

**Summer/Fall 2011 & Spring 2012
Web Registration!**

Where do I go to register online?

To register for classes for the summer, fall 2011 and spring 2012 semesters login to the Portal at <http://my.nyls.edu>. You will need your user name and network ID to login to the Portal.

How do I Register?

Please note: Before registering for classes you should check the schedule of classes and select the 5 digit CRNs for the sections you wish to register for. This will speed up your registration process and help prevent you from being closed out of classes.

1. Click on the Academics tab.
2. Under Registration - HT, select Click here to Register for classes.
3. Click Select Term.
4. From the drop down menu select the term you wish to register for.
5. Click Submit. The Registration menu should appear.
6. Click Course Registration.
7. **To Add Classes:** Enter the CRNs (5-digit number that specifies a class section) in the **Add Classes Worksheet** and click **Submit Changes**. If registration was successful you will see the course(s) added to your current schedule and/or any registration errors that may have been generated.

If you do not have a class schedule, scroll to the bottom of the page and click on the **Class Search** link. This will take you to the Look-up Classes page.

On the Look-up Classes page you **must:**

- **Select at least one subject code for searching.** To select all subjects in the search, hold the shift key down and use the down arrow on the scroll bar to highlight all subjects.
- Select **all** for the **Part of Term**.

You can further narrow your search by course title, CRN, start/end times and days if you wish but these are not required.

When the result of the class search returns, you may select which class to register for by clicking in the box next to the CRN. After the classes have been selected, you may select either the **Add to Worksheet** or **Register** buttons.

- If you select the Add to Worksheet button, the Course Registration page will be returned and the class(es) you chose will appear in the Add Class section on the bottom of the page . You must then click on the **Submit Changes** button to add class(es).
 - If you select the Register button, the classes are processed and the Course Registration Page is returned with the successful classes and/or any registration errors that may have been generated.
8. **To Drop a Class**: Click on the down arrow of the action box next to the class section, choose drop course, and then click Submit Changes.

Waitlist: Waitlists are only available for Trial Advocacy. Please contact Ms. Michelle Weller at mweller@nyls.edu to be placed on the waitlist for Trial Advocacy. You may refer to the closed course list to see if the course that you are interested in is listed on the closed course list.

If you have any questions or problems with the online registration procedures, please contact the Registrar's office at 212 - 431- 2300 or registrar@nyls.edu.