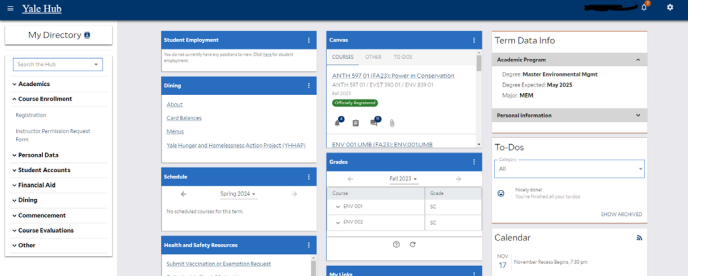
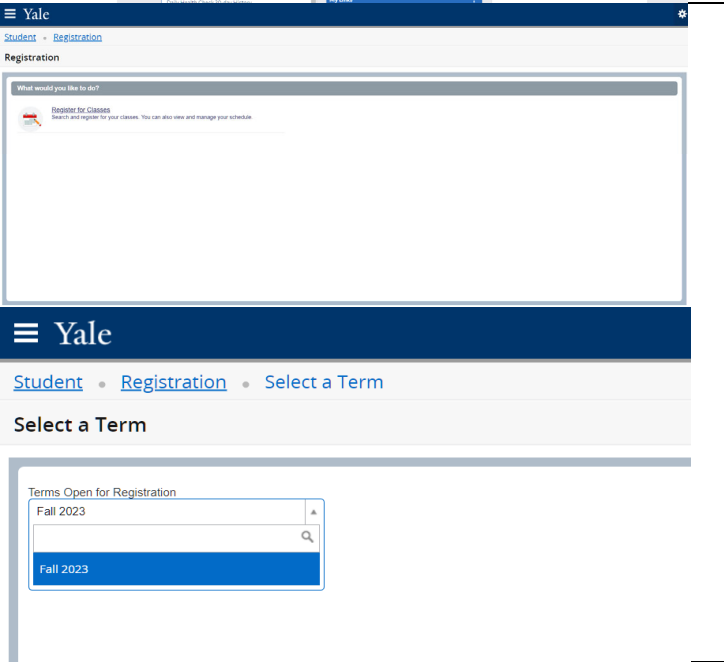
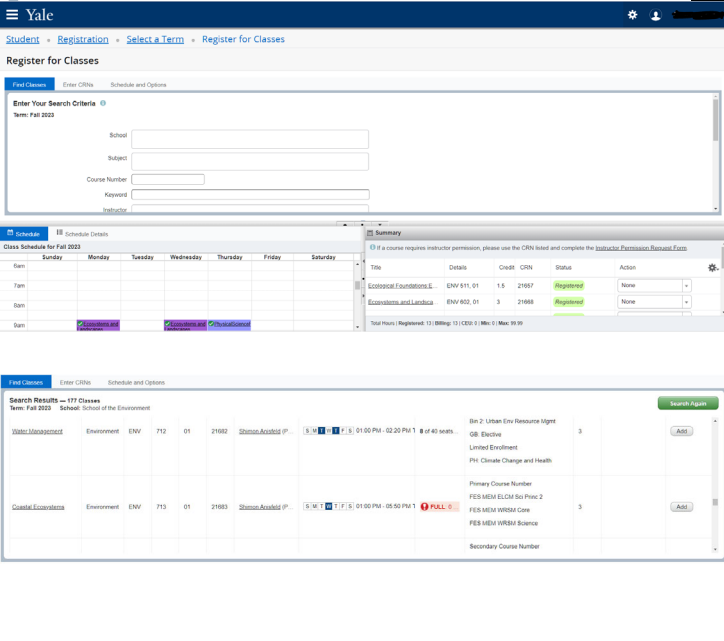


How to Register for Classes

Registration	
<p>Sign into the Yale Hub: https://yub.yale.edu/</p> <ul style="list-style-type: none"> • Click on Course enrollment • Click on Registration 	
<ul style="list-style-type: none"> • Click on Registration • Select the current term 	
<ul style="list-style-type: none"> • Search for course through various filters. Enter in criteria and click Search. Or if you know the CRN of the class, click on the enter CRN tab • Courses will appear, Click the add button to add the course to your summary panel • If the course has met it's enrollment cap, it will appear as full • If the course is by instructor permission, you will need to take additional steps • If the course has a time conflict with another course, it will warn you. (you can still add) 	

- As you add courses, they will be listed as pending. The courses will also appear within your course schedule to the left so that you can keep track of how busy each day may be getting. They will appear in grey until you click submit at the bottom.
- Courses that have instructor permission must utilize the instructor permission form. An error message will appear for any course that you do not have permission to enroll

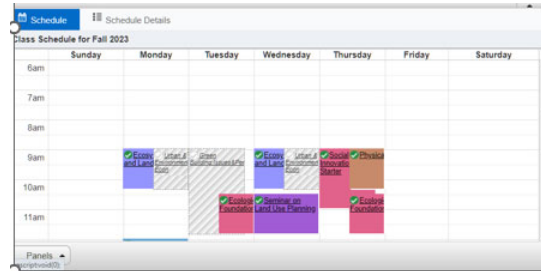
Summary

If a course requires instructor permission, please use the CRN listed and complete the [Instructor Permission Request Form](#)

Title	Details	Credit	CRN	Status	Action
Green Building Issues&Pr	ENV 894, 01	3	21732	Pending	Registered on Web
Urban & Environmental Econ	ENV 908, 01	3	21736	Pending	Registered on Web
Comp Politics Global Affairs	GLBL 5040, 01	3	18833	Instr Perm Required	Registered on Web
Social Innovation Starter	ENV 974, 01	3	21749	Registered	None
Ecological Foundations EN	ENV 511, 01	1.5	21657	Registered	None

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 99.99

Conditional Add and Drop



Summary

If a course requires instructor permission, please use the CRN listed and complete the [Instructor Permission Request Form](#)

Course Enrollment

[Registration](#)

Instructor Permission Request Form

Instructor Permission Form

- Add in the CRN of the course you are seeking enrollment or do a search

Instructor Permission Request Form

Use this form to request instructor permission to register for courses during the registration and add/drop periods. Once submitted, the request will be routed to the instructor and you will be able to enter the request status on the Registration Resources tab at [glb.usd.edu](#). If your request is approved, you will need to log into the registration system and add the course to your schedule.

If you have any questions about courses that require instructor permission, please contact the department offering the course.

Term:

Enter CRN:

OR

Subject Code:

Course #:

Section:

- Find the course and click on Request Approval

Term:

Enter CRN:

OR

Subject Code:

Course #:

Section:

GLBL 5040 01
CRN 18833
Comp Politics Global Affairs
Meeting Info:
 MW 2:30pm-3:45pm
Instructors:
 Jennifer Gandhi

- Fill in the reason within the popup window and click Save You should be as detailed as possible as to why you would like/need to take this course.

Instructor Approval Request

Term Code: 202303
 CRN: 18833
 Course: GLBL 5040 01
 Title: Comp Politics Global Affairs
 Submitted:
 Reason:

0 / 1000

Cancel

Save

- It will then show up as your approval requests.
- If your request is approved, you will get an email stating that you've been accepted or denied. All instructors have different timetables of alerting students. It will not be instantaneous. You can check your status by going back to the form

Approval Requests

GLBL 5095 01 Pending

CRN 18834

Intro to Special Operations

Meeting Info:

W 5:30pm-7:20pm

Instructors:

Christopher Lyman Fussell

[Update](#)

GLBL 5040 01 Approved

CRN 18833

Comp Politics Global Affairs

Meeting Info:

MW 2:30pm-3:45pm

Instructors:

Jennifer Gandhi

[Registration System](#)

Dropping a Course

- Go to your summary panel
- Click on the drop arrow under the Action Column
- Select Dropped on Web
- Submit

Remember you must hit submit after you make all your changes for the system to save them.

Summary

If a course requires instructor permission, please use the CRN listed and complete the Instructor Permission Request Form.

Title	Details	Credits	CRN	Status	Action
Comp Politics Global Affairs	GLBL 5040 01	0	18833	Approved	None
Ecological Foundations 2nd/3rd	ENV 511 01	1.5	21657	Approved	None

ACTION

None

None

Dropped on Web

Registered on Web

✓
Save Successful

Outside YSE School Request Enrollment	
SOM	<ul style="list-style-type: none"> • Where to find: <ul style="list-style-type: none"> • Yale Course Search – https://courses.yale.edu/ <ul style="list-style-type: none"> • Can add to worksheet, but will not officially register you for course, must be removed prior to finalizing schedule. • SOM Portal for Non-SOM Yale Students, Please read carefully <ul style="list-style-type: none"> • https://portal.som.yale.edu/page/for-non-som-yale-students • Canvas Visitor request will open January 2 and Enrollment request form will open on Jan 8. Having Canvas access will give you course material access but will not enroll you in a course or imply that request have been approved. • Request to Enroll <ul style="list-style-type: none"> • Students must go back into SOM portal site to change status from “Visitor” to “Request to Enroll” starting Jan 8, 2024. Failure go back and finalize status to enroll will remove you from course. • Requests are reviewed and approved by SOM registrar only • Confirmation of approval - will be sent to YSE Registrar, who will be responsible for adding the course to your registration.
Law School	<p>https://courses.law.yale.edu/</p> <p>Please note when taking a Law School course, you will need to follow their academic calendar for that course: https://law.yale.edu/sites/default/files/area/department/registrar/document/2023-24_academic_calendar.pdf</p> <ul style="list-style-type: none"> • Send in a request form • You will need instructor permission as well as the Law School Registrar’s permission • Confirmation of approval will be sent to YSE Registrar’s office who will be responsible for adding course schedule • Can only request 1 Law course per semester (does not include cross-listed courses)
Jackson School	all courses utilize the Instructor Permission form found in the Yale Hub
School of Architecture	utilize a dynamic form, found under their https://www.architecture.yale.edu/forms-resources Scroll down to middle of the page

Registering Project Course or Research Credits	<ul style="list-style-type: none">• Project courses must be under the supervision of a YSE faculty advisor. It does not need to be your academic advisor• Enroll under the project number that aligns with the project advisor that you'll be working with. You can find their project number in the Yale Course search site.• All project course credits are determined by the faculty overseeing the project.• Students doing project work for credit, must submit a project course description form. Credits are indicated and signed off by the faculty advisor for the project. Credits will be adjusted completed form is received.• All MESC/MFS students doing research thesis credit work, must register under their advisor's Research Thesis number and submit a project form. Credits will be also adjusted after the online system closes.