



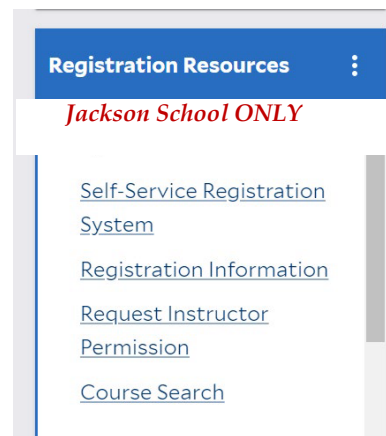
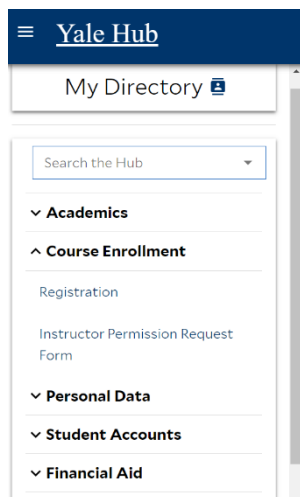
Registration Process

Instructor Permission

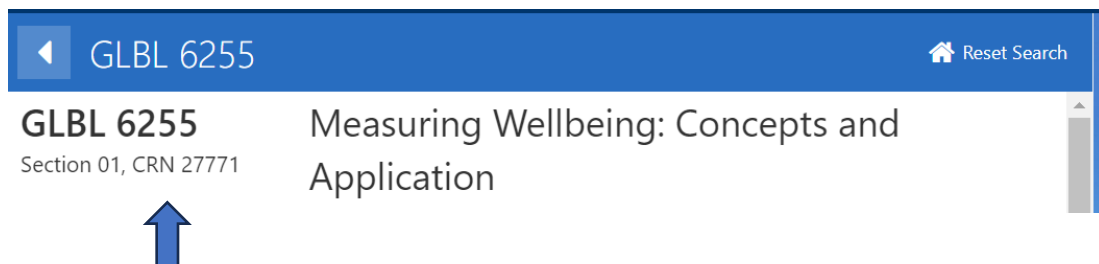
All courses at the Jackson School are marked as **“Instructor Permission Required”**, which will require that Jackson School of Global Affairs, Graduate School of Arts and Sciences, Divinity, Yale School of Environment and Yale School of Public Health students submit a request to enroll through **Yale 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.





- 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.

Yale Student Information System

Main Menu > Course Enrollment Menu > Instructor Permission Request Form

Instructor Permission Request For

Use this form to request instructor permission to register for courses during the term you are currently enrolled in. The request will be routed to the instructor and you will be able to view the request status on the IReg 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 your advisor.

Term: Fall 2022
 Enter CRN:
 OR
 Subject Code:
 Course #:
 Section:

Term: Fall 2022
 Enter CRN:
 OR
 Subject Code: GLBL
 Course #: 5020
 Section:

GLBL 5020 01
 CRN 13342
 Applied Methods of Analysis

Meeting Info:
 MW 1pm-2:15pm

Instructors:
 Justin Lee Thomas

Instructor Approval Request

Term Code: 202203
 CRN: 13342
 Course: GLBL 5020 01
 Title: Applied Methods of Analysis

Submitted:
 Reason:

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

Approval Requests

<p>GLBL 5020 01 Pending</p> <p>CRN 13342</p> <p>Applied Methods of Analysis</p> <p>Meeting Info: MW 1pm-2:15pm</p> <p>Instructors: Justin Lee Thomas</p> <p><input type="button" value="Update"/></p>	<p>GLBL 5015 01 Approved</p> <p>CRN 13341</p> <p>Negotiations</p> <p>Meeting Info: T 3:30pm-6pm</p> <p>Instructors: Barry Nalebuff; Daylian M Cain</p> <p>Registration System</p>	<p>GLBL 7070 01 Registered</p> <p>CRN 13346</p> <p>Russia: Information Warfare</p> <p>Meeting Info: W 3:30pm-5:20pm</p> <p>Instructors: Asha Rangappa</p> <p>Registration System</p>
---	---	--

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”

The screenshot shows the Yale Hub interface. On the left, the navigation menu is open, showing 'Academics', 'Course Enrollment', and 'Personal Data'. Under 'Course Enrollment', 'Registration' is highlighted in yellow. On the right, the 'Registration Resources' sidebar is open, showing 'Helpful Links' with 'Self-Service Registration System' highlighted in yellow. Other links include 'Registration Information', 'Request Instructor Permission', and 'Course Search'.

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

The screenshot shows the 'Register for Classes' page. The 'Enter Your Search Criteria' section has 'Term: Fall 2022' selected. Below are empty input fields for 'School' and 'Subject'. A 'Class Schedule for Fall 2022' table is visible, showing a grid of days and times. A 'Summary' panel is also present, providing information about course requirements and a link to the 'Instructor Permission Request Form'.

STEP 2B: Find course. You do not need to select the school but subject and number must always be entered.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

The screenshot shows the 'Register for Classes' page with search criteria filled in. The 'Term' is 'Fall 2022'. The 'School' dropdown is set to 'School of Global Affairs', the 'Subject' dropdown is set to 'Global Affairs', and the 'Course Number' is '5020'.



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.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes
Term: Fall 2022 | School: School of Global Affairs | Subject: Global Affairs | Course Number: 5020 Search Again

Title	Subject De	Subjec	Cours	Secto	CRN	Instructor	Meeting Times	Status	Attribute	Hours	Reserved	Linked Sections	Add
Applied Methods... Lecture	Global...	G...	5...	01	1...	Justin Thom...	S M T W T F S 01:00 PM -	39 of 40 ...	Primary Course Number	1			Add

