Add/Drop Courses

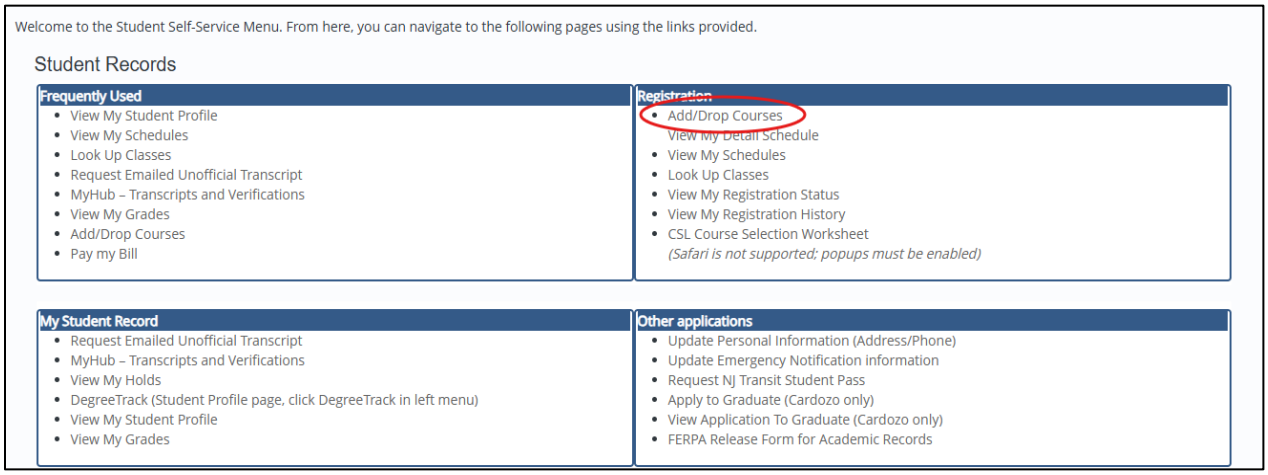
Visual How-To and Error Guide

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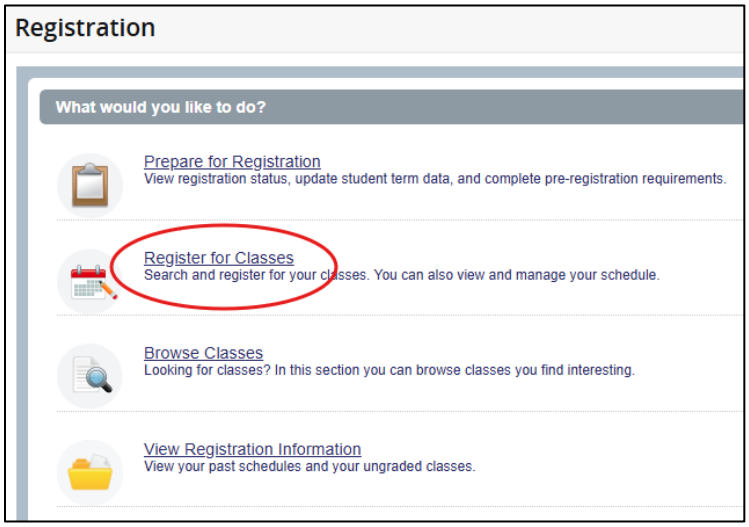
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ADD COURSES

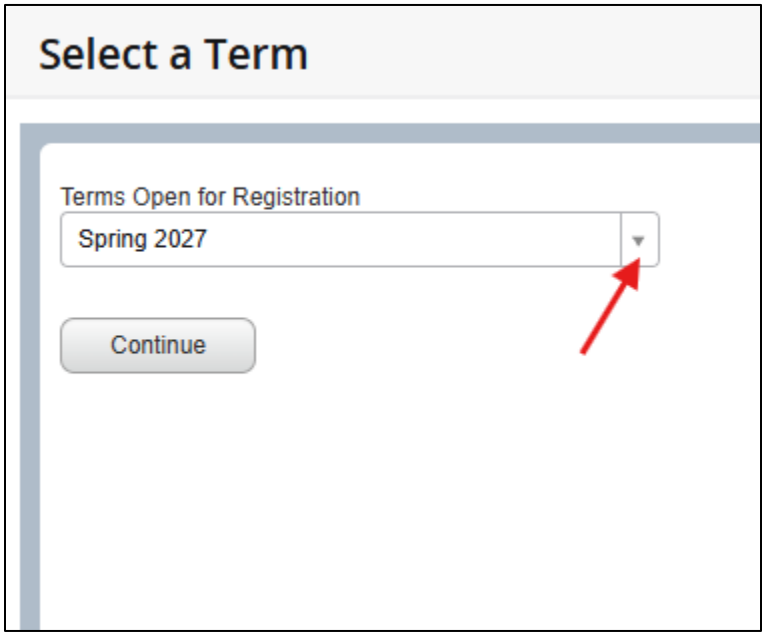
1. To register for (add) courses in Self Service Banner, log into Inside Track, navigate to the Student Dashboard and click **Add/Drop Courses**.



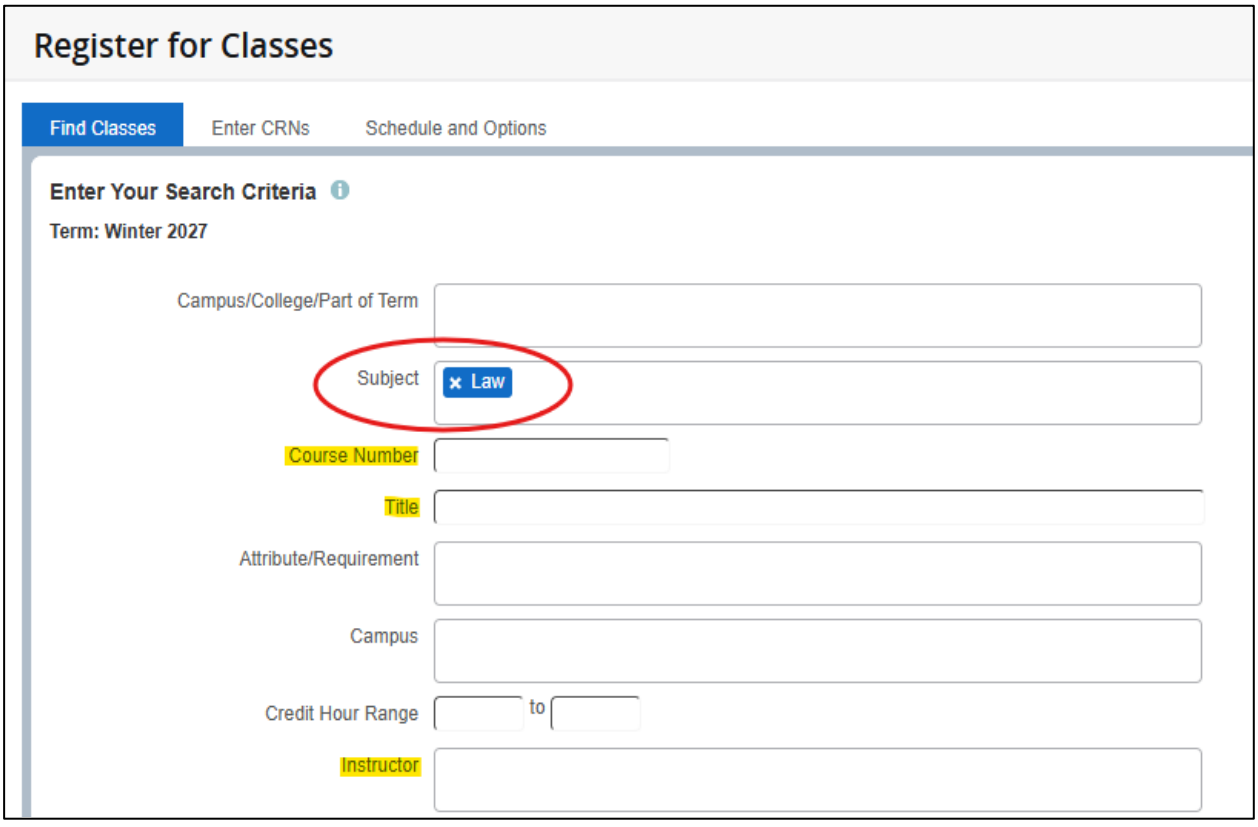
2. Next, click on **Register for Classes**.



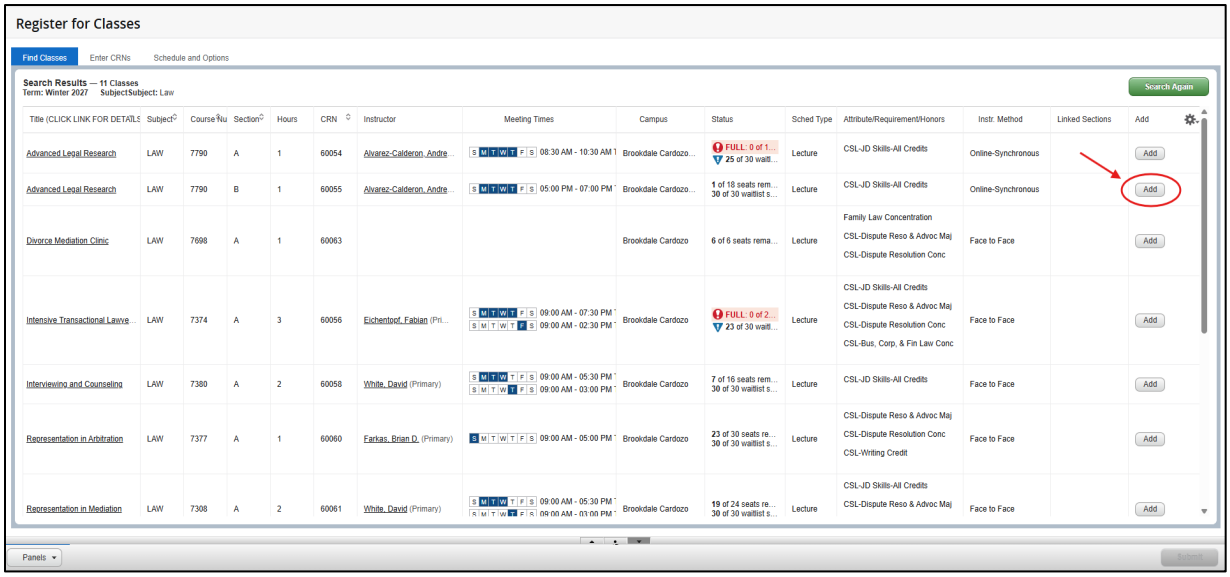
3. Select a **Term** and click **Continue**. Make sure you *do not* select a "zman" term.



4. Search for classes in the **Find Classes** tab. You can find all Cardozo courses by selecting **Law** as the subject. You can also find specific courses by searching for **Course Number**, **Title**, and/or **Instructor**.
Alternatively, you can also use the **Enter CRNs** tab to search for individual class sections by their 5-digit CRNs. CRNs can be found on the Course List on our website.
NOTE: You will need to scroll down to find the Search button.

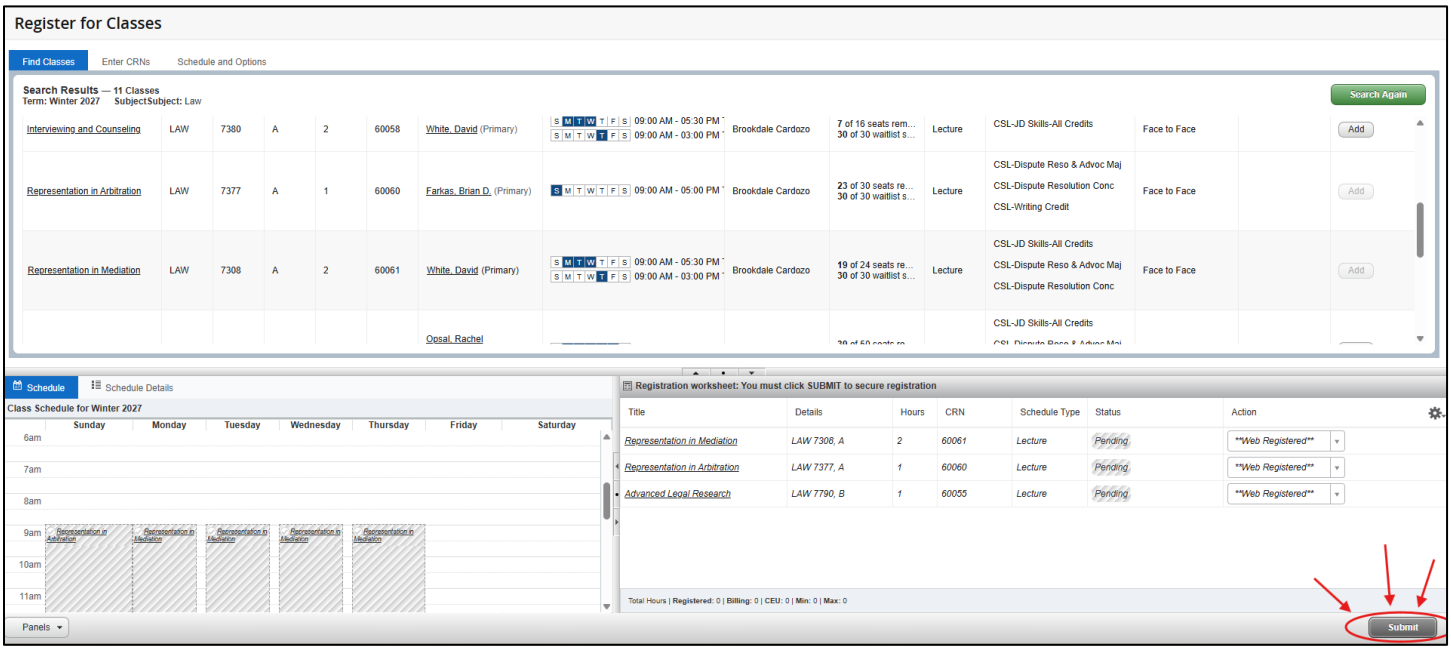


5. From the Search Results screen, you can add a class or classes to your **Registration Worksheet**. Click the **ADD** button on the right-side of your selected class(es).



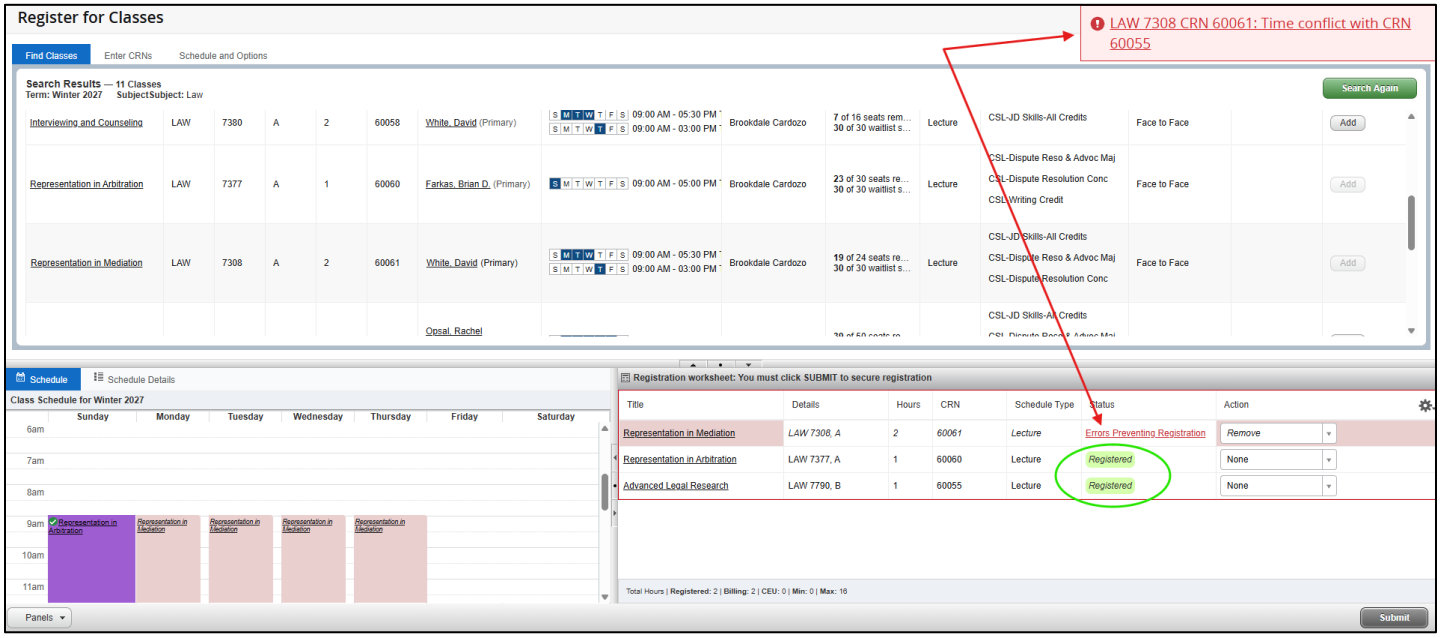
6. **AFTER** you add the class(es) to your **Registration Worksheet**, you **MUST** press **Submit** (at the bottom-right of the screen) to complete the registration.

****If you navigate away from the Register for Classes page, all pending courses in the Registration Worksheet will be removed****



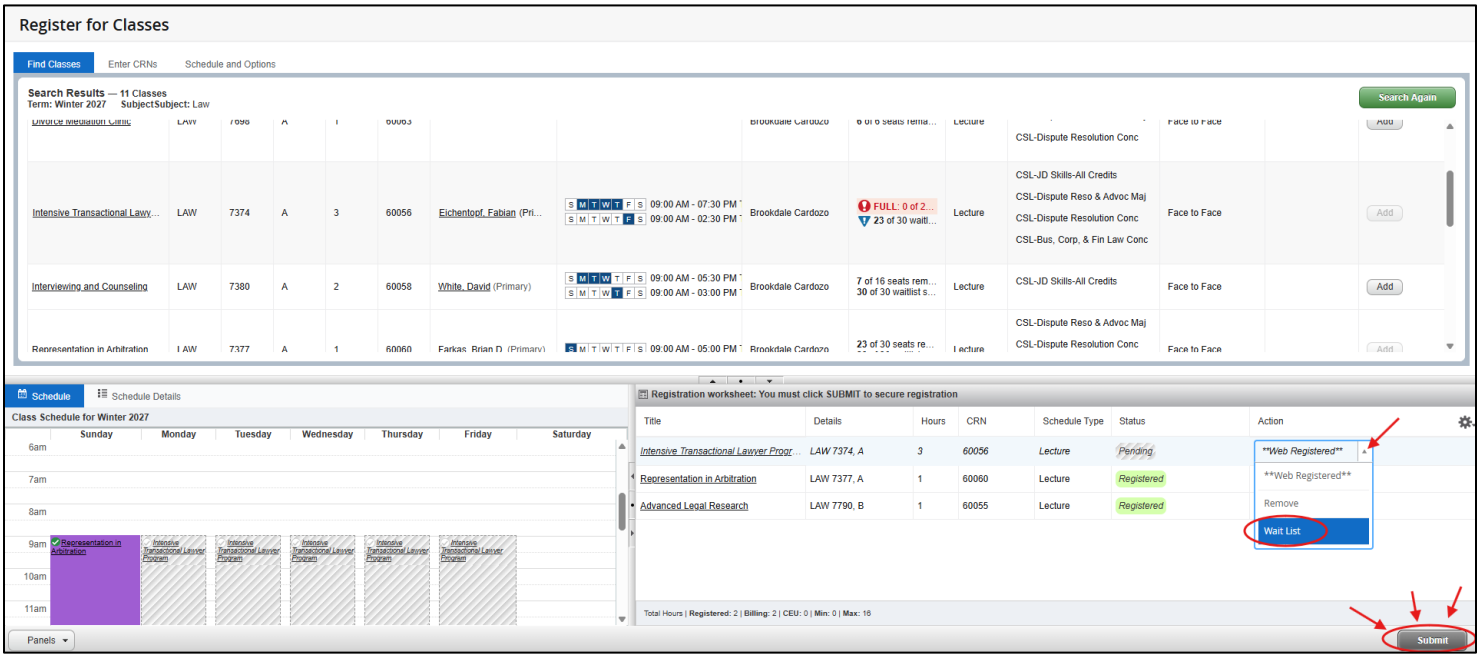
7. Once you click **Submit**, any **error** will appear at the **top-right** of the screen **(see Error Guide at the end of this document for details about each error message).**

   If the course is **successfully registered**, it will appear in **green** as **Registered**.



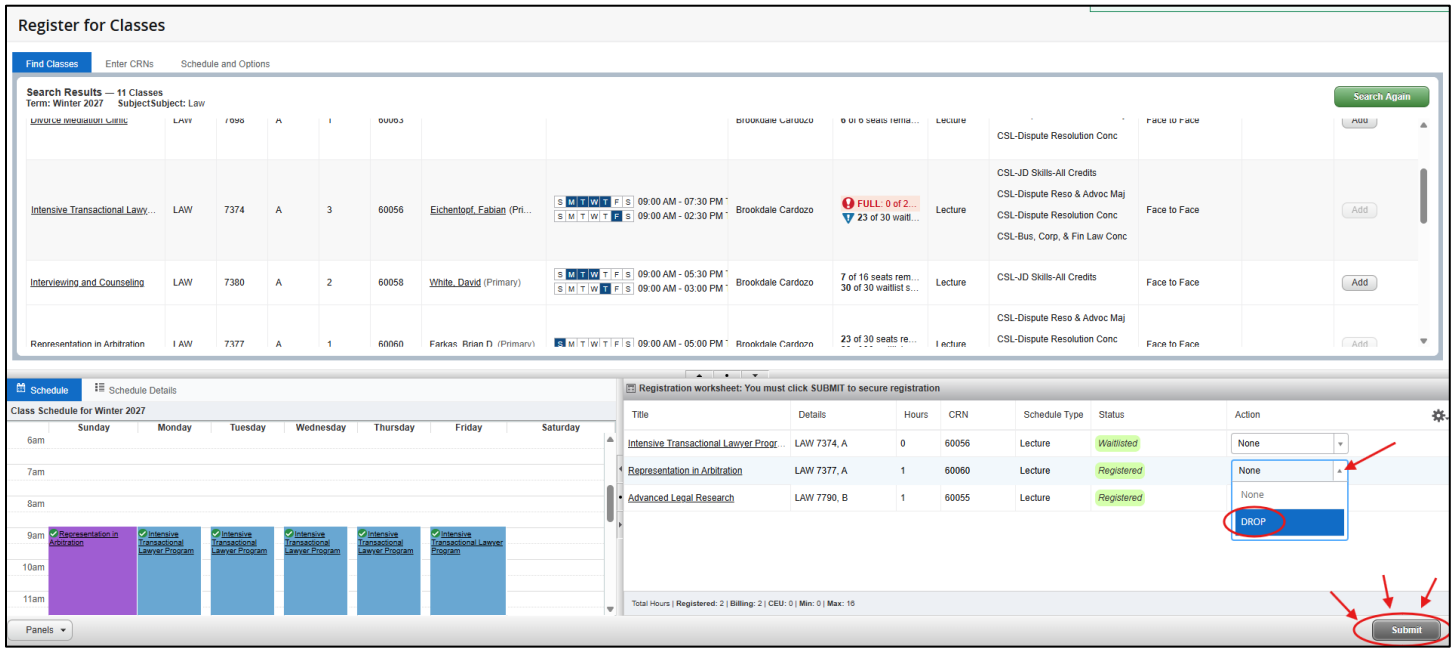
WAITLIST FOR COURSES THAT ARE FULL

You may add yourself to the Waitlist of a full/closed course, *if* there is a Waitlist available. Please note, some courses may not have 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) to be placed on the Waitlist.



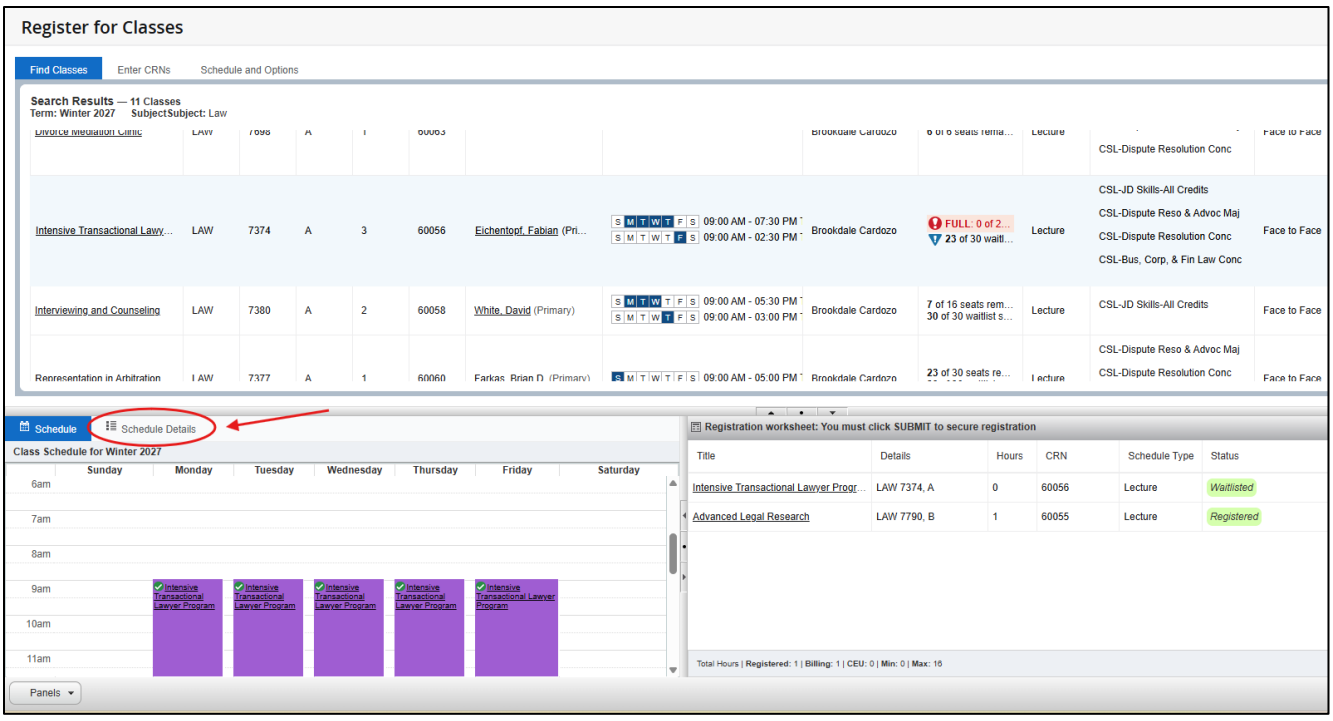
DROP COURSES

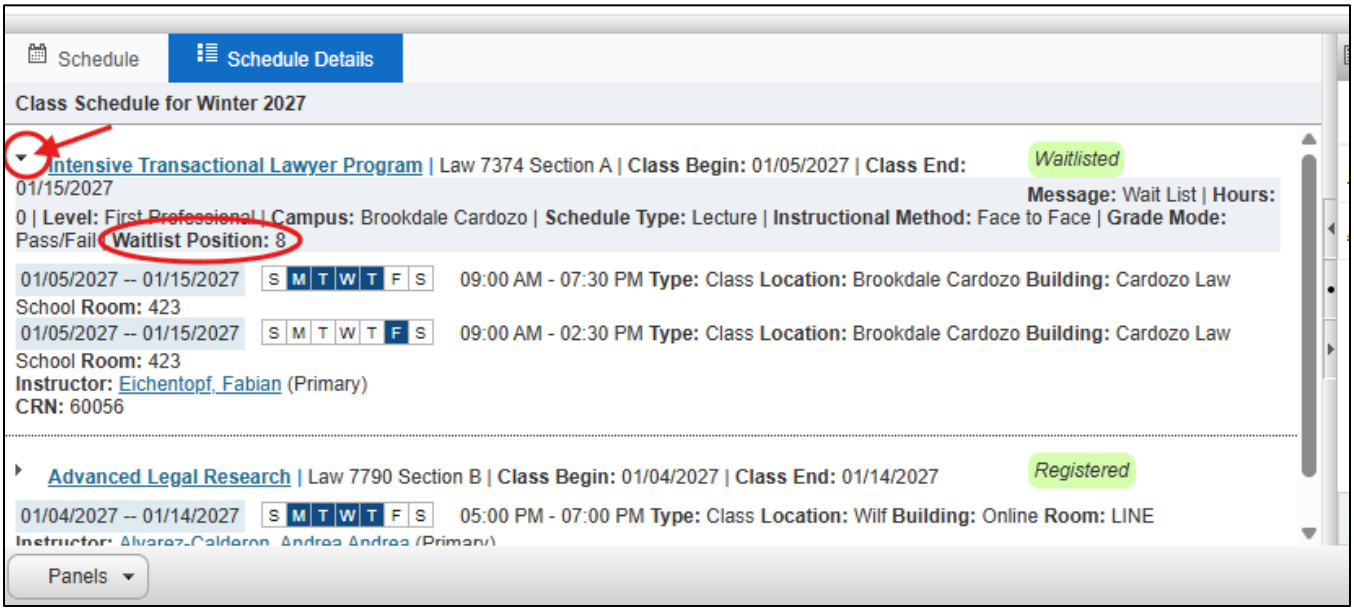
To drop a course from the registered courses, simply navigate back to where you first registered for courses. Choose the DROP or Web Withdrawal option from the Action dropdown. You MUST press Submit (at the bottom-right of the screen) to drop the class(es).
PLEASE NOTE: Selecting Web Withdrawal will NOT result in a W grade.



VIEW SCHEDULE DETAILS

To view schedule details, you can click on Schedule Details from the bottom-left panel. To see more class details including your Waitlist position, click on the down arrow for that course.





ADD/DROP REGISTRATION ERROR GUIDE

Error	Meaning	Solution (if applicable)
Campus Restriction	Course is restricted to a different YU campus than the one you are enrolled in.	N/A
Class Restriction	Course is restricted to a class different to the one you are enrolled in (1L vs. 2L vs. 3L).	N/A
Closed Section	Course registration is at capacity.	Please find a section with available seats. If there are no additional sections that you can take, you should add yourself to the Waitlist (if available).
College Restriction	Course is restricted to a different YU college than the one you are enrolled in.	N/A
Corequisite Required	You must register for two courses **simultaneously.**	Make sure **both courses** are added to your registration worksheet before clicking Submit.
Dean's Approval	Requires Dean's approval before registering for the course.	Please contact the Dean of your program for permission.

Instructor's Approval	Requires the instructor's approval before registering for the course.	Please see the "Comments" column of this semester's Course List for specific instructions.
Level Restriction	Course is restricted to a level of study that differs from than yours (First Professional [JD] vs. Graduate [LLM, MSL] vs. Doctoral [JSD]).	If available, please register for the section available for students in your level.
Maximum Hours Exceeded	You have exceeded the allowable number of credits for registration this semester.	Please drop a course or contact the following emails for approval to take additional credits: **JD:** cardozostudentservices@yu.edu **LLM:** myteberi@yu.edu
Not Permitted to Register at this Time	Add/Drop is not open yet or has already closed.	Please check the registration dates and times for your program by visiting our website. You can only register within your program's Add/Drop period.
Prerequisite, corequisite, or test score restriction	You must have a prerequisite and/or corequisite to register for this course (test score N/A).	Resolve the lacking pre- and/or corequisite, **OR** contact the instructor of the course to ask for a pre-/corequisite waiver.
Program Restriction	Course is restricted to a different program than the one you are enrolled in (JD vs. LLM vs. MSL vs. JSD)	If available, please register for the section available for students in your program.
Section is a Duplicate of an Existing Registration	You are currently registered for a different section of the course.	Please drop either the original or duplicate section, **OR** "swap" by simultaneously dropping the original section and adding the new section in the same transaction.
Time Conflict	The course you're registering for conflicts with the schedule of another course you're already registered for.	You **must drop one of the courses**. Time overlaps of any duration are **strictly prohibited**.

You Have Holds Which Prevent Registration	There are hold(s) on your record which will prevent registration until they are resolved.	• For financial holds, contact cardozostudentaccounts@yu.edu • For JD admissions holds, contact cardozoadmit@yu.edu • For LLM admissions holds, contact llm@yu.edu