

# FALL 2023 REGISTRATION IMPORTANT DATES & FAQ's

## FALL REGISTRATION TIMELINE

Listed below are the relevant days/times for the Fall 2023 course selection and add/drop period. During the course selection period, students must submit course preferences via the course selection worksheet within the period indicated below. After lottery registration, students may adjust their schedules by adding/dropping classes via Self-Service Banner during the dates indicated below.

Monday, June 19 @ 9:30 AM -  
Wednesday, June 21 @ 3 PM

**3Ls and LL.M.s** submit course preferences online by submitting the course selection worksheet available in Self-Service Banner (instructions below).

Monday, June 26 @ 9:30 AM -  
Wednesday, June 28 @ 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, July 17 –  
Sunday, September 10

**On-line Add/Drop Period.** Students can add/drop classes online from 9:30AM on Monday, July 17<sup>th</sup> through Sunday, September 10<sup>th</sup>. See below for specific add and drop deadlines. Spaces in open courses will be available on a first-come, first-serve basis for all students. Closed courses will have automated waitlists. **Visiting and international exchange students who cannot access Self-Service Banner for registration** can submit an add/drop form to [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu) any time during the add/drop period. Registration will be first-come, first-serve for these students.

Monday, September 4 -

**Last day to drop courses without financial penalty and to waitlist courses online.** Students can drop online without financial penalty until 11:59PM on September 4th. This only affects students who will fall below full-time status by dropping a course. Students can add themselves to waitlists until 11:59PM on 9/4.

Tuesday, September 5

**Last day to add classes online.** Students can register for classes until 11:59PM on 9/5.

Sunday, September 10

**Last day to drop courses without a "W"**

# COURSE SELECTION FAQ'S

## **I am getting an error that the course selection worksheet is unavailable.**

First, make sure you're in the correct term. Then, make sure you have enough earned credits to submit your course selection during that time period. 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.

## **I am receiving an error that I am not permitted to register at this time.**

This likely means you navigated to "Add/Drop Courses" instead of "CSL Course Selection Worksheet". You need to enter your preferences in the course selection worksheet during the course selection process. You are not actually registering for classes at this time.

## **How many credits will I be registered for during the lottery registration process?**

Students will be registered for a maximum of 16 credits depending on how your course selection worksheet was structured. When you're building your worksheet, pay attention to courses that have time conflicts. If you know you have been accepted to a permission only course such as an externship or clinic, leave room in your schedule for those courses to be added. For example, if you're admitted to a 4 credit field clinic, you might only aim to be registered for 12 credits during the lottery registration process. Refer to the "How to Submit a Course Selection Worksheet" for more information about organizing your course selection worksheet.

## **Do I include permission only courses on my course selection worksheet?**

No. In fact, you will not see permission required courses in the pulldown menu on the course selection worksheet. The Registrar's Office will register students for journals, clinics, field clinics, externships, their corresponding seminars (if applicable) and most other permission only courses. If you will be a TA in the Fall, the supervising professor should email [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu) to have you registered for the TA credit. If you are participating in an independent research course, there is a form that first needs to be signed by the supervising faculty and Vice Dean before being returned to the Registrar for registration.

## **Is course selection first-come, first-serve?**

No. Students can submit course selection worksheets at any time during their approved time slot. After your class's time slot ends, the lottery registration process will run. The lottery registration process randomly assigns students to classes based on the course preferences they submitted on the course selection worksheet.

## **Can I submit my course selection worksheet if I have a hold on my account?**

No, you may not. All holds need to be cleared prior to submitting your worksheet.

# ADD/DROP FAQ'S

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

Students can register for a maximum of 16 credits per semester.

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

The status column of the "Find Classes" section will tell you how many seats are available and if the course is full. Please review the instructions in the "How to Register for Classes (Add/Drop)" document on the website for additional instructions about searching for classes.

## 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 in the registration how to guide for registering for classes.

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

Make sure you've selected the correct term (DO NOT select a "Zman" term) and there aren't any restrictions on the course what would prevent your registration (i.e. JD only course or LLM only 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 [cardozostudentaccounts@yu.edu](mailto:cardozostudentaccounts@yu.edu).

## How do I register for permission only courses?

Certain classes (e.g., credited externships, TA positions, independent research, clinics and field clinics) are open to students only by permission of the instructor or via an application process. The course list indicates which classes are "permission only." The Registrar's Office will manually register students for these courses. Students acting as **TAs** can request that the faculty member they are assisting contact the Office of the Registrar via email ([cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu)) to have the student registered.