

# WINTER 2025 REGISTRATION IMPORTANT DATES & FAQ's

## WINTER REGISTRATION TIMELINE

Listed below are the relevant days/times for the Winter 2025 add/drop period. During this time, students may log into Self-Service Banner to add or drop classes according to the dates below.

Monday, October 28–  
Friday, January 3

**3L and LLM On-line Add/Drop Period.** Online add/drop for 3L and LLM students will run from Monday, October 28<sup>th</sup> at 9:30AM through 11:59 PM on Friday, January 3<sup>rd</sup>. Spaces in open courses will be available on a first-come, first-serve basis for all students. Closed courses will have automated waitlists.

Wednesday, October 30–  
Friday, January 3

**2L On-line Add/Drop Period.** Online add/drop for 2L students will run from Wednesday, October 30<sup>th</sup> at 9:30AM through 11:59 PM on Friday, January 3<sup>rd</sup>. Spaces in open courses will be available on a first-come, first-serve basis for all students. Closed courses will have automated waitlists.

Friday, January 3

**Last day to drop courses without financial penalty and without a “W”.** The ability to drop a course without financial penalty will end at 11:59 on 1/3

**Last day to add classes online.** The ability to add a course will end at 11:59 PM on 1/3.

Sunday, January 5 -  
Sunday, January 19

Winter 2025 dates. Check the course list/Banner for the specific start/end dates of each class.

# WINTER 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.

## 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. You'll need to change the status in the "ACTION" column of the registration screen from "waitlisted" to "web registered".

## 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 that 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.