

SUMMER 2026 REGISTRATION IMPORTANT DATES & INSTRUCTIONS

ONLINE LL.M. SUMMER REGISTRATION TIMELINE

Listed below are the relevant days/times for the Summer 2026 add/drop period. Students may add, drop, or waitlist for courses via Self-Service Banner during the dates indicated below.

Monday, April 27th

Online Add/Drop Period opens.

- Students can add/drop courses online starting at 9:30AM on Monday, April 27th.
- Spaces in open courses will be available on a first-come, first-served basis.

Tuesday, May 26th

Last day to add or drop courses online with a full refund.

- Students can add courses online until 11:59PM on Tuesday, May 26th.
- Students can drop courses online and receive a full tuition refund until 11:59PM on Tuesday, May 26th.
- After this date, dropping a course will result in financial penalties.

Monday, June 1st

Last day to drop a course without a “W” being recorded on a student’s transcript.

- After 11:59PM on Monday, June 1st, students who drop a course will receive a “W” grade.
- Please contact cardozoregistrar@yu.edu for instructions about withdrawing from a course after this date.

ONLINE LL.M. ADD/DROP INSTRUCTIONS

REGISTERING FOR COURSES

1. To register for courses in Self Service Banner, login to insidetrack.yu.edu, navigate to the Student Dashboard and click **Add/Drop Courses**.

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

Student Records	
Frequently Used <ul style="list-style-type: none">View My Student ProfileView My SchedulesLook Up ClassesRequest Emailed Unofficial TranscriptMyHub - Transcripts and VerificationsView My GradesAdd/Drop CoursesPay my Bill	Registration <ul style="list-style-type: none">Add/Drop CoursesView My Detail ScheduleView My SchedulesLook Up ClassesView My Registration StatusView My Registration HistoryCSL Course Selection Worksheet
My Student Record <ul style="list-style-type: none">Request Emailed Unofficial TranscriptMyHub - Transcripts and VerificationsView My HoldsDegreeTrack: Graduate and Professional Program Students (Student Profile page, click DegreeTrack in left menu)View My Student ProfileView My Grades	Other applications <ul style="list-style-type: none">Update Personal Information (Address/Phone)Update Emergency Notification informationRequest NJ Transit Student PassApply to Graduate (Cardozo only)View Application To Graduate (Cardozo only)FERPA Release Form for Academic Records

2. Select the **term you want to register for** and click **Continue**. Make sure you ***do not*** click on a “Zman” term.

Student • Registration • Select a Term

Select a Term

Select a Term for Class Search

Spring 2026

Continue

*Spring 2026 is an example. You will not be registering for Spring 2026.

- In this next window, it is important that you type **CS6** in the **Campus/College/Part of Term** field. Click on the result that populates, “Cardozo Online LLM GLS,” then scroll to the bottom of the page and click **Search**.

This step is essential to view courses that are available for the online LL.M. program. Failure to enter this search criteria will result in errors in the following steps.

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Enter Your Search Criteria
Term: Summer 2026

Campus/College/Part of Term

Subject

Course Number

Title

Attribute/Requirement


Campus

Credit Hour Range to

Instructor

- From the **Search Results** screen, you can add classes to your **Registration Worksheet**. Click the **Add** button on the right side of the classes that you want to register for.

Search Results — 7 Classes
Term: Spring 2026 Campus: Brookdale Cardozo (Online) Search Again


Title (CLICK LINK FOR DETAILS)	Subject	Course No.	Section	Hours	CRN	Instructor	Meeting Times	Campus	Status	Sched Type	Attribute/Requirement/Honors	Instr. Method	Linked Sections	Add
Introduction to United States	LAW	5221	OLA 1	1	13668	Newman, Leslie S. (Pr...	S M T W T F S - Type: Class Building: Onli	Brook...	28 of 30 seats r...	Lecture		Online-Asynchr...		 Add
Contracts	LAW	6003	OLA 2	2	13666		S M T W T F S - Type: Class Building: Onli	Brook...	28 of 30 seats r...	Lecture	CSL-1L Core Course CSL-Bus, Corp, & Fin Law Conc CSL-Real Estate Law	Online-Asynchr...		Add
Criminal Law	LAW	6101	OLA 2	2	13667		S M T W T F S - Type: Class Building: Onli	Brook...	28 of 30 seats r...	Lecture	CSL-1L Core Course Criminal Law Concentration	Online-Asynchr...		Add
Civil Procedure	LAW	6300	OLA 2	2	13665		S M T W T F S - Type: Class Building: Onli	Brook...	28 of 30 seats r...	Lecture	CSL-1L Core Course	Online-Asynchr...		Add

5. **AFTER** you add the class(es) to your **Registration Worksheet**, you **MUST** press **Submit** at the bottom-right of the screen to complete the registration.

Registration worksheet: You must click SUBMIT to secure registration

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>Principles of Constitutional Law</u>	LAW 7501, OLA	2	13664	Lecture	Pending	**Web Registered**
<u>Civil Procedure</u>	LAW 6300, OLA	2	13665	Lecture	Pending	**Web Registered**
<u>Criminal Law</u>	LAW 6101, OLA	2	13667	Lecture	Pending	**Web Registered**
<u>Contracts</u>	LAW 6003, OLA	2	13666	Lecture	Pending	**Web Registered**
<u>Introduction to United States Law</u>	LAW 5221, OLA	1	13668	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 14




!! If you navigate away from the *Register for Classes* page without pressing Submit, all pending courses on the Registration Worksheet will be removed **!!**

- 5.1. If a course is successfully registered, it will appear in **green** as “Registered.”

Registration worksheet: You must click SUBMIT to secure registration

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>Principles of Constitutional Law</u>	LAW 7501, OLA	2	13664	Lecture	Registered	None
<u>Civil Procedure</u>	LAW 6300, OLA	2	13665	Lecture	Registered	None
<u>Criminal Law</u>	LAW 6101, OLA	2	13667	Lecture	Registered	None
<u>Contracts</u>	LAW 6003, OLA	2	13666	Lecture	Registered	None
<u>Introduction to United States Law</u>	LAW 5221, OLA	1	13668	Lecture	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 14



5.2. If there is an **issue/error with registering** for a class, it will appear in **red** at the top-right of the screen and on your Registration Worksheet.

! LAW 7562 CRN 13063: Program Restriction

Course...	Seats...	Lecture	Title	Online / Program...	Add
Brook...	28 of 30 seats r...	Lecture	CSL-Comp Legal Thought Major	Online-Asynchr...	<input type="button" value="Add"/>
Brook...	3 of 72 seats re... 30 of 30 waitlist...	Lecture	CSL-Bus, Corp, & Fin Law Conc CSL-Intell Prop Law CSL-Intl & Comparativ Law CSL-Fashion Art Media Ent	Online	<input type="button" value="Add"/>
Brook...	151 of 300 seat... 30 of 30 waitlist...	Lecture		Online	<input type="button" value="Add"/>

Records: 7

Registration worksheet: You must click SUBMIT to secure registration

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>International Trade</u>	LAW 7562, ONL	2	13063	Lecture	Errors Preventing Regist...	Remove
<u>Civil Procedure</u>	LAW 6300, OLA	2	13665	Lecture	Registered	None
<u>Contracts</u>	LAW 6003, OLA	2	13666	Lecture	Registered	None
<u>Criminal Law</u>	LAW 6101, OLA	2	13667	Lecture	Registered	None
<u>Introduction to United States Law</u>	LAW 5221, OLA	1	13668	Lecture	Registered	None
<u>Principles of Constitutional Law</u>	LAW 7501, OLA	2	13664	Lecture	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 14


DROPPING COURSES

1. To drop a course, simply navigate to the same location where you registered for them.
2. Choose the **Drop** or **Web Withdrawal** option from the **Action dropdown**. You **MUST** press **Submit** at the bottom-right of the screen to drop the class(es).

Registration worksheet: You must click **SUBMIT** to secure registration

Title	Details	Hours	CRN	Schedule Type	Status	Action	
Principles of Constitutional Law	LAW 7501, OLA	2	13664	Lecture	Registered	DROP	
Civil Procedure	LAW 6300, OLA	2	13665	Lecture	Registered	None	
Criminal Law	LAW 6101, OLA	2	13667	Lecture	Registered	None	
Contracts	LAW 6003, OLA	2	13666	Lecture	Registered	None	
Introduction to United States Law	LAW 5221, OLA	1	13668	Lecture	Registered	None	

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 14

 **Submit**

3. **After** clicking **Submit**, the dropped class(es) will indicate “Deleted.”

Registration worksheet: You must click **SUBMIT** to secure registration

Title	Details	Hours	CRN	Schedule Type	Status	Action	
Principles of Constitutional Law	LAW 7501, OLA	0	13664	Lecture	Deleted	None	
Civil Procedure	LAW 6300, OLA	2	13665	Lecture	Registered	None	
Criminal Law	LAW 6101, OLA	2	13667	Lecture	Registered	None	
Contracts	LAW 6003, OLA	2	13666	Lecture	Registered	None	
Introduction to United States Law	LAW 5221, OLA	1	13668	Lecture	Registered	None	

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 14

Submit

VIEWING SCHEDULE DETAILS

To view your schedule details, you can click on **Schedule Details** from the **bottom-left panel** of the same *Register for Classes page*. To see additional class details, click on the small down arrow located to the left of the course title.

Schedule | **Schedule Details** ←

Class Schedule for Spring 2026

▼ [Civil Procedure](#) | Law 6300 Section OLA | Class Begin: 01/20/2026 | Class End: 05/10/2026 Registered

Message: ****Web Registered**** | Hours: 2 | Level: Graduate | Campus: Brookdale Cardozo (Online) | Schedule Type: Lecture | Instructional Method: Online-Asynchronous | Grade Mode: Standard Letter (w/A+) | Waitlist Position: 0

01/20/2026 -- 05/10/2026 [S][M][T][W][T][F][S] - Type: Class Location: Wilf Building: Online Room: LINE You can add another

No specified Instructor
CRN: 13665

▶ [Criminal Law](#) | Law 6101 Section OLA | Class Begin: 01/20/2026 | Class End: 05/10/2026 Registered

01/20/2026 -- 05/10/2026 [S][M][T][W][T][F][S] - Type: Class Location: Wilf Building: Online Room: LINE

No specified Instructor
CRN: 13667

▶ [Contracts](#) | Law 6003 Section OLA | Class Begin: 01/20/2026 | Class End: 05/10/2026 Registered

01/20/2026 -- 05/10/2026 [S][M][T][W][T][F][S] - Type: Class Location: Wilf Building: Online Room: LINE

No specified Instructor
CRN: 13666

▶ [Introduction to United States Law](#) | Law 5221 Section OLA | Class Begin: 01/20/2026 | Class End: 05/10/2026 Registered

01/20/2026 -- 05/10/2026 [S][M][T][W][T][F][S] - Type: Class Location: Wilf Building: Online Room: LINE

Instructor: [Newman, Leslie S.](#) (Primary)
CRN: 13668

NEED ASSISTANCE?

- ❖ Registration issues / error messages?
 - Office of the Registrar
 - Monday – Thursday, 9:00AM – 5:30PM & Friday 9:00AM – 2:30PM
 - cardozoregistrar@yu.edu
 - (646) 592 – 6280

- ❖ Financial holds blocking registration?
 - Office of Student Finance (OSF)
 - Monday – Thursday, 9:00AM – 5:30PM & Friday 9:00AM – 2:30PM
 - cardozostudentaccounts@yu.edu
 - (646) 592 – 6249

- ❖ Need advisement?
 - Dean Val Myteberi
 - myteberi@yu.edu
 - Julia Sandrock
 - julia.sandrock@yu.edu