Registration Process

Instructor Permission
All courses at the Jackson School are marked as “Instructor Permission Required”, which will require that Jackson School of Global Affairs, Graduate School of Arts and Sciences, Divinity, Yale School of Environment and Yale School of Public Health students submit a request to enroll through Yale Hub. This option allows instructors to choose every single student in the class. Instructors may revoke permissions granted so long as approved student did not register for the class.

Step 1: Request permission to enroll.

- Log in to Yale Hub (see screenshot below).
- Navigate to “course enrollment tab” (left side of the page) and click “Instructor Permission Request”, Jackson Students only have the option to do the same by clicking this form under “Registration Resources” (See screenshots).
- Type in the CRN (course registration #, found on Yale Course Search see below) OR type in the course subject code and number (example: GLBL 5005) and click search.

![Yale Hub Screenshot](image)

![Registration Resources Screenshot](image)
Once you have found the course, please click “request approval”, paste/write your short statement in the space provided and click save. This will trigger an email to instructor requesting them to review and approve/decline.

Your requests will be visible at bottom of the same page as well as on Yale Hub.

Once your request is marked approved, you MUST log back into the Yale Hub and click self-service registration or registration to officially enroll – see below!
SELF-SERVICE after APPROVAL OF INSTRUCTOR

STEP 1: Click registration (any school listed in this document) or self-service link under registration resources (Jackson only). Essentially, Jackson can do either but others must click the link under “course enrollment tab”

![Yale Hub](image)

STEP 2A: Select enrollment term and find the course(s) you were approved for.

![Register for Classes](image)

STEP 2B: Find course. You do not need to select the school but subject and number must always be entered.
STEP 3: Once you found your course, click the “add” button on the right-hand side (see screenshot). Review the “summary” of all the courses you have added/been approved for so far and click “Submit” (bottom right-hand side), you will see an overview of your registration on the same page. This where you would drop your courses as well.