Go to https://my.fordham.edu/

Select “Click Here to Register”

Enter your AccessIT ID (your email address name) and password

Select Student Tab or Student

Select Add/Drop Classes
Select the term and click on Submit

**Registration Term**

![Select a Term: Spring 201X](highlighted image)

Submit

---

**Searching for law courses:**

- If you know the CRN for the course type it in the box OR click on Class Search to search for courses.

**Add or Drop Classes**

- If you have already registered for courses, those courses will be listed. To drop a registered course, select "Web Dropped" as the Action register for a class, enter the 5-digit Course Reference Number in the CRN box under the Add Classes Worksheet. After you specify Changes.
- Billing for this registration will be mailed in December with a payment due date in January. To attend class, occupy University housing, and focusing on a semester, full payment of tuition and all fees must be made no later than January 7, 2011. Arkansas residents will be billed for and lose of University housing.
- If you receive the message, Reserve Closed (Date), it is because you do not meet the registration criteria for that course. (Such as a must you believe you received this message in error, please see the department offering the course.

**Add Classes Worksheet**

![CRN boxes](highlighted image)

Submit Changes | Class Search | Reset

[View Holds | Registration Fee Assessment]

---

Click on **Advance Search**
To search for law courses select:

- **Subject**: select all by clicking SHIFT and END keys on your keyboard
- **College**: Law School

Click on **Class Search**

---

**Registration Process:**

- Click on the course(s) you wish to enroll then scroll down and click Register
Waitlist Registration:

A registration waitlist is an electronic list of students waiting to register for a closed limited enrollment class. Once the maximum enrollment for a class has been reached, the waitlist process begins and students may add themselves to the waitlist. The waitlist is an automated process with random selection based on seniority—e.g. third year day and fourth year evening students are given priority. If a seat becomes available, the first student on the waitlist for the class will be notified via email. **Please note, the waitlist course will appear as open, but it is NOT due to the waitlist automation process offering a seat to the next student on the waitlist.** An email notification will be sent to a student’s fordham.edu email account; once notified, the student offered a seat will have a deadline of 48 hours from notification to register for the course. It is important that you check your Law School email frequently, if you are on a waitlist for any class. Once the 48 hour deadline to register for the seat has passed, the seat will be offered to the next student on the waitlist and you will lose the offer. **If you are selected from the waitlist you must drop any potential conflict and be sure that there is room for the waitlist course credit.**

The waitlist ends two weeks prior to the start of each semester.
**ONLY:** Drafting, Research, Trial Advocacy, Fundamental Lawyering Skills or Introduction to the Deal, have waitlist (please refer to *administrative note* column in our class schedule http://www.fordham.edu/info/21167/class_schedules for the waitlist course designations).

To register for a waitlist course add the CRN

*You will receive a registration add errors message*

*Under Action: select Waitlisted and click on Submit changes*

When you click on submit changes you will see that you are waitlisted for the course
If an opening becomes available and you are offered a seat in the class, an email will be sent to your **Fordham University GMAIL account**. Please check your email regularly during this time.

**YOU WILL HAVE 48 HOURS TO REGISTER** FROM THE DATE THE EMAIL WAS SENT

Under Action select **Web Registered** then click on submit. Note: you must drop any potential conflicts in order to add the course.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crne Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> <strong>on</strong> Jun 07, 2011</td>
<td>New</td>
<td>13776</td>
<td>TKOL</td>
<td>0948 001 Jan 2049</td>
<td>Doctor 4.000</td>
<td>Standard Letter</td>
<td>INCOME TAXATION</td>
</tr>
<tr>
<td>Waitlisted on Jun 07, 2011</td>
<td>None</td>
<td>13799</td>
<td>CLOL</td>
<td>0950 001 Jan 2049</td>
<td>Doctor 0.000</td>
<td>Standard Letter</td>
<td>FUNDAMENTAL LAWYERING SKILLS</td>
</tr>
<tr>
<td>Total Credit Hours: 4.000</td>
<td><strong>Web Dropped</strong></td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing Hours: 4.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Hours: 0.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Hours: 16.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>Jun 07, 2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Classes Worksheet

CRNs

<table>
<thead>
<tr>
<th>CRNs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you **DO NOT** register within the 48hours time span your seat will be given to the next student on the waitlist and **you will have to DROP and RE-REGISTER for the waitlisted course AGAIN.**