

# SUMMER 2026 REGISTRATION IMPORTANT DATES & INSTRUCTIONS

## ONLINE MSL 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.

### SESSION A: MAY 18<sup>TH</sup> – JULY 6<sup>TH</sup>

Monday, April 27<sup>th</sup>

#### **Online Add/Drop Period opens for both Sessions A and B.**

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

Tuesday, May 26<sup>th</sup>

#### **Last day to add Session A courses or drop Session A courses with a full refund.**

- Students can add Session A courses online until 11:59PM on Tuesday, May 26<sup>th</sup>.
- Students can drop Session A courses online with a full tuition refund until 11:59PM on Tuesday, May 26<sup>th</sup>.

Monday, June 1<sup>st</sup>

#### **Last day to drop a Session A course online without a “W” being recorded on a student’s transcript.**

- After 11:59PM on Monday, June 1<sup>st</sup>, students who drop a Session A course will receive a “W” grade.
- Please contact [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu) for instructions about withdrawing from a course after this date.

## SESSION B: JULY 13<sup>TH</sup> – AUGUST 30<sup>TH</sup>

Monday, April 27<sup>th</sup>

### **Online Add/Drop Period opens for both Sessions A and B.**

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

Monday, July 20<sup>th</sup>

### **Last day to add Session B courses or drop Session B courses with a full refund.**

- Students can add Session B courses online until 11:59PM on Monday, July 20<sup>th</sup>.
- Students can drop Session B courses online with a full tuition refund until 11:59PM on Monday, July 20<sup>th</sup>.

Monday, July 27<sup>th</sup>

### **Last day to drop a Session B course online without a “W” being recorded on a student’s transcript.**

- After 11:59PM on Monday, July 27<sup>th</sup>, students who drop a Session B course will receive a “W” grade.
- Please contact [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu) for instructions about withdrawing from a course after this date.

# ONLINE MSL ADD/DROP INSTRUCTIONS

## REGISTERING FOR COURSES

1. To register for courses in Self Service Banner, login to [insidetrack.yu.edu](https://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	
<b>Frequently Used</b> <ul style="list-style-type: none"><li>View My Student Profile</li><li>View My Schedules</li><li>Look Up Classes</li><li>Request Emailed Unofficial Transcript</li><li>MyHub – Transcripts and Verifications</li><li>View My Grades</li><li>Add/Drop Courses</li><li>Pay my Bill</li></ul>	<b>Registration</b> <ul style="list-style-type: none"><li>Add/Drop Courses</li><li>View My Detail Schedule</li><li>View My Schedules</li><li>Look Up Classes</li><li>View My Registration Status</li><li>View My Registration History</li><li>CSL Course Selection Worksheet</li></ul>
<b>My Student Record</b> <ul style="list-style-type: none"><li>Request Emailed Unofficial Transcript</li><li>MyHub – Transcripts and Verifications</li><li>View My Holds</li><li>DegreeTrack: Graduate and Professional Program Students (Student Profile page, click DegreeTrack in left menu)</li><li>View My Student Profile</li><li>View My Grades</li></ul>	<b>Other applications</b> <ul style="list-style-type: none"><li>Update Personal Information (Address/Phone)</li><li>Update Emergency Notification information</li><li>Request NJ Transit Student Pass</li><li>Apply to Graduate (Cardozo only)</li><li>View Application To Graduate (Cardozo only)</li><li>FERPA Release Form for Academic Records</li></ul>

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.

3. In this next window, it is important that you type **“CS2” and/or “CS3”** in the **Campus/College/Part of Term** field.

- CS2 is the code for all MSL Session A (Session 1) courses.
- CS3 is the code for all MSL Session B (Session 2) courses.

Click on the result that populates, “Cardozo Online MSL Sess 1” or “Cardozo Online MSL Sess 2”, then scroll to the bottom of the page and click **Search**.

You can add more than 1 result before clicking Search, if you wish.

This step is essential to view courses that are available for the online MSL 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

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

### Browse Classes

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### Browse Classes

**Enter Your Search Criteria**  
Term: Summer 2026

Campus/College/Part of Term

Subject

- 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.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 12 Classes  
Term: Summer 2026 Campus/Campus: Brookdale Cardozo (Online) Search Again

Title (CLICK LINK FOR D	Subject	Course I	Section	Hours	CRN	Instructor	Meeting Times	Campus	Status	Sched Type	Attribute/Requirement/Honors	Instr. Method	Linked Sections	Add
Legal Process for Lab...	LAW	5510	MSL	3	60943		S   M   T   W   T   F   S	Bro...	30 of 30 sea...	Lecture		Online-Asynch...		
Introduction to Employ...	LAW	5515	MSL	3	60944		S   M   T   W   T   F   S	Bro...	30 of 30 sea...	Lecture		Online-Asynch...		Add
Heyman/ACCA In-Hou...	LAW	7778	A	1	60904	Jetter, Sherry Lyn...	S   M   T   W   T   F   S 06:05 PM - 08:15 PM S   M   T   W   T   F   S 06:05 PM - 08:15 PM S   M   T   W   T   F   S 06:05 PM - 08:15 PM S   M   T   W   T   F   S 06:05 PM - 08:15 PM	Bro...	15 of 15 sea...	Lecture	CSL-Non Acad-20 Credit Limit CSL-Dispute Reso & Advoc Maj CSL-Dispute Resolution Conc CSL-Bus, Corp, & Fin Law Conc CSL-Externship	Online-Synchro...		Add
Heyman/ACCA In-Hou...	LAW	7778	B	1	60906	Martinez, Joshua ...	S   M   T   W   T   F   S 06:05 PM - 08:15 PM S   M   T   W   T   F   S 06:05 PM - 08:15 PM	Bro...	15 of 15 sea...	Lecture	CSL-Non Acad-20 Credit Limit CSL-Dispute Reso & Advoc Maj CSL-Dispute Resolution Conc CSL-Bus, Corp, & Fin Law Conc CSL-Externship	Online-Synchro...		Add

- 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 Ty	Status	Action
Legal Process for Labor a...	LAW 5510, MSL	3	60943	Lecture	Pending	**Web Registered**

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

6.1 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 Ty	Status	Action
Legal Process for Labor a...	LAW 5510, MSL	3	60943	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 16

Submit

6.2 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 7778 CRN 60906: Instructor's Signature

Search Again

15 of 15 sea...	Lecture	CSL-Non Acad-20 Credit Limit CSL-Dispute Reso & Advoc Maj CSL-Dispute Resolution Conc CSL-Bus, Corp, & Fin Law Conc CSL-Externship	Online-Synchro...	Add
20 of 20 sea... 30 of 30 wal...	Lecture	CSL-JD Skills-All Credits	Online-Synchro...	Add

Records: 28

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

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Heyman/ACCA In-House...	LAW 7778, B	1	60906	Lecture	Errors Preventing Re...	Remove
Legal Process for Labor a...	LAW 5510, MSL	3	60943	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 16

Submit


## 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 Ty	Status	Action	
Legal Process for Labor a...	LAW 5510, MSL	3	60943	Lecture	Registered	DROP	⌵

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 16



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

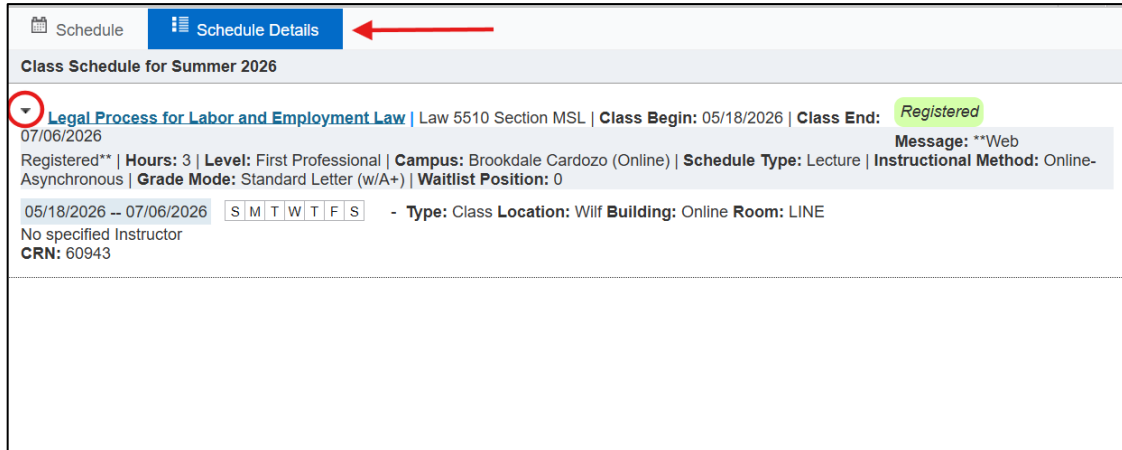
Registration worksheet: You must click **SUBMIT** to secure registration

Title	Details	Hours	CRN	Schedule Ty	Status	Action	
Legal Process for Labor a...	LAW 5510, MSL	0	60943	Lecture	Deleted	None	⌵

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 16

## 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 down arrow located to the left of the course title.



The screenshot shows a web interface with two tabs: 'Schedule' and 'Schedule Details'. A red arrow points to the 'Schedule Details' tab. Below the tabs, the text reads 'Class Schedule for Summer 2026'. A course entry is shown with a dropdown arrow on the left, a course title 'Legal Process for Labor and Employment Law', and various details: 'Law 5510 Section MSL | Class Begin: 05/18/2026 | Class End: 07/06/2026 | Registered'. A message box contains 'Message: \*\*Web Registered\*\* | Hours: 3 | Level: First Professional | Campus: Brookdale Cardozo (Online) | Schedule Type: Lecture | Instructional Method: Online-Asynchronous | Grade Mode: Standard Letter (w/A+) | Waitlist Position: 0'. Below this, it shows the dates '05/18/2026 – 07/06/2026', a schedule grid 'S M T W T F S', and notes: '- Type: Class Location: Wilf Building: Online Room: LINE', 'No specified Instructor', and 'CRN: 60943'.

## NEED ASSISTANCE?

- ❖ Registration issues / error messages?
  - Cardozo Office of the Registrar
    - Monday – Thursday, 9:00AM – 5:30PM & Friday 9:00AM – 2:30PM
    - [cardozoregistrar@yu.edu](mailto:cardozoregistrar@yu.edu)
    - (646) 592 – 6280
  
- ❖ Financial holds blocking registration?
  - Cardozo Office of Student Finance (OSF)
    - Monday – Thursday, 9:00AM – 5:30PM & Friday 9:00AM – 2:30PM
    - [cardozostudentaccounts@yu.edu](mailto:cardozostudentaccounts@yu.edu)
    - (646) 592 – 6249
  
- ❖ Need advisement?
  - Beth Chesir, Director of Student Success and Enrollment
    - [beth.chesir@yu.edu](mailto:beth.chesir@yu.edu)