

Chapter 2: Spring 2020 Add/Drop

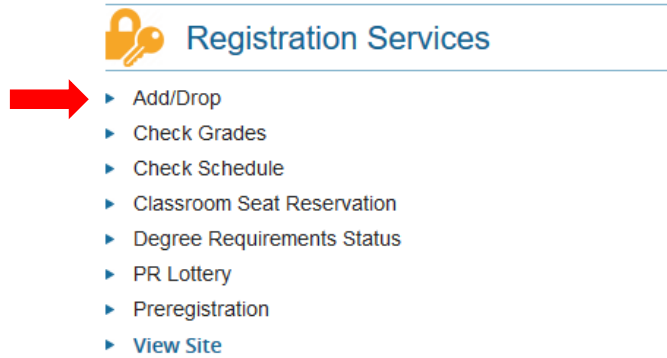
This chapter provides guidance on the process for making changes to your schedule, including registering for research and writing offerings as well as courses at NYU and other divisions of the University.

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1. Registration Changes

Once you log into [LawNet](#), select 'Add/Drop' under the 'Registration Services' menu.



The Add/Drop application is where you can:

review your class schedule

register for new classes

drop classes

make changes to classes for which you are waitlisted

➤ Review schedule

The application is broken up into two tables:

Registered
Courses





Waitlisted
Courses

Registered Courses

The courses in which you are enrolled are listed in this table.

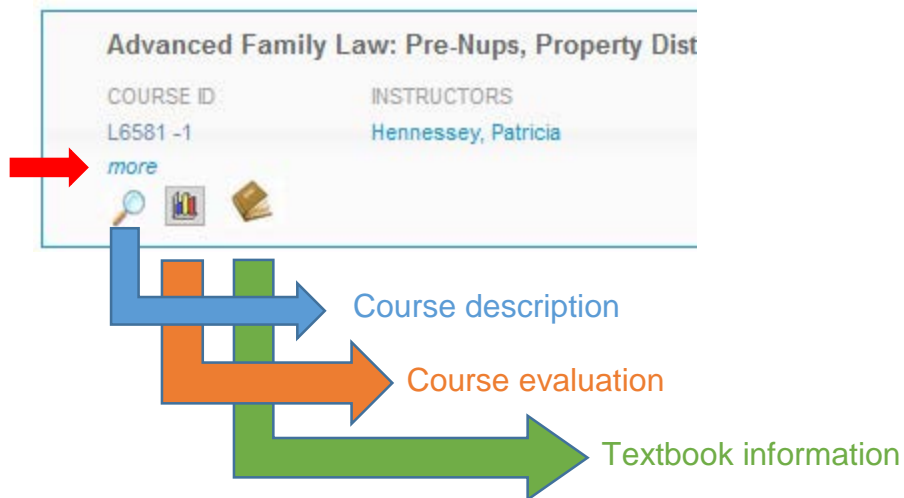
 [Add a New Course](#)

Courses you are currently registered for Fall 2019:

Antitrust and Trade Regulation 			
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS
L6293 -1	McCrary, Justin	TBA, TR: 1:20 PM - 2:40 PM	3.0
more			
Bankruptcy Law 			
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS
L6536 -1	Mann, Ronald	TBA, MTW: 9:10 AM - 10:30 AM	4.0
more			
Evidence 			
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS
L6241 -1	Shechtman, Paul	TBA, M: 6:20 PM - 9:10 PM	3.0
more			
Mass Torts 			
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS
L6220 -1	Ohlemeyer, William	TBA, R: 2:50 PM - 5:40 PM	3.0
more			

Total Points for Fall 2019: 13.0

Click on 'more' under the course number to access more information about the course.



Waitlisted Courses

The courses that you are waitlisted for are listed in this table and organized with the same information as registered courses plus additional information about your waitlist position.

Courses you are currently waitlisted for:

S. Private Capital						
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	STATUS	CONFLICTS	
L8415 -1	Talley, Eric	TBA, T: 6:20 PM - 8:10 PM	2.0	Closed Wait List #1 8 registered 1 waitlisted	Class is full; Missing Prerequisites: Corporations; Missing Corequisites: Corporations	✗
more						
S. Trial Practice						
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	STATUS	CONFLICTS	
L9175 -1	Heather		3.0	Seat Reserved 8 registered 3 seats reserved 0 waitlisted	Time conflict with LAW -L6581 -001(Wednesday); Missing Prerequisites: Evidence	✗
more						

Waitlist status

Closed – Course is full and you cannot register

Seat Reserved – You can register as long as you resolve conflicts

Enrollment Information

Number of students registered

Number of seats reserved

Number of waitlisted students

Registration Conflicts


Reasons you are waitlisted

If you are unsure why you were not registered or waitlisted for a course for which you pre-registered, please review “How the Lottery Works” in [Chapter One](#)

➤ Adding and Dropping Courses

Dropping Courses

To drop a course, click on the red X button in the top right-hand corner of the course.

Advanced Family Law: Pre-Nups, Property Distribution, and Alimony in Divorce				
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	
L6581 -1 more	Hennessey, Patricia	TBA, W: 6:20 PM - 8:10 PM	2.0	



You will see a pop message to confirm the course you are dropping:


The page at <https://lawnet-stage.law.columbia.edu:8443> says:


You are about to drop course Corporate Finance, Section 1. Do you want to proceed?

- ✓ You are responsible for ensuring that you remain in full-time status:
 - JDs may register for no fewer than 12 points
 - LL.M.s may register for no fewer than 11 points
- ✓ If you do not see a red X, you are not able to drop that course on LawNet.
 - This is the case for:
 - **Externships** - contact the Director of Externships, [Susan Kraham](#)
 - **Clinics** - contact the [Clinics office](#)
 - **Permission Courses** – contact the instructor for permission to drop

Adding Courses

To register for a new course, click on the green plus button or the "Add a New Course" link at the top of the page.



 [Add a New Course](#)

Courses you are currently registered for Fall 2019:


COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS
L6581 -1	Hennessey, Patricia	TBA, W: 6:20 PM - 8:10 PM	2.0

[more](#)

You will then be able to search for courses using the same functionality and search criteria used to search for courses during pre-registration. Please refer to [Chapter One](#) for detailed instructions.

If your selected course has available seats, click on the green plus sign to add yourself to the class:





[Browse All Available Fall 2019 Courses](#)
[Add from "My Favorites"](#)
[Search Courses Offered in the Fall 2019](#)

 [My Current Registration](#)


Courses Offered in the Fall 2019: [Start New Search](#) [Refine Search Criteria](#)

This form allows you to register for a course or, if the course is full, to put yourself on a waitlist. To find a course that starts with specific letter, press the button with a letter corresponding to the first letter in the course title. Course registration status, Closed or Open, is displayed in the right column along with the number of students waitlisted for that course or the number of seats available, respectively.

[View All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [etc.](#)

Section	Points	Location/Day-Time	Instructor(s)	Status	Action
Energy Regulation, L8452					
Section 1	2.0	TBA, T: 4:20 PM - 6:10 PM	Gerrard, Michael	Open 55 seats available see details	   

[One record found.](#)







To add yourself to the waitlist of a course that is closed (i.e. does not currently have any available seats), click on the hourglass.


Courses Offered in the Fall 2019: [Start New Search](#) [Refine Search Criteria](#)

This form allows you to register for a course or, if the course is full, to put yourself on a waitlist. To find a course that starts with specific letter, press the button with a letter corresponding to the first letter in the course title. Course registration status, Closed or Open, is displayed in the right column along with the number of students waitlisted for that course or the number of seats available, respectively.


View All A B C D E F G H I J K L M N O P Q R **S** T U V W X Y Z etc.


Section	Points	Location/Day-Time	Instructor(s)	Status	Action
S. Private Capital, L8415					
Section 1	2.0	TBA, T: 6:20 PM - 8:10 PM	Talley, Eric	Closed see details	   


[One record found.](#)




You can start a new search or refine your search criteria by clicking on the buttons at the top. If you would like to return to your registration list to view your current schedule, you can click on "My Current Registration" at any time.



 [My Current Registration](#)



[Start New Search](#) [Refine Search Criteria](#) 

waitlist. To find a course that starts with specific letter, press the button with a letter corresponding to the first letter in the course title. Course registration status, Closed or Open, is displayed in the right column along with the number of students waitlisted for that course or the number of seats available, respectively.

Because there is considerable movement in waitlists and available seats throughout the Add/Drop period, you are strongly encouraged to frequently visit the LawNet Add/drop application to monitor changes in available courses.

➤ Permission Courses

Permission courses cannot be added or dropped on LawNet

Application instructions can be found in the course description. If no instructions are listed, contact the instructor.

In order to drop a permission course, you will need to contact the instructor for permission and forward the email to Registration Services (registrar@law.columbia.edu)

➤ Clinics and Externships

Clinics and Externships cannot be added or dropped on LawNet

To make registration changes for Externships, contact the Director of Externships Susan Kraham at skraha@law.columbia.edu

To make registration changes for Clinics, contact the Clinics office

2. Waitlists

If the Lottery cannot assign you a seat it will either assign you a waitlist seat or a reserved seat

➤ Waitlisted Seats

When a course is closed, your waitlist number is listed here

S. Private Capital						
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	STATUS	CONFLICTS	
L8415 -1	Talley, Eric	TBA, T: 6:20 PM - 8:10 PM	2.0	Closed	Class is full; Missing Prerequisites: Corporations; Missing Corequisites: Corporations	
more						

Click here to drop from the waitlist

➤ Reserved Seats

When you have a reserved seat, it means that a spot is being held for you but you will need to resolve a registration conflict.

<

Click here after resolving your conflicts to add the course

➤ Waitlist Notification

You will be notified by Columbia email of eligibility to enroll in a class for which you are waitlisted.

In order to enroll in the class, you are required to accept the seat within 12 hours, which may require resolution of any of the following conflicts:

- Time – drop a class with a schedule conflict
- Section – drop a different section of the same class
- Points – request permission to register for up to 16 points or drop another class
- Pre-requisites – request faculty permission to register without formal completion of pre-requisites

Notifications will be sent twice each business day, starting at 2 pm on Friday January 17:

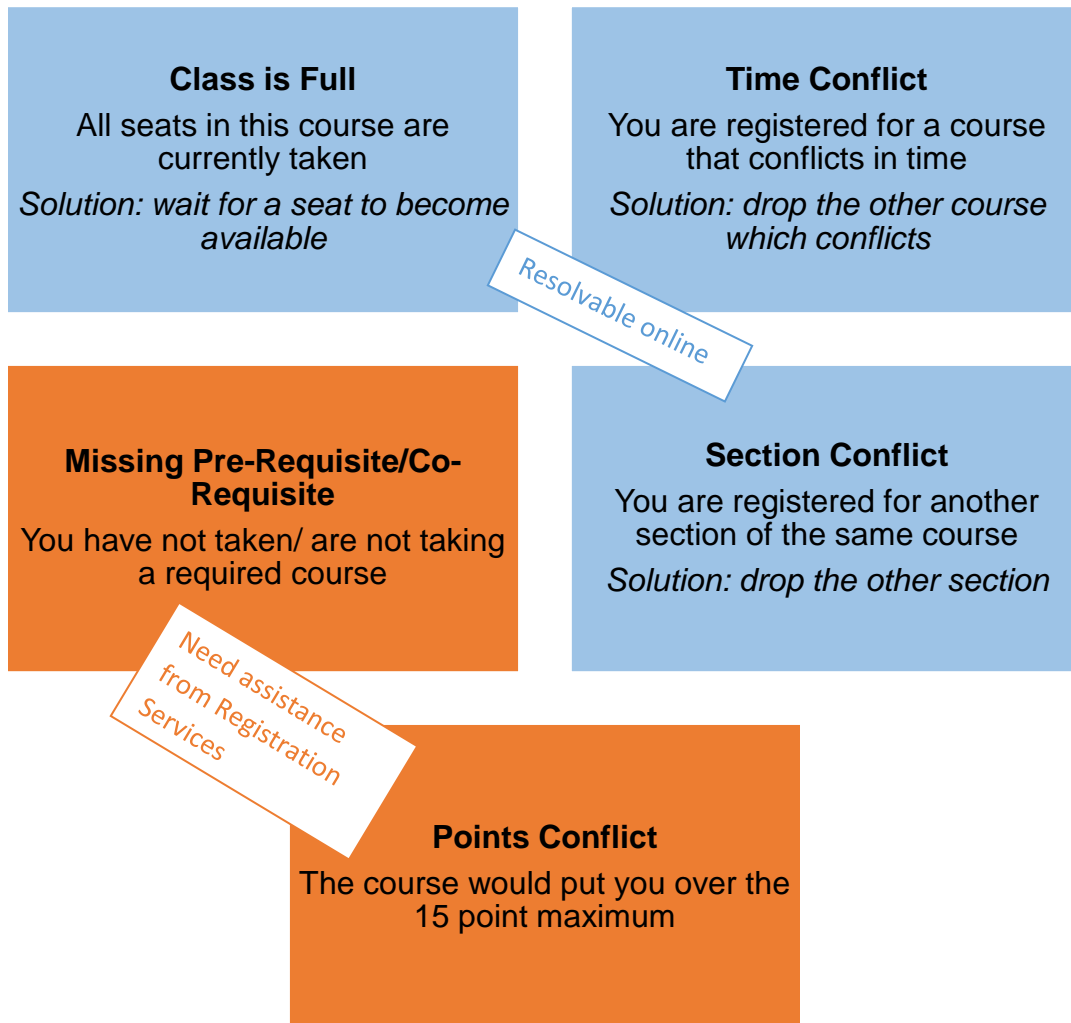
- ✓ 2 pm notifications require action no later than 2 am the next business day (i.e. excluding Saturdays, Sundays, and Martin Luther King Jr. Day);
- ✓ 2 am notifications require action no later than 2 pm the same day (e.g. 2 am Monday notifications require action by 2 pm on that same Monday; there are no 2 am notifications on Saturdays, Sundays, and Martin Luther King Jr. Day);

If no action is taken within the 12-hour window you are allotted (either before 2 pm or before 2 am), you will lose your place on the waitlist and your seat will be offered to the next student on the waitlist.

- The waitlist system is automated and the 12 hour window cannot be extended.
- If you lose your seat on the waitlist because you did not act on a notification, you will have to add yourself to the bottom of the list.

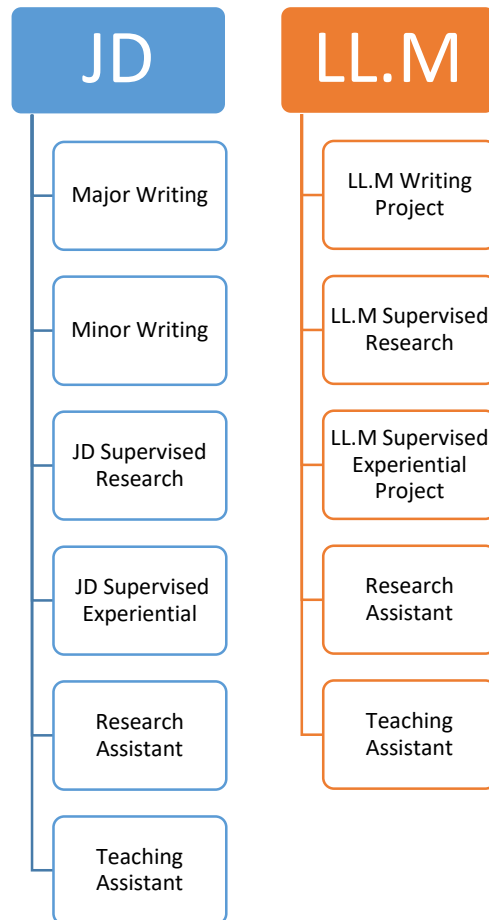
You are urged to monitor your place on wait lists, and to check your email frequently during the Add/Drop period or you may miss an opportunity to register for a class.

➤ Resolving Registration Conflicts

**For solutions that require assistance from Registration Services**

- ✓ **Pre-Requisite conflicts:** If you feel you have the necessary background to waive a pre-requisite, you can contact the instructor to request permission to enroll. Forward their permission to registrar@law.columbia.edu and Registration Services and will be able to register you.
- ✓ **Co-Requisite conflicts:** Write to registrar@columbia.edu and Registration Services will be able to register you.
- ✓ **Points Conflicts:** If registering for a course will bring you over the 15 point maximum, you can petition for 16 points. Submit this petition no later than the end of Add/Drop (Monday, January 27).

3. Registration for Non-Regularly Scheduled Courses



➤ LLM Instructions

If you wish to register for any of these academic offerings, you must complete the [relevant form – available on the Registration Services website](#).

Forms can be submitted in person or via email

If your instructor is unable to sign the form, an email confirmation is acceptable

Be sure to review the specific rules on each form

➤ JD Instructions

Registration Services and CLS IT have partnered to develop digital registration forms for JDs which are accessible through [LawNet](#). However, you should first check with your supervising faculty member to confirm what mode of approval they want to utilize.

Moreover, not all forms are yet available online:

Form type	Digital	Paper/PDF
Minor Writing	Yes	Yes
Major Writing	Yes	Yes
Supervised Research Paper	Yes	Yes
Teaching Fellow	Yes	Yes
Research Assistant	Yes	Yes
Supervised Experiential Study	No	Yes

Paper/PDF Forms

- ✓ Available on the [Registration Services website](#).
- ✓ Can be submitted in person or by email
- ✓ If your instructor is unable to sign the physical form, an email confirmation is acceptable
- ✓ Be sure to review the specific rules on the form as your signature confirms that you understand and agree to abide by them.

Digital Forms

If your supervising faculty wishes to utilize digital registration forms, you will need to login to [LawNet](#) and follow these steps:

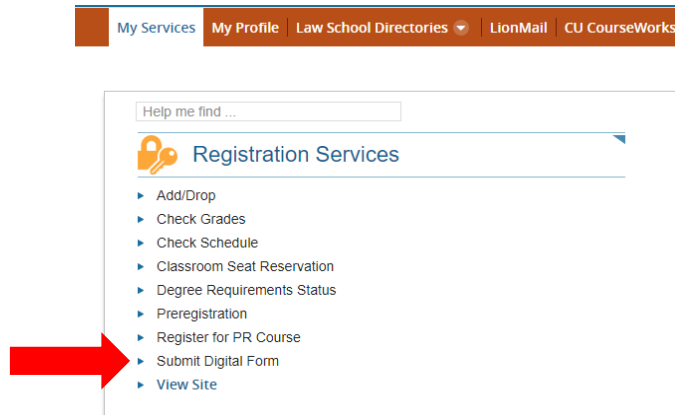
1. Select Registration Services and click Submit Digital Form
2. Select registration form
3. Complete registration form
4. Submit form

Digital forms will be available as follows:

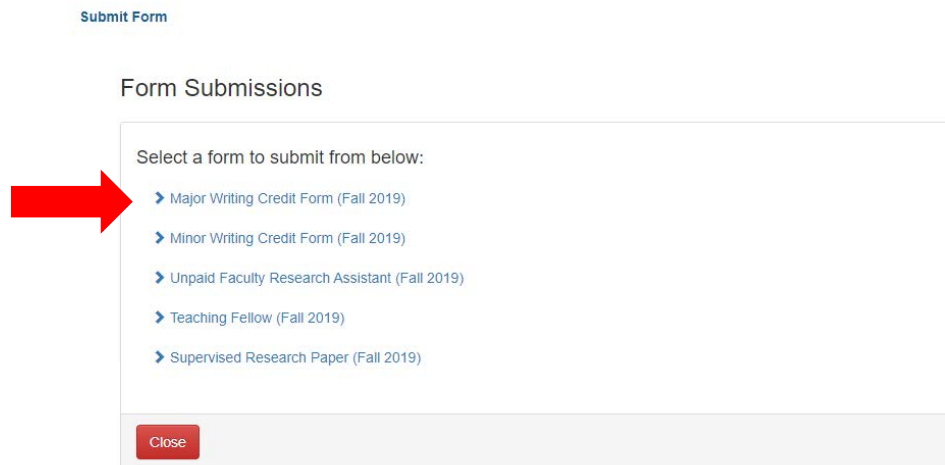
Open: Monday, January 13, 12 noon

Close: Monday, February 3, at 11:59 pm

1. Login to LawNet, select Registration Services and click Submit Digital Form:



2. Select the registration form of your choice:



3. Complete form

Each form provides the Faculty Rule governing each registration and each has specific instructions, depending on the choices available to you

Major Writing

When you select this form, you will first see the following:

[Submit Form](#)

Major Writing Credit Form | Fall 2019

Major Writing Credit (0 pts)

- One of two writing requirements for the J.D. Degree
- Must be registered for by the end of Add/Drop in the 5th semester
- Final submission must be completed by April 1, for a May graduation
- Review Rule 1.4 on requirements for the Major Writing Credit
- Review Rule 3.3 on Satisfactory Progress

Please select type of Major
Writing Credit Form:

- ☐ Course Related Major Writing Credit
- ☐ Independent Major Writing Credit

Before progressing you will have to confirm if you plan to earn *course related* or *independent* Major Writing credit:

Course Related	Independent
e.g. you are taking a seminar which permits Major Writing. This form provides the option to select which course and supervising faculty, from the list of courses in which you are currently enrolled:	e.g. you plan to complete the requirement with either a supervised research or a journal note. The form will then give you the option of selecting your supervising faculty:
<p>Submit Form</p> <p>Major Writing Credit Form Fall 2019</p> <p>Major Writing Credit (0 pts)</p> <ul style="list-style-type: none"> • One of two writing requirements for the J.D. Degree • Must be registered for by the end of Add/Drop in the 5th semester • Final submission must be completed by April 1, for a May graduation • Review Rule 1.4 on requirements for the Major Writing Credit • Review Rule 3.3 on Satisfactory Progress <p>Please select type of Major Writing Credit Form:</p> <p><input checked="" type="radio"/> Course Related Major Writing Credit</p> <p><input type="radio"/> Independent Major Writing Credit</p> <p>Course: LAW-45331-001: S. Church and State</p> <p>Instructor: Schatz, Barbara A.</p> <p>Submit Cancel</p>	<p>Submit Form</p> <p>Major Writing Credit Form Fall 2019</p> <p>Major Writing Credit (0 pts)</p> <ul style="list-style-type: none"> • One of two writing requirements for the J.D. Degree • Must be registered for by the end of Add/Drop in the 5th semester • Final submission must be completed by April 1, for a May graduation • Review Rule 1.4 on requirements for the Major Writing Credit • Review Rule 3.3 on Satisfactory Progress <p>Please select type of Major Writing Credit Form:</p> <p><input type="radio"/> Course Related Major Writing Credit</p> <p><input checked="" type="radio"/> Independent Major Writing Credit</p> <p>Instructor: Select Instructor</p> <p>Submit Cancel</p>

Minor Writing

The Minor Writing registration form requires you to confirm if you plan to earn *course related* or *independent* credit:

[Submit Form](#)

Minor Writing Credit Form | Fall 2019

Minor Writing Credit (0 pts)

- One of two writing requirements for the J.D. Degree
- Must be registered for by the end of Add/Drop in the 6th semester
- Final submission must be completed by April 1, for a May graduation
- Review Rule 1.4 on requirements for the Minor Writing Credit
- Review Rule 3.3 on Satisfactory Progress

Please select type of Minor Writing Credit Form:

- ☐ Course Related Minor Writing Credit
- ☐ Independent Minor Writing Credit

[Back to my submissions](#)

Credit mode	Form
If you plan to complete the credit through a course which offers Automatic Minor Writing Credit , no faculty approval is required	Submit Form <h3>Minor Writing Credit Form Fall 2019</h3> <h4>Minor Writing Credit (0 pts)</h4> <ul style="list-style-type: none"> • One of two writing requirements for the J.D. Degree • Must be registered for by the end of Add/Drop in the 6th semester • Final submission must be completed by April 1, for a May graduation • Review Rule 1.4 on requirements for the Minor Writing Credit • Review Rule 3.3 on Satisfactory Progress <p>Please select type of Minor Writing Credit Form:</p> <p><input checked="" type="radio"/> Course Related Minor Writing Credit</p> <p><input type="radio"/> Independent Minor Writing Credit</p> <p>Course: <input type="text" value="LAW -L92711-001: S. Authors, Artists, and Performers"/></p> <p>Submit Cancel</p>
If you plan to complete the credit through a course which offers Minor Writing Credit upon consultation , a faculty supervisor needs to be additionally selected	Submit Form <h3>Minor Writing Credit Form Fall 2019</h3> <h4>Minor Writing Credit (0 pts)</h4> <ul style="list-style-type: none"> • One of two writing requirements for the J.D. Degree • Must be registered for by the end of Add/Drop in the 6th semester • Final submission must be completed by April 1, for a May graduation • Review Rule 1.4 on requirements for the Minor Writing Credit • Review Rule 3.3 on Satisfactory Progress <p>Please select type of Minor Writing Credit Form:</p> <p><input checked="" type="radio"/> Course Related Minor Writing Credit</p> <p><input type="radio"/> Independent Minor Writing Credit</p> <p>Course: <input type="text" value="LAW -L8123-001: S. Advising Complex Corporations"/></p> <p>Instructor: <input type="text" value="Schatz, Barbara A."/></p> <p>Submit Cancel</p>
If you plan to earn Minor Writing Credit independent of a specific class, you will be required to confirm the name of the supervising faculty.	Submit Form <h3>Minor Writing Credit Form Spring 2020</h3> <h4>Minor Writing Credit (0 pts)</h4> <ul style="list-style-type: none"> • One of two writing requirements for the J.D. Degree • Must be registered for by the end of Add/Drop in the 6th semester • Final submission must be completed by April 1, for a May graduation • Review Rule 1.4 on requirements for the Minor Writing Credit • Review Rule 3.3 on Satisfactory Progress <p>Please select type of Minor Writing Credit Form:</p> <p><input type="radio"/> Course Related Minor Writing Credit</p> <p><input checked="" type="radio"/> Independent Minor Writing Credit</p> <p>Instructor: <input type="text" value="Select Instructor"/></p> <p>Submit Cancel</p> <p>Back to my submissions</p>

Supervised Research

You will be required to confirm whether or not your supervised research is *independent* or *course related*:

[Submit Form](#)

Supervised Research Paper Form | Fall 2019

A significant written product and substantial oversight from the faculty supervisor is required to earn academic credit for Supervised Research Paper.

Two options:

- L6683 Supervised Research Paper (1 to 3 points per term)
- L6689 Course-Related Research Paper (1 to 2 points per term)

requires work over and above that which is required for the course

General guidelines:

- No more than 4 points per academic year
- Counts toward the 19-point maximum non-course offerings allowed for the J.D. Degree
- Grading for either Letter Grade or CR/F
- Review Rule 1.5 for guidance on credits and supervision

Please select type of Supervised Research Paper Form:

- ☐ Course Related Supervised Research Paper
- ☐ Independent Supervised Research Paper

Course Related	Independent
<p>You will have the opportunity to select from the courses in which you are already enrolled. You will also identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.</p>	<p>You will be required to identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.</p>
<p>Submit Form</p> <p>Supervised Research Paper Form Fall 2019</p> <p>A significant written product and substantial oversight from the faculty supervisor is required to earn academic credit for Supervised Research Paper.</p> <p>Two options:</p> <ul style="list-style-type: none"> • L6683 Supervised Research Paper (1 to 3 points per term) • L6689 Course-Related Research Paper (1 to 2 points per term) <p>requires work over and above that which is required for the course</p> <p>General guidelines:</p> <ul style="list-style-type: none"> • No more than 4 points per academic year • Counts toward the 19-point maximum non-course offerings allowed for the J.D. Degree • Grading for either Letter Grade or CR/F • Review Rule 1.5 for guidance on credits and supervision <p>Please select type of Supervised Research Paper Form:</p> <p><input checked="" type="radio"/> Course Related Supervised Research Paper</p> <p><input type="radio"/> Independent Supervised Research Paper</p> <p>Course: <input type="text"/></p> <p>Instructor: <input type="text"/></p> <p>Points: <input type="text"/></p> <p>The instructor agreed to grade this work by: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>	<p>Submit Form</p> <p>Supervised Research Paper Form Fall 2019</p> <p>A significant written product and substantial oversight from the faculty supervisor is required to earn academic credit for Supervised Research Paper.</p> <p>Two options:</p> <ul style="list-style-type: none"> • L6683 Supervised Research Paper (1 to 3 points per term) • L6689 Course-Related Research Paper (1 to 2 points per term) <p>requires work over and above that which is required for the course</p> <p>General guidelines:</p> <ul style="list-style-type: none"> • No more than 4 points per academic year • Counts toward the 19-point maximum non-course offerings allowed for the J.D. Degree • Grading for either Letter Grade or CR/F • Review Rule 1.5 for guidance on credits and supervision <p>Please select type of Supervised Research Paper Form:</p> <p><input type="radio"/> Course Related Supervised Research Paper</p> <p><input checked="" type="radio"/> Independent Supervised Research Paper</p> <p>Instructor: <input type="text"/></p> <p>Points: <input type="text"/></p> <p>The instructor agreed to grade this work by: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

Teaching Fellow

This form requires you to confirm the course for which you will be serving as a TA, the instructor, and the number of points of academic credit you will earn:

[Submit Form](#)

Teaching Fellow Form | Fall 2019

A student who serves as a teaching fellow under the active supervision of a faculty member may register and earn point credit for such work for the term or terms concerned.

- 1 to 4 pts - ABA Standard 310 requires at least three hours of work per week (or 45 hours per semester) for every point of academic credit earned.
- Students may not earn point credit for serving as a teaching fellow that exceeds the number of points of the course for which the service is performed.
- LIMITS: Cannot earn J.D. point credit for Teaching Fellow service more than once in the same course, or for more than 2 courses overall.
- Graded for CR/F only.
- Counts toward the 19-point maximum non-course offerings allowed for the J.D. Degree.
- Review Rule 1.12 of Rules for the J.D. Degree.

Course

Instructor

Points

Research Assistant

This forms requires you to identify the supervising faculty, the number of points of academic credit you have agreed with them, and the grading mode:

[Submit Form](#)

Unpaid Faculty Research Assistant Form | Fall 2019

Under the faculty member's supervision, you will serve for one or more terms as a research assistant without pay and in this capacity perform legal research and writing in aid of scholarly investigations.

- 1 or 2 points per term
- No more than 2 points per academic year
- Grading for either Letter Grade or CR/F
- Review Rule 1.5 of Rules for the J.D. Degree.
- Counts toward the 19-point maximum non-course offerings allowed for the J.D. Degree.

Instructor

Points

The instructor agreed to grade this work by

4. Submit form

The final step in all forms is to confirm submission. Once you click submit, you will be required to affirm that you have read and understood the Faculty Rules and the registration process. For example:

[Submit Form](#)

Major Writing Credit Form | Fall 2019

Course: LAW -L9331 -001: S. Church and State

Instructor: Schatz, Barbara A.

By submitting this major writing credit form, you confirm that you have read and understood the relevant faculty rules and guidelines. Please note that your registration is not complete without your instructor's approval. Your instructor will receive notification of your request.

[Back to my submissions](#)

Once you have submitted a digital form, you will be able to view the status of your pending forms by returning to the digital forms landing page. For example:

Submit Form

Form Submissions Submit New Form

Form	Submission Details	Submission Date	Approval Status
Unpaid Faculty Research Assistant	Approval Instructor: Schatz, Barbara A.	11/18/19 11:42 AM	Instructor The Office of Registration Services
			Pending Pending
Minor Writing Credit Form	Course: LAW -L9271 -001: S. Authors, Artists, and Performers Term: Fall 2019	11/18/19 11:41 AM	The Office of Registration Services
			Approved
Major Writing Credit Form	Approval Instructor: Schatz, Barbara A. Fall 2019	11/18/19 11:41 AM	Instructor The Office of Registration Services
			Approved Pending
Supervised Research Paper	Course: LAW -L9331 -001: S. Church and State Term: Fall 2019 Approval Instructor: Schatz, Barbara A.	11/18/19 11:41 AM	Instructor The Office of Registration Services
			Pending Pending
Teaching Fellow	Course: LAW -L6101 -003: Civil Procedure Term: Fall 2019 Approval Instructor: Schatz, Barbara A.	11/18/19 10:26 AM	Instructor The Office of Registration Services
			Pending Pending

Note: Spring 2020 digital forms timeline:

- ✓ Open – Monday, January 13 at 12 noon
- ✓ Close – Monday, February 3 at 5 pm

NOTE:

- Digital forms do not relieve you of the responsibility of first discussing with a supervising faculty member your request to register for any of these academic offerings.
- No faculty member should receive notification of a submitted form that they have not already agreed with you.
- You should not elect to utilize a digital form without the prior permission of your faculty supervisor

Take Note:

➤ Major Writing

This registration carries no academic points. If you are writing a paper (for example, a Journal note) and wish to additionally earn academic points, you must also submit a registration form for a Supervised Research Paper.

➤ Minor Writing

A course that offers Automatic Minor Writing Credit means instructor permission is not required. It does not mean the registration happens automatically. If you wish to earn Minor Writing credit, you must register for it.

➤ LL.M Writing Project

You need both instructor and GLS approval, and must submit your registration form no later than Monday, February 3.

➤ Supervised Research

You can register for one or two semesters of supervised research. If you register for two semesters, you will receive the notation of YC (Year Credit) for your fall work until the spring grade is submitted, at which point the same grade will be recorded for the fall.

➤ Supervised Experiential Project

- ✓ JD students need to complete a Memorandum of Understanding in addition to the form.
- ✓ LL.M students need GLS approval.

➤ Research Assistant

You can earn a maximum of two points of RA credit each academic year.

➤ Teaching Assistant

Students can serve as teaching assistants and have the option to earn academic credit or financial remuneration.

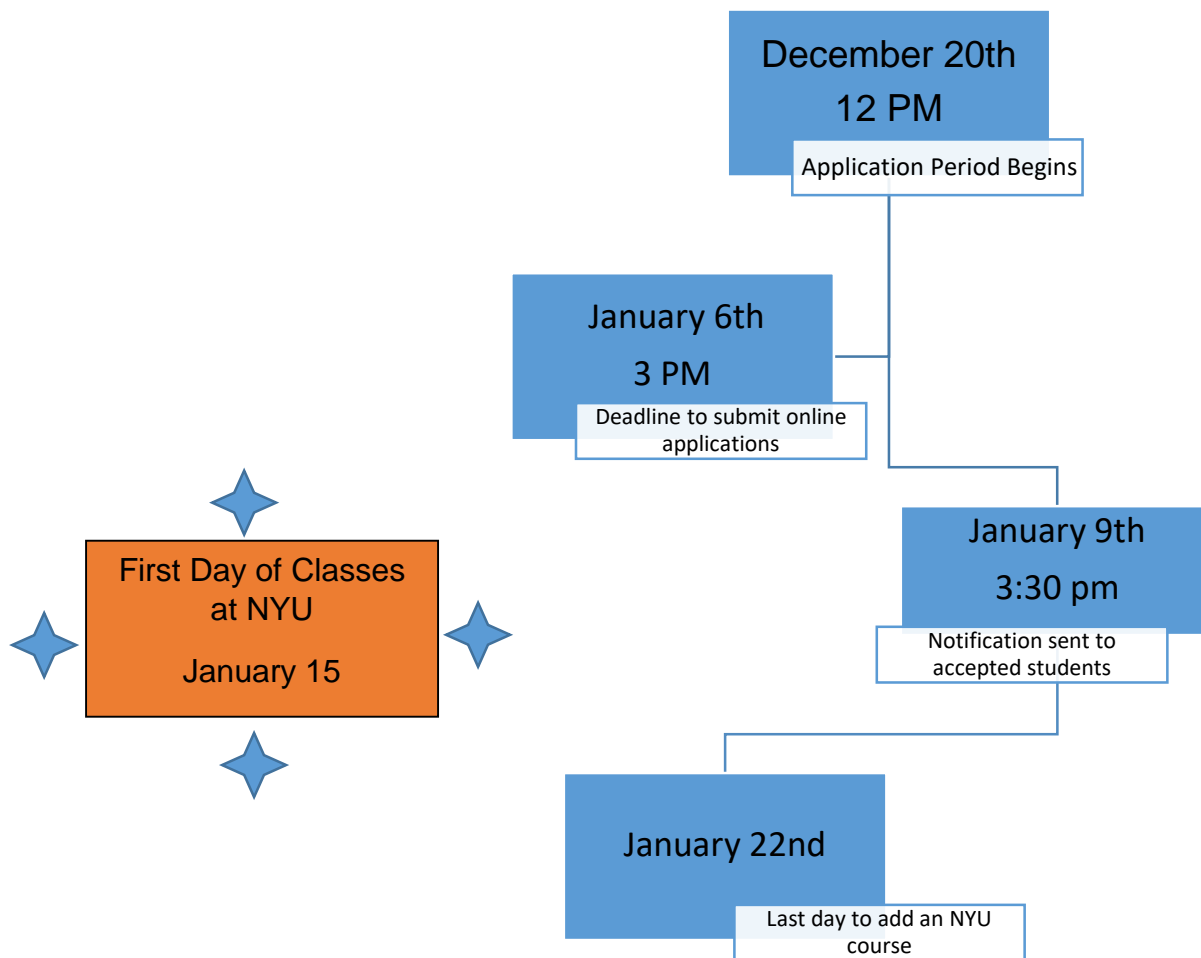
- ✓ Academic credit – complete this form
- ✓ Financial remuneration – contact [Human Resources](#)

4. NYU Law Courses

Columbia Law students can take **one (1)** course at NYU Law School through the Columbia/NYU Exchange program.

You can review the list of approved courses and apply to register through the NYU-managed application and the [Exchange website](#).

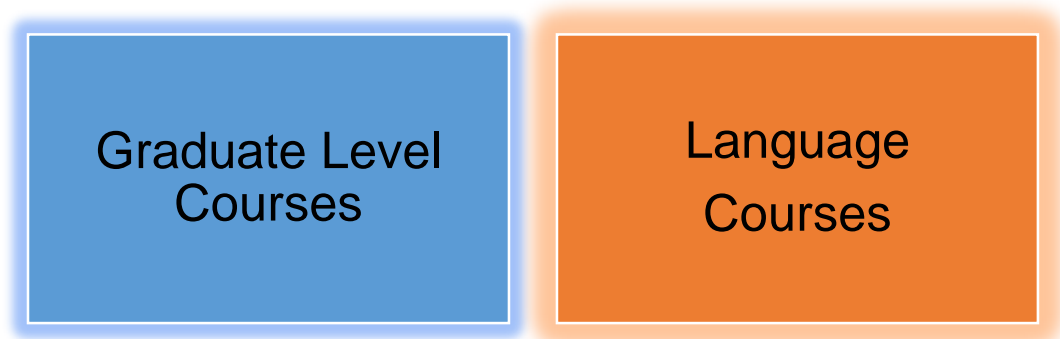
Timeline



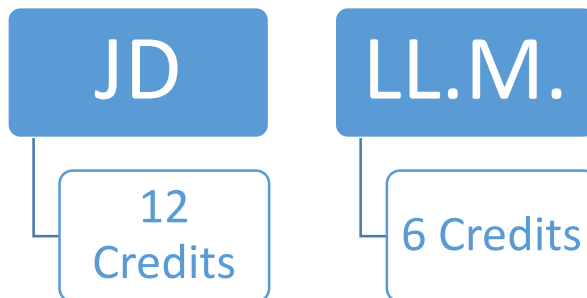
5. Cross-Registration at other Columbia University schools

In the interest of broadening educational opportunities, Law students are permitted to register for courses outside the Law School at other divisions of the University.

Approved for degree credit:



There are limitations on the number of non-Law credits that can be applied toward the Law degree:




In addition, you should be aware that it is possible that not all the points of academic credit you earn at another CU school will be applied toward your JD or LL.M. degree.

- ✓ Each academic point applied to the CLS degree and earned for non-Law courses must represent at minimum a 50-minute classroom meeting each week throughout the term.
- ✓ Law School credit cannot exceed the number of scheduled class hours per week regardless of non-Law point value. For example, a 3-point class that meets for two hours per week will be worth 2 Law points.

➤ Graduate Courses

To cross-register for a non-law course you must complete a Cross-Registration Request Form available online.

PLEASE NOTE: There is a separate form for [JD](#) and for [LLM](#) students.




Registration Services

Fall 2019 JD Cross-Registration Request Form

Use this form to apply to take graduate level courses at other divisions of Columbia University. If you wish to receive Law credits for a non-Law course, you will need to demonstrate how the course relates to your legal training. Please submit one form for each request.

Please note the following rules governing cross-registration:

1. According to ABA Standard 310, each academic point earned for non-Law courses must represent at minimum a 50-minute classroom meeting each week throughout the term.



Registration Services

Fall 2019 LL.M. Cross-Registration Request Form

Use this form to apply to take graduate level courses at other divisions of Columbia University. If you wish to receive Law credits for a non-Law course, you will need to demonstrate how the course relates to your legal training. Please submit one form for each request.

Please note the following rules governing cross-registration:

1. According to ABA Standard 310, each academic point earned for non-Law courses must represent at minimum a 50-minute classroom meeting each week throughout the term, as is similarly required of Law offerings. Students should understand that courses taken

If you wish to receive law credit, you must explain how the course relates to your legal training.

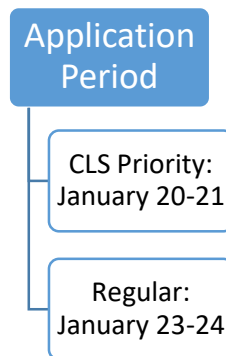
The form will require you to attach a course description.

If instructor permission is required, you will need to attach that as well.

There are special registration processes for the following two graduate schools:

Business School

Students who wish to take a Business School course need to apply through the [GSB online Cross-registration application](#). Available courses will be published on January 17 and there are two phases to the application period.



Once approved by the Business School, you must submit the relevant CLS Cross-Registration Request form to ensure your registration is finalized.

SIPA (School of International and Public Affairs)

The [SIPA Cross-Registration website](#) lists the courses that are open to non-SIPA students. Additional courses will be added to this list throughout the change of program period, beginning January 21. Please continue to check the site for newly added courses. Once you have completed our Cross-Registration Request form, we will petition SIPA for a seat in your requested course.

➤ Language Courses

The procedure for cross-registering for a language course is different to that for other CU courses, because each language instruction department has its own rules regarding application, approval, and placement. As a result, there is a separate [online Cross-Registration Request Form](#).

Registration Services

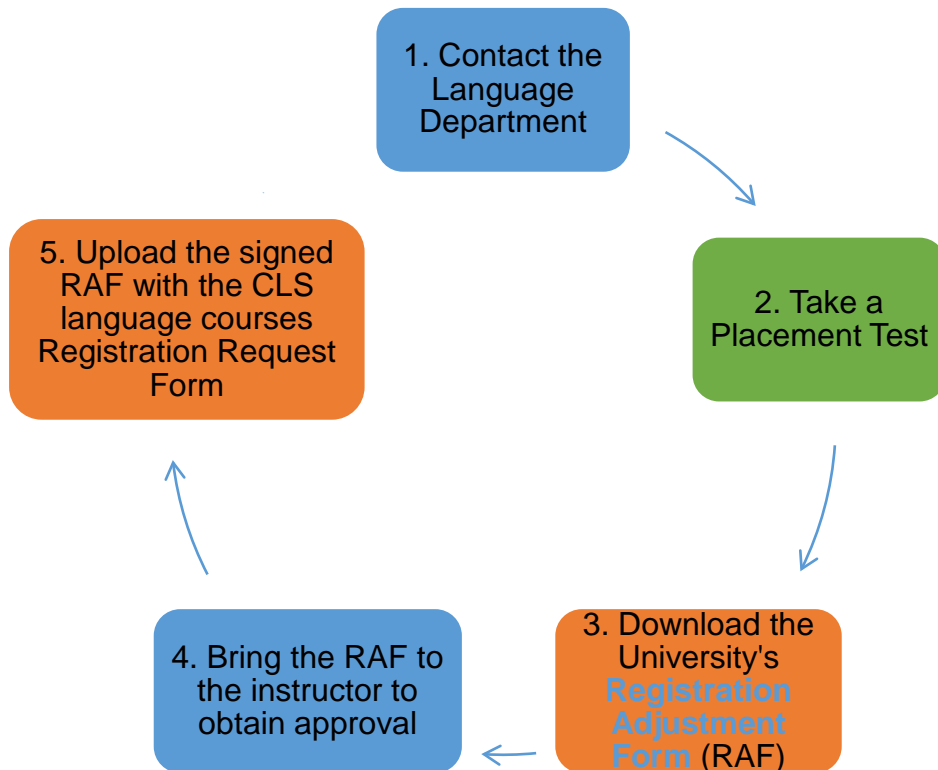
Fall 2019 Cross-Registration Request Form: Language Courses

Use this form to apply to take a language course at other divisions of Columbia University. Faculty and/or Departmental approval is required for all language course petitions.

J.D. students:
If you wish to receive Law credits for a language course, you will need to demonstrate how the course relates to your legal training. Please submit one form for each request. The total number of non-Law School points that may be used toward the J.D. degree is 12.

LL.M. students:

Follow these steps to request permission to register for a language instruction class:



NOTE: LL.M. students cannot take language courses for Law School credit.

6. Add-Drop Adjustment

If you are offered a seat from the waitlist so close to the deadline that you are unable to accept it, you will be able to request an adjustment to your registration.

The Add/Drop Adjustment Request form will be available 9 am - 5 pm on Tuesday, January 28.

If approved, adjustments will be made to your record by midnight on Tuesday, January 28. You will receive email notification if your request is not approved.

7. Changes after Add/Drop closes

It is not possible to make changes to your academic program after Add/Drop has closed. If you wish to request a change and can demonstrate extenuating circumstances (e.g. medical or family emergency), you must petition the faculty Rules Committee by writing to the Dean of Registration Services at registrar@law.columbia.edu.

8. Spring 2020 Add/Drop Timeline

