SPRING 2027 REGISTRATION IMPORTANT DATES & FAQ's

SPRING REGISTRATION TIMELINE

Listed below are the relevant days and times for the Spring 2027 Lottery Registration and Add/Drop period. During Lottery Registration, students must submit course preferences via the online Course Selection Worksheet within the period indicated below.

After Lottery Registration, students may adjust their schedules by adding/dropping classes via Self-Service Banner during the Add/Drop dates indicated below.

Wednesday, Nov. 11 @ 9:30 AM – Friday, Nov. 13 @ 12 PM	**3Ls and LL.M.s** submit course preferences online by submitting the Course Selection Worksheet available in Self-Service Banner (instructions on the Registrar website).
Wednesday, Nov. 18 @ 9:30 AM – Friday, Nov. 20 @ 12 PM	**2Ls and new transfer students** submit preferences for classes online by submitting the Course Selection Worksheet available in Self-Service Banner (instructions on the Registrar website).
Wednesday, Dec. 16 @ 9:30 AM	**Online Add/Drop Period begins.** Students can add and drop classes online starting at 9:30 AM on Wednesday, Dec. 16. Spaces in open courses will be available on a first-come, first-served basis for all students. Students can add themselves to waitlists for closed courses.
Monday, Jan. 25 until 11:59 PM	**Last day for LL.M. and continuing JD students to waitlist for Spring classes.** Students can add themselves to waitlists until 11:59 PM on January 25. **Last day for LL.M. and continuing JD students to drop below full-time or withdraw from Cardozo with a full tuition refund.** Please contact Student Finance for more information.
Tuesday, Jan. 26 until 11:59 PM	**Last day to add classes online.** Students can register for classes online until 11:59 PM on January 26.
Monday, Feb. 1 until 11:59 PM	**Last day to drop courses online without a "W".** Students can drop classes online until 11:59 PM on February 1. After this date, please follow the course withdrawal procedure in the Student Handbook.

LOTTERY REGISTRATION FAQS

Is Lottery Registration first-come, first-serve?

No, Lottery Registration is not first-come, first-served. Students can submit course selection worksheets at any time during their approved time slot. After your time slot ends, the Lottery Registration process will run.

Please see the guide titled How Does Lottery Registration Work? on the Course Registration page for more information.

Can I submit my Course Selection Worksheet if I have a hold on my account?

No, you may not. All holds need to be cleared prior to submitting your worksheet.

I am getting an error that the Course Selection Worksheet is unavailable.

First, make sure you're in the correct term. Then, make sure you have the correct class year; 3Ls and LL.M.s share a Lottery Registration period, followed by 2Ls and new transfer students a week or so later (see specific dates on the first page). You will only be able to submit a Course Selection Worksheet during the time slot for your class year/program.

I am receiving an error that I am not permitted to register at this time.

This likely means you navigated to "Add/Drop Courses" instead of "CSL Course Selection Worksheet". You need to enter your preferences in the Course Selection Worksheet during Lottery Registration. You are not actually registering for classes at this time.

This error may also mean that you've selected an incorrect term. Make sure you have *not* selected a "Zman" term.

How many credits will I be registered for during Lottery Registration?

Students will be registered for a maximum of 14 credits during Lottery Registration. When you're building your worksheet, pay attention to courses that have time conflicts.

If you know you have been accepted to a permission-required course such as an externship or clinic, leave room in your schedule for those courses to be added. For example, if you're admitted to a 4-credit field clinic, you might only aim to be registered for 12 credits during the lottery registration process. Refer to the "How to Submit a Course Selection Worksheet" guide for more information about organizing your course selection worksheet.

Do I include permission only courses on my course selection worksheet?

No. In fact, you will not see permission-required courses in the pulldown menu on the course selection worksheet. The Registrar's Office will register students for journals, clinics, field clinics, externships, their corresponding seminars (if applicable) and most other permission-required courses.

If you will be a TA, your supervising professor must email the Dean's Office (deansofficecardozo@yu.edu) for approval. Once you have been approved and completed any necessary trainings, you will be registered for the TA credit.

If you are participating in an Independent Research course, your supervising faculty must sign a form for the Vice Dean's approval. If approved, you will be registered for the IR credit.

ADD/DROP FAQS

How many credits can I register for during add/drop?

JDs, JSDs, and non-matriculants can register for a maximum of 16 credits per semester. LL.M.s can register for a maximum of 14 credits per semester. Please contact Dean Myteberi if you would like to take more than 14 credits.

How do I know if a class is open or closed?

The status column of the "Find Classes" section will tell you how many seats are available and if the course is full. Please review the instructions in the "How to Register for Classes (Add/Drop)" document on the website for additional instructions about searching for classes.

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, navigate to the add/drop section and change the status of the course from "waitlisted" to "web registered" from the Action column. Additional instructions can be found in the guides on the Course Registration page.

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 what would prevent your registration (e.g., JDs or 2Ls only).

I am having trouble accessing Self-Service Banner. What should I do?

Please contact the Registrar's Office via email at cardozoregistrar@yu.edu. In your email, please provide screenshots 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. If you have a hold due to missing admissions documents, please contact cardozoadmit@yu.edu (JDs) or LLM@yu.edu (LLMs).

How do I register for permission-required courses?

Certain classes (e.g., 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 required." The Registrar's Office will manually register students for these courses.

If you will be a TA, your supervising professor must email the Dean's Office (deansofficecardozo@yu.edu) for approval. Once you have been approved and completed any necessary trainings, you will be registered for the TA credit.

If you are participating in an Independent Research course, your supervising faculty must sign a form for the Vice Dean's approval. If approved, you will be registered for the IR credit.