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

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

Select **Look Up Classes & Student Registration**

**Student Registration XE Links**

- Instructions for Student Registration (PPT)
- Instructions for Student Registration (PDF)
- Look Up Classes & Student Registration

**Registration Main Menu Options**

*Tip: Click on the link for the instructions you would like to view*

**Prepare for Registration**: provides information on eligibility to register. Students can view holds, registration and academic status.

**Register for Classes**: search and register for classes and waitlisted courses

**Plan Ahead**: students can plan their schedule before registration begins.

**Browse Classes**: browse for current open classes.

**View Registration Information**: student can view their current and past schedule(s).
The class schedule will be displayed in the Registrar’s webpage (http://law.fordham.edu/ClassSchedule). Before preparing for registration take a look at the classes offered and note the Subject IDs you would like to add to your schedule. The Administrative Notes column displays courses that have a waitlist.

Prepare for Registration (back to top)

• Select Prepare for Registration

• Select the Term and click on Continue

• Your registration status will be displayed
• Select **Register for Classes**

![Register for Classes interface](image)

• Select the **Term** and click on **Continue**

![Select Term and Continue](image)

• To **Find Classes** click on **Advanced Search**

![Advanced Search interface](image)

• To search for law courses scroll down to **College** and type Law School → click on **Search**

![Search for Law Courses](image)

**Only use the College search feature when Registering for Classes**

**DO NOT** use it when Planning Ahead
Register for Class Menu:

• Students can register for course directly from search results (Find Classes); Enter CRNs, or Plans.
  * To register for a course click Add button
  * Courses not available for registration will be grayed-out.
  * Courses that are Full will be indicated
  * To view course details click on the course title

• After selecting Add, the course will appear as Pending (grayed-out) in both the Summary Panel and Schedule Panel once you add the course(s) desired click on Submit.

• Once submitted you will receive a Save Successful message and the courses will appear as Registered and no longer be grayed-out on the Schedule Panel.
• To drop a course select **Web Dropped** and click on Submit

• You can register for course by entering the CRN directly; to add multiple CRNs, click Add Another CRN; after you entered all the CRNs, click Add to Summary.

• The added course(s) will appear as Pending (grayed-out) in both the Summary Panel and Schedule Panel, make sure to click Submit to register.
NEW: Conditional Add and Drop ensures that the class selected to conditional drop will not be dropped until another class was successfully added. Students have to check the Conditional Add and Drop check box to activate.

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 preferred 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.

The waitlist ends two weeks prior to the start of each semester.

*If you are selected from the waitlist you must drop any potential conflict and be sure that there is room for the waitlisted course credit.*

**ONLY:** Drafting, Research, Trial Advocacy, Fundamental Lawyering Skills and Introduction to the Deal courses, have waitlists (please refer to **administrative note** column in our class schedule [http://law.fordham.edu/ClassSchedule] for the waitlisted course designations).
• To register for a waitlist course enter the CRN and click on Add to Summary.

• The course added to the summary will appear as Pending (grayed-out) in both the Summary Panel and Schedule Panel, make sure to click Submit to register.

• A waitlist notification error message will appear on the top right.

• Under the Summary Panel change the course status to Waitlisted and click on Submit.

• When you click on **Submit** you the Status of the course will change to waitlisted

• 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 TIME THE EMAIL WAS SENT

**Email Notification:**

You have been selected from the wait list to enroll in the following:

**FUNDAMENTAL LAWYERING SKILLS**
CRN: 11935
Instructor: Janelle Winston

You have 48 hours from the time stamp of this email to register for the class using [my.fordham.edu](http://my.fordham.edu). Prior to registering, please drop any class that may be in a time conflict with the wait listed class.

If you fail to register in the allotted time, the class seat will be offered to the next student on the wait list.

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

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.**
• To create a registration plan select **Plan Ahead**

  ![Plan Ahead](image1)

  - **Plan Ahead**
    - Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

  ![Plan Ahead](image2)

  - **View Registration Information**
    - View your past schedules and your ungraded classes.

• Select the **Term** and click on **Continue**

  ![Select Term](image3)

• Select **Create a New Plan**

  ![Create a New Plan](image4)

• Enter the Subject and the Course number that you obtain on the Class Schedule webpage
  
  [http://law.fordham.edu/ClassSchedule](http://law.fordham.edu/ClassSchedule) → click on **Search**

• To search another course make sure to click on **Clear** to clear previous search results

  ![Search Criteria](image5)
The Plan Ahead Search Results displays courses from our course catalogue, courses may **not** be offered in the term for which you are planning. Therefore, please always refer to the web class schedules ([http://law.fordham.edu/ClassSchedule](http://law.fordham.edu/ClassSchedule)) and search by subject when using the planning ahead feature. **IMPORTANT:** You must choose **View Sections** in order to select the specific course(s) that are offered for the term you are planning. **Do NOT** select **Add Course** from the search results.

When adding course sections to your Plan the sections will appear in the Schedule Pane. Once you add the course sections to your plan click on **Save Plan** then name your Plan and click **Save**.

Students can create up to two plans: to edit a plan, click on the **Edit** button; to delete your plan click on the **Delete** button. Students can assign preference to their preferred plan by clicking on the **Make Preferred** link.
• When registration is open for your class level students can also register for their plans. Under Register For Classes select Plans and choose which plan you want to register for by clicking on Add All or add each course individually to schedule.

• Once you add the courses to your registration summary click on Submit to register for the classes.

• Once courses are submitted under Status column the course will be marked as registered. If you are unable to add the course you will receive an error notification on the top right.
• The **Schedule and Options** tab allows you to view your schedule in Summary, Graphical, and Detail formats. You can also e-mail your schedule or print it.

![](image1.png)

### Browse Classes

1. Select **Browse Classes**

![](image2.png)

2. Select the **Term** and click on **Continue**

![](image3.png)

3. To Browse Classes click on **Advanced Search**

![](image4.png)

4. To browse for law courses scroll down to **College** and type Law School → click on **Search**

![](image5.png)

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**Only use the College search feature when browsing classes**

**DO NOT** use it when Planning Ahead
- Law classes will be displayed

![Image of Browse Classes](image1)

**View Registration Information**

- Select **View Registration Information**

![Image of what would you like to do](image2)

- Select the term to view current or past schedule(s)

![Image of VIEW REGISTRATION INFORMATION](image3)