

## Visual Guide and How-To

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# Student Services Dashboard



Good afternoon

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

## Student Records

| Frequently Used                                                                                                                                                                                                                                                                                                                                                                                                                 | Registration                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 (SSB9)</li> <li>Request Emailed Unofficial Transcript (SSB9-PB)</li> <li>Request Emailed Unofficial Transcript</li> <li>Request Official Transcript/Enrollment Verification</li> <li>View My Grades</li> <li>Add/Drop Courses</li> <li>Pay My Bill</li> </ul> | <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><u>CSI Course Selection</u></li> </ul> |

| My Student Record                                                                                                                                                                                                                                                                                          | Other applications                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Request Emailed Unofficial Transcript</li> <li>MyHub - Transcripts and Verifications</li> <li>View My Holds</li> <li>View My Degree Evaluation (Access via Additional Links in Student Profile)</li> <li>View My Student Profile</li> <li>View My Grades</li> </ul> | <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 (SSB9-PB)</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> <li>Graduation Ceremony Attire Data Collection</li> </ul> |

- ## Cardozo School of Law Student Course Selection

 **Course Selection Worksheet for Fall 2026** / 202609

Registration is open from 05/11/2026 00:00:59 to 06/04/2026 23:59:59

★ Important: Review *Instructions* before selecting courses. ★
Instructions

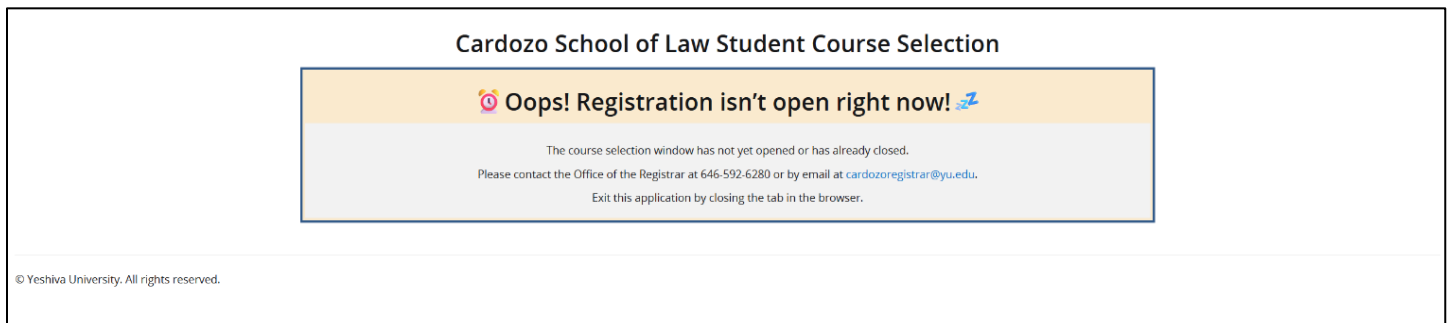
 **Courses Selected (** ❗ Remember to Save: Unsaved changes will be lost if you refresh or exit ❗ **)**
Printable View

| Choice | CRN | Primary Course | Alt CRN | Alternate Course |
|--------|-----|----------------|---------|------------------|
| ◀      |     |                |         |                  |

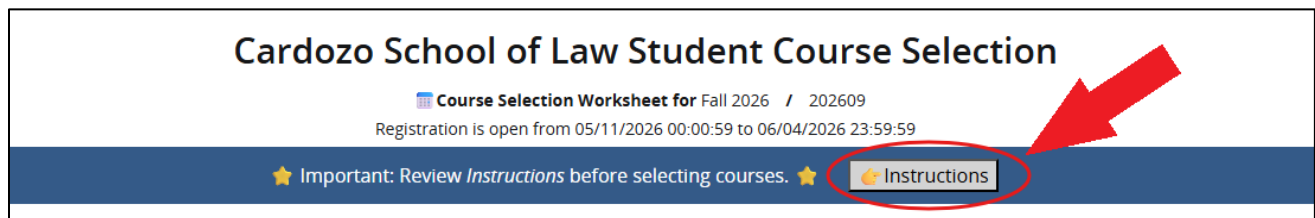
Add New
Delete selected
Save

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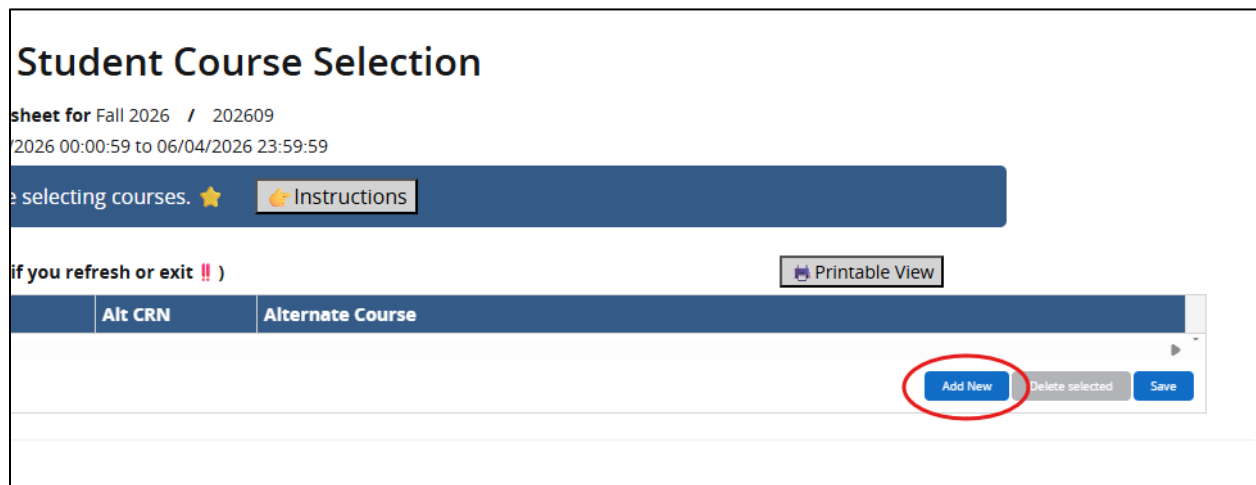
If it is **not within your window**, (i.e. your window has not yet opened or has already closed), you will see the following screen instead.



- Before you start, **make sure to review the Instructions** for additional important information!



- Now, you're ready to start filling out your worksheet! Click the **Add New** button to insert your first-choice row – and all your subsequent rows. You can have **up to 10 rows!** **We highly recommend using at least 7 rows to better your chances.**



5. You **must choose an Alternate Course** for each Primary Course that you indicate on your worksheet. If you leave an alternate blank, you will receive an error.

The screenshot shows the 'Cardozo School of Law Student Course Selection' interface. At the top, it says 'Course Selection Worksheet for Fall 2026 / 202609' and 'Registration is open from 05/11/2026 00:00:59 to 06/04/2026 23:59:59'. Below this, there's a blue bar with 'Important: Review Instructions before selecting courses.' and an 'Instructions' button. A red box highlights the 'Alt CRN' and 'Alternate Course' columns in the table. An error message at the top right says 'Save failed! Empty selection(s) detected. Review your selection(s)' with an 'OK' button. The table has columns: Choice, CRN, Primary Course, Alt CRN, and Alternate Course. Row 1 shows 'Advanced Legal Research LAW7790 SEC(A) Ellen Drucker-Albert [R 03:50pm 05:50pm] (93469)' in the Primary Course column and '93548' in the Alt CRN column. Row 2 shows 'Advanced Legal Research LAW7790 SEC(E) Olivia R. Schlinck [W 09:00am 11:00am] (93548)' in the Alternate Course column.

6. You **cannot add the same Primary Course in multiple rows**. If you select the same primary more than once, you will receive a warning.

**NOTE:** You **can choose the same Alternate Course** more than once!

The screenshot shows the 'Cardozo School of Law Student Course Selection' interface. At the top, it says 'Course Selection Worksheet for Fall 2026 / 202609' and 'Registration is open from 05/11/2026 00:00:59 to 06/04/2026 23:59:59'. Below this, there's a blue bar with 'Important: Review Instructions before selecting courses.' and an 'Instructions' button. A red box highlights the 'Primary Course' column in the table. A warning message at the top right says 'Duplicate Primary Course detected!' with an 'OK' button. The table has columns: Choice, CRN, Primary Course, Alt CRN, and Alternate Course. Row 1 shows 'Advanced Legal Research LAW7790 SEC(A) Ellen Drucker-Albert [R 03:50pm 05:50pm] (93469)' in the Primary Course column. Row 2 shows 'Advanced Legal Research LAW7790 SEC(E) Olivia R. Schlinck [W 09:00am 11:00am] (93548)' in the Alternate Course column.

7. To delete/remove a row, click on the row that you want to delete and click the **Delete Selected** button.

The screenshot shows the 'Student Course Selection' interface. At the top, it says 'Worksheet for Fall 2026 / 202609' and 'Registration is open from 05/11/2026 00:00:59 to 06/04/2026 23:59:59'. Below this, there's a blue bar with 'Important: Review Instructions before selecting courses.' and an 'Instructions' button. A red box highlights the 'Delete selected' button at the bottom right of the interface. The table has columns: Choice, CRN, Primary Course, Alt CRN, and Alternate Course. Row 1 shows 'Advanced Legal Research LAW7790 SEC(E) Olivia R. Schlinck [W 09:00am 11:00am] (93548)' in the Alternate Course column.

8. When you are satisfied with your choices, **make sure to click the Save button!** If you navigate away from or refresh the Course Selection page before saving, all your work will be lost.

The screenshot shows the 'Student Course Selection' interface. At the top, it says 'Worksheet for Fall 2026 / 202609' and '2026 00:00:59 to 06/04/2026 23:59:59'. Below this is a blue bar with 'e selecting courses.' and a star icon, followed by an 'Instructions' button. A warning message 'if you refresh or exit !!)' is displayed. To the right of the warning is a 'Printable View' button. Below the warning is a table with two columns: 'Alt CRN' and 'Alternate Course'. The table contains one row with a dropdown arrow, the CRN '93548', another dropdown arrow, and the course name 'Advanced Legal Research LAW7790 SEC(E) Olivia R. Schlinck [W 09:00am 11:00am] (93548)'. At the bottom right of the table are three buttons: 'Add New', 'Delete selected', and 'Save'. The 'Save' button is circled in red.

| Alt CRN   | Alternate Course                                                                        |
|-----------|-----------------------------------------------------------------------------------------|
| ▼ 93548 ▼ | Advanced Legal Research LAW7790 SEC(E) Olivia R. Schlinck [W 09:00am 11:00am] (93548) ▼ |

9. It's a good idea to **save a copy of your submission for your records**. You can do so by clicking **Printable View**, then either take a screenshot, type Ctrl+P and save the page as a PDF, or type Ctrl+P and print the page.

This screenshot is identical to the one above, showing the 'Student Course Selection' interface. However, in this version, the 'Printable View' button is circled in red instead of the 'Save' button.

10. Close the browser tab to exit the Course Selection Worksheet.

## NEED ASSISTANCE?

- ❖ Course Selection questions or error messages?
  - 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 access to Course Selection?
  - 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