CARDOZO LAW

BENJAMIN N. CARDOZO SCHOOL OF LAW YESHIVA UNIVERSITY

JD Course Selection & Lottery Registration Guide

Spring 2023

JD Curriculum and Registration Guide
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Spring Registration Timeline

Spring 2023 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. The first step in the process is for students to submit their course selection preferences using the CSL Course Selection Worksheet in Self-Service Banner (instructions below). 3L's, LLM's, and 2L's have a set time period to submit their preferences. **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, Nov. 7 @ 9:30 AM - Wednesday, Nov. 9 @ 3pm	**3Ls and LL.M.s** submit course preferences online by submitting the course selection worksheet available in Self-Service Banner (instructions below).
Monday, Nov. 14 @ 9:30 AM – Wednesday, Nov. 16 @ 3pm	**2Ls and new transfer students** submit preferences for classes online by submitting the course selection worksheet available in Self-Service Banner (instructions below).
Wednesday, Nov. 30 – Monday, January 30	**On-line Add/Drop Period.** Online add/drop will run from 9:30AM on Wed., November 30th through 11:59 PM on Mon., January 30th. Spaces in open courses will be available on a first-come, first-serve basis for all students during add/drop. Closed courses will have automated waitlists. Additional instructions will be sent regarding the add/drop process. **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 17	First day of Spring classes.
Monday, January 23	**Last day to drop courses without financial penalty and to enter the waitlist for a course.** The ability to drop a course without financial penalty will end at 11:59 on 1/23. This only affects students who will fall below full-time status by dropping a course. Students can add themselves to course waitlists until 11:59 on 1/23.
Tuesday, January 24	**Last day to add classes online.** The ability to add a course will end at 11:59 PM on 1/24.
Monday, January 30	**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.

For registration, a 3L student is someone who has earned 54+ credits, and a 2L is someone who has earned between 30-53.999 credits. Earned credits are credits for classes in which you've received a grade. Classes in progress or "Y"/"I" grades do not factor into the earned credit amount. You will only be able to submit a course selection worksheet during the 3L or 2L time slot if your earned credits allow you to do so.

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)](https://www.cardozo.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.
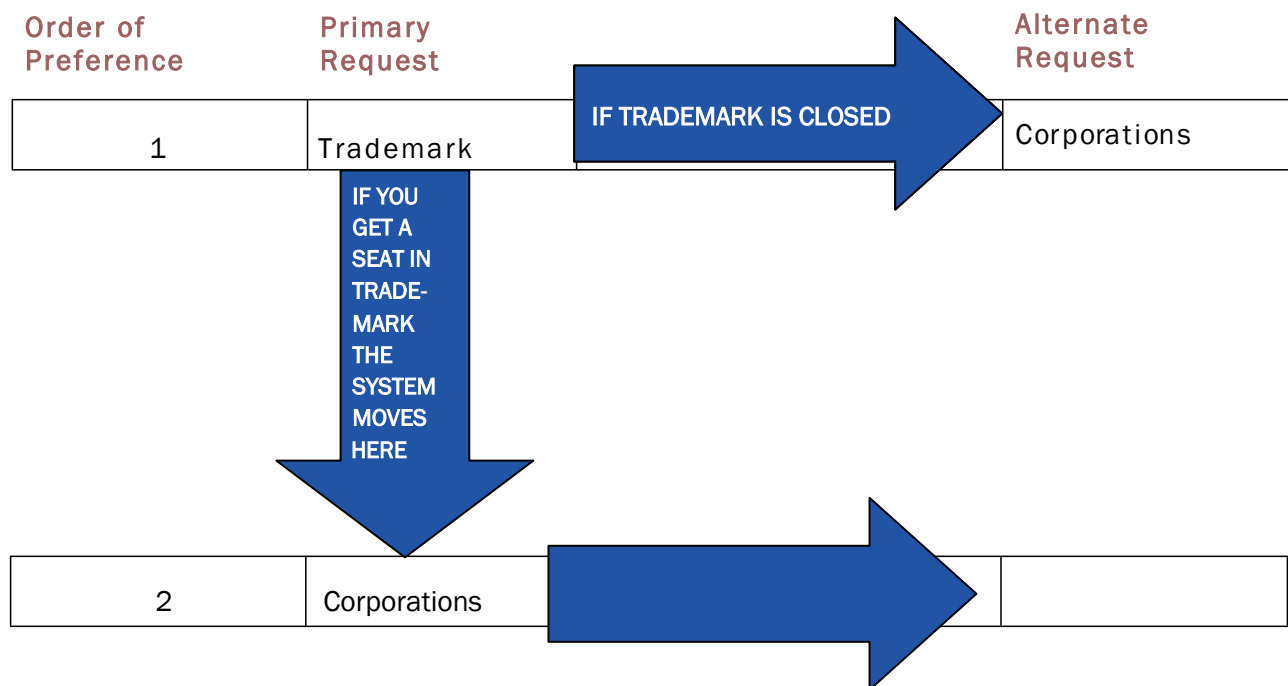
The program begins by going through the submissions one by one, in random order, placing people into their first choice classes. If someone's primary first choice is unavailable, it will turn to the student's alternate first choice. If that is unavailable, it moves on to the next student. The next time 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

Order of Preference	Primary Request		Alternate Request
1	Trademark	IF TRADEMARK IS CLOSED →	Corporations
2	Corporations		

IF YOU GET A SEAT IN TRADEMARK THE SYSTEM MOVES HERE

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. <u>Make sure you do not list the same section twice.</u>

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

• <u>Put your courses in preference order</u>!

• <u>Do NOT list permission only classes</u> (see the following page for more on this)!

• Pay attention to the <u>**enrollment caps**</u> 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.

• Be sure to double-check your submission for <u>**time conflicts**</u>. 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, <u>no matter how small</u>, with another course for which you are already registered.

• Be sure to check all <u>**pre- and co-requisites**</u> and other limitations listed in the course descriptions. You are responsible for making sure that you have met the requirements for enrollment.

• <u>**Putting the same course and section in multiple primary choice positions will** *not* **increase your chances of getting the course.**</u> 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 <u>**list a few extra courses**</u> 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 <u>not</u> be accepted into the "permission only" course. If a student <u>is</u> 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
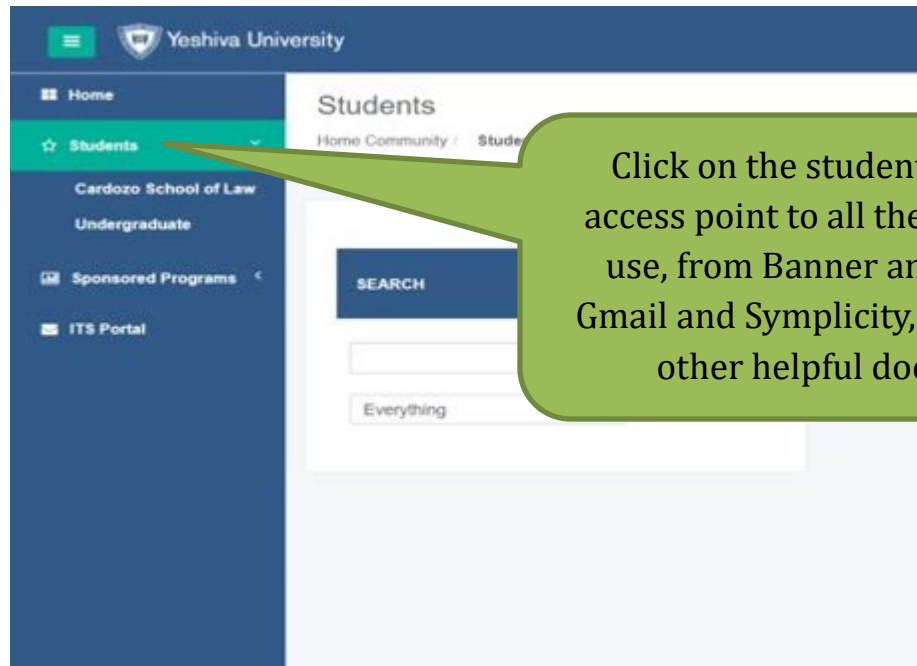
To log into Inside Track, visit https://insidetrack.yu.edu.

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

Yeshiva University

Enter your YUAD Active Directory User Name and Password

User Name | Password | Sign In

Need Help Finding Your Active Directory Name?

Welcome to InsideTrack

This sec... ...dents, faculty, staff, and other university affiliates with single sign-on access to multiple sources of university information and services. ...k provides you with full Intranet and Internet services making it easier for you to do "business" with the university. Enjoy!

What's Inside?

...t and links for Employees, Students, and for Administrative Staff that do business ...s supporting University operations. Reference ...to the business operations being performed. Links to various systems used for Univer... ...cluding: Self Service, Banner, SciQuest, Kronos, and others Easy links to ITS Help, Banner Support, and ...

Need help logging in?

Please contact the YU HelpDesk by one of these methods: e-mail: helpdesk@yu.edu or call #6123 (inte...

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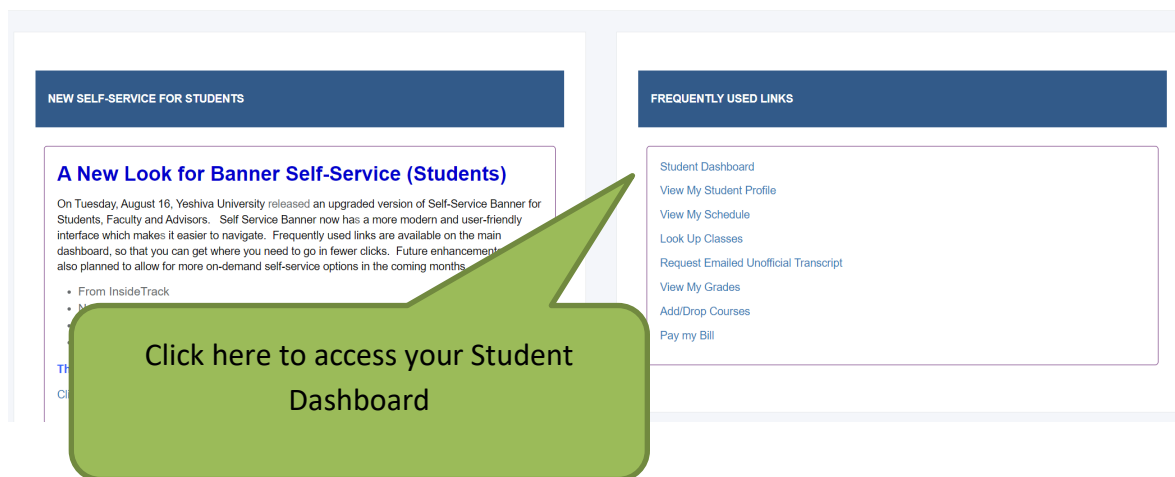
If you have any trouble logging in, contact the **Student IT Help**

ACCESSING BANNER SELF-SERVICE THROUGH INSIDE TRACK

Click on the student tab for the access point to all the systems you use, from Banner and Canvas to Gmail and Symplicity, as well as the other helpful documents.

Click here to access your Student Dashboard

SUBMITTING YOUR COURSE REQUESTS

From the registration section of the Student Dashboard, click on "CSL Course Selection Worksheet".

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
• View My Student Profile	• Add/Drop Courses
• View My Schedule	• View My Schedule
• Look Up Classes	• View My Detail Schedule
• Request Emailed Unofficial Transcript	• Look Up Classes
• Request Official Transcript/Enrollment Verification	• View My Registration Status
• View my Grades	• View My Registration History
• Add/Drop Courses	• View On Demand Undergraduate Student Schedule - Wilf (Available on campus only)
• Pay my Bill	• View On Demand Undergraduate Student Schedule - Beren (Available on campus only)
	• CSL Course Selection Worksheet

Select **"CSL Course Selection Worksheet**. *DO NOT* choose "Add or Drop Classes".

You will need to select the term. Make sure you select "Spring 2023" and *not* "Spring Zman 2023".

Registration Term

Select a Term: Spring 2023 ▾

Submit

RELEASE: 8.7.1

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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. You 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? NO ⌄
** 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	
	Find a class:		⌄
CHOICE 2			
ALTERNATE 2			
			⌄
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.

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

CHOICE 6		
ALTERNATE 6		
	Find a class:	▼
CHOICE 7		
ALTERNATE 7		
	Find a class:	▼
CHOICE 8		
ALTERNATE 8		
	Find a class:	▼
CHOICE 9		
ALTERNATE 9		
	Find a class:	▼
CHOICE 10		
ALTERNATE 10		
	Find a class:	▼

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? NO ▼
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:	▼
CHOICE 2		
ALTERNATE 2		
	Find a class:	▼
CHOICE 3		
ALTERNATE 3		
	Find a class:	▼
CHOICE 4		
ALTERNATE 4		
	Find a class:	▼

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".

It is recommended that you print a copy of your submission for your records. After the lottery registration 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 Contract Drafting, 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. Also make sure to check the course list for any courses that are only open to JD students or only open to LLM students. If you are a LLM student, do not list JD only courses and vice versa.

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. You will be unable to submit your course preferences if you have a hold on your account.

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.