

Waitlist Process & Notifications

To waitlist for a closed course, first navigate to the Register for Classes section by following the instructions in the “How to Register for Classes (Add/Drop)” document.

Waitlisting:

You may add yourself to a closed course, if there is a Waitlist. **ADD** the course to your **Registration Worksheet** and choose **Waitlist** from the **Action** dropdown. You **MUST** press **Submit** (at the bottom-right of the screen) in order to be placed on the Waitlist

The screenshot displays the Banner registration system interface. The top section, titled "Register for Classes", shows a search results table for Spring 2023. The table includes columns for Title, Subject, Course#, Section#, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, and Linked Sections. One course, "Topics: Analytic Jewish... Lecture" (CRN 4930, Section 341), is highlighted with a red box around its "Add" button. Below the search results, the "Registration worksheet" is visible, showing a grid of courses. The "Topics: Analytic Jewish..." course is listed with a status of "Pending". A dropdown menu is open for the "Action" column, showing options: "Web Registered**", "Web Registered**", "Remove", and "Wait List". A red arrow points to the "Wait List" option. At the bottom right of the worksheet, a "Submit" button is highlighted with a red arrow.

To view your position on the waitlist, navigate to the “schedule details” section and click on the down arrow for that course.

Cardozo uses an automated wait list system. 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. To add the class, navigate to your **Registration Worksheet** and select **Web Registered** from the **Action** menu. 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. 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.