for 1 or 2 courses during the Winter session. You may only take 2 courses if the timing of those courses doesn't conflict. Regardless of the number of credits you take during the Winter term, you will still need to register for a full-time course load during the Spring semester.

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

You can check the class enrollment in Banner by clicking on "Look Up Classes" from the Student Dashboard and then selecting the term. The best way to search for all of Cardozo's course offerings is by subject (LAW) or by selecting "Cardozo Full Session" from the campus/college/part of term menu, 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.

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

First, make sure you're in the correct term. You need to select "Winter 2023". If you're still receiving the error, please send a screenshot to [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu).

## **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 10 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](mailto: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 [clfinaid@yu.edu](mailto:clfinaid@yu.edu).

## 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 you have issues logging into Inside Track, please contact the ITS Help Desk at [helpdesk@yu.edu](mailto:helpdesk@yu.edu).

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