Chapter 2: 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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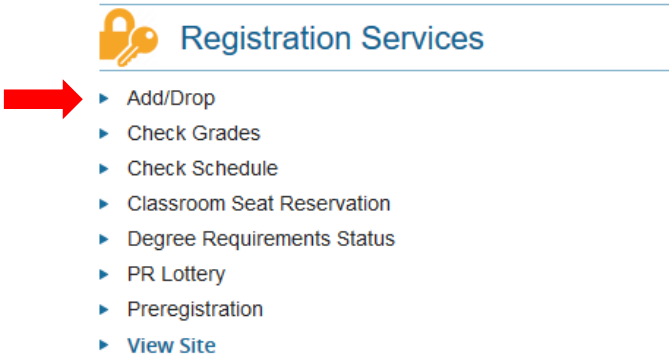
1. Registration Changes

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

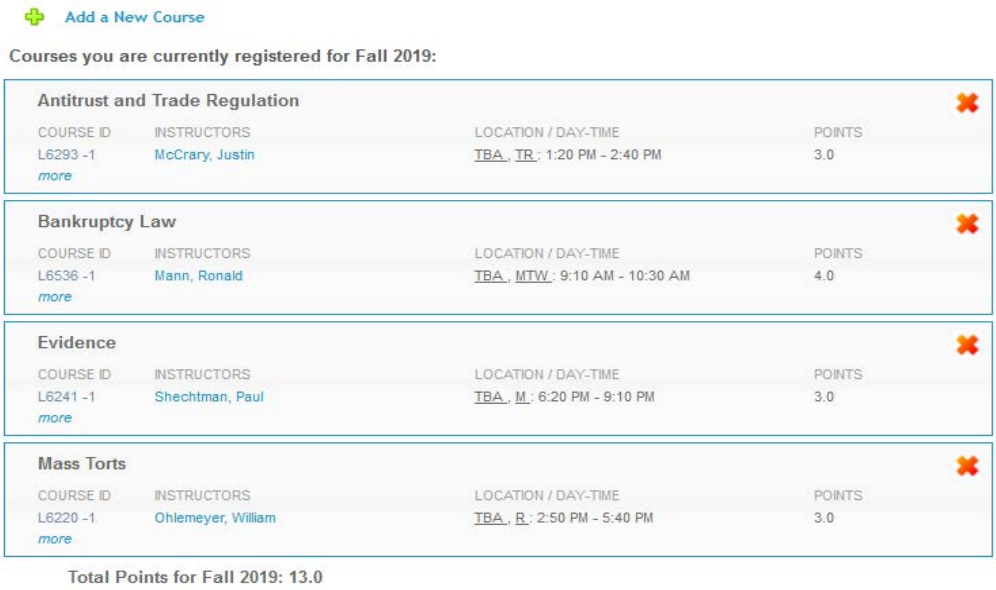
The application is broken up into two tables:

Registered Courses

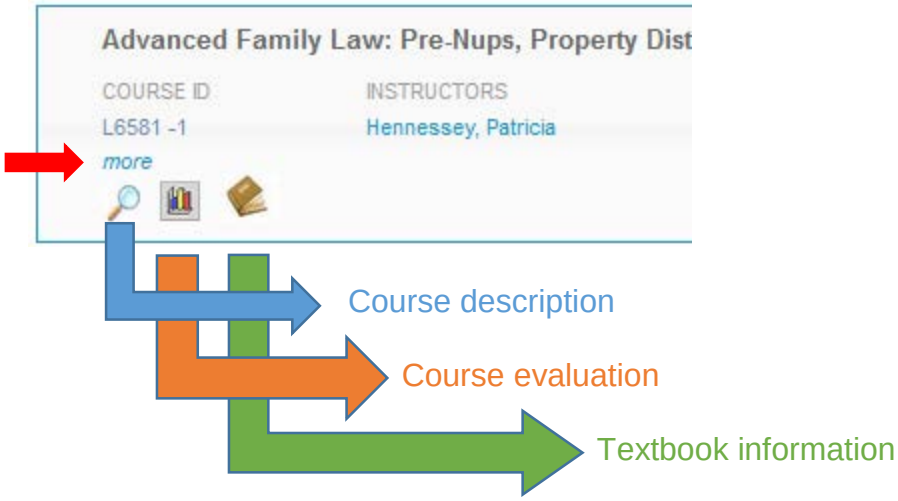
Waitlisted Courses

Registered Courses

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

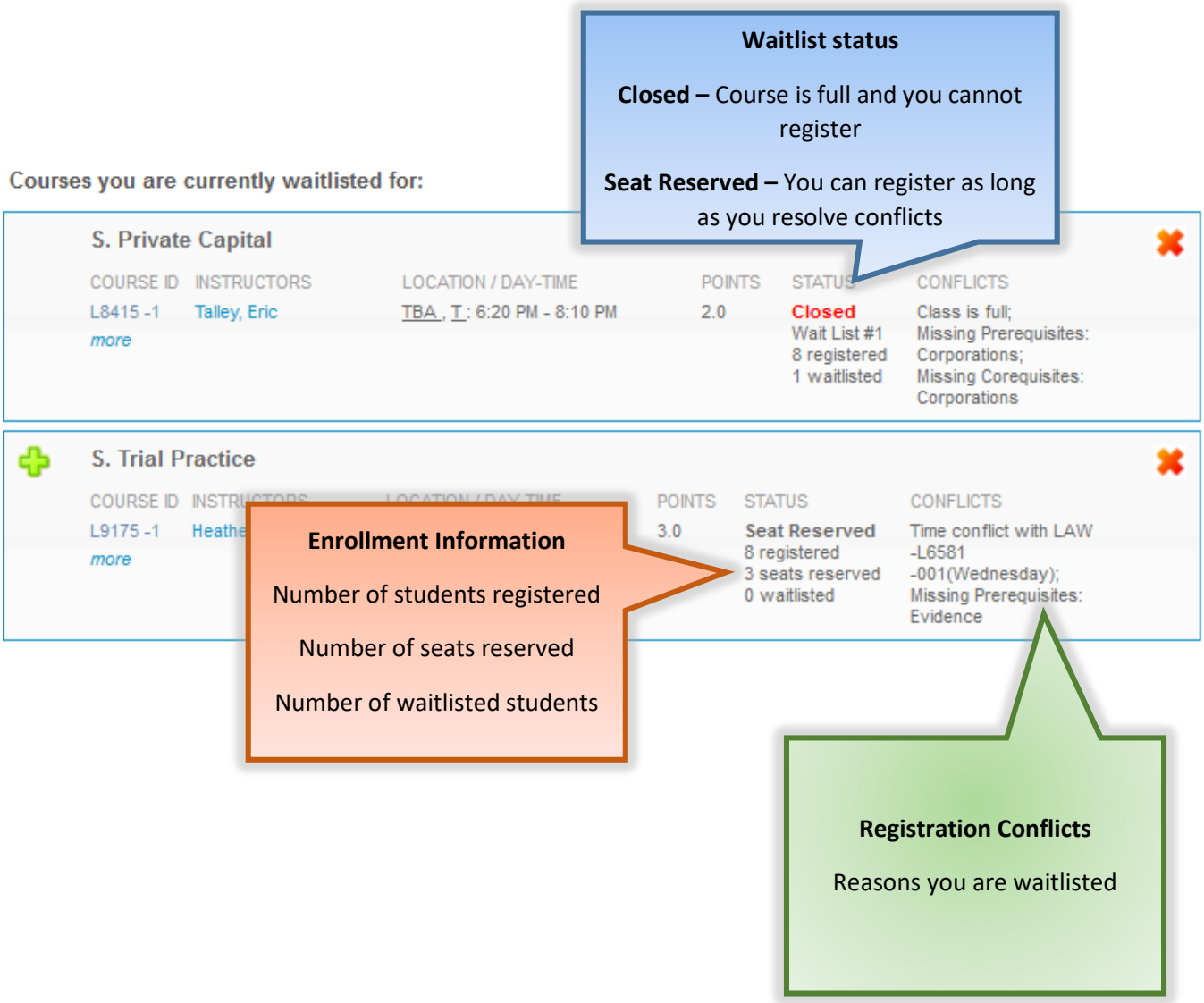


Click on ‘more’ under the course number to access more information about the course.



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.

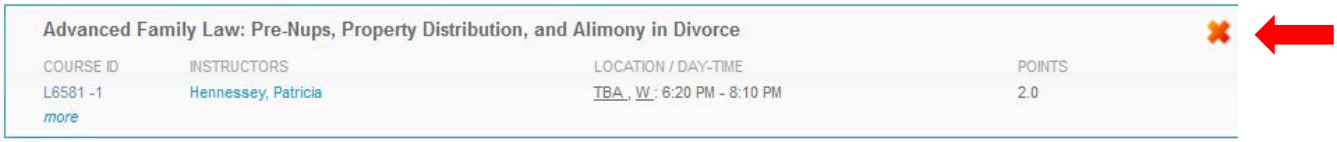


If you are unsure why you were not registered or waitlisted for a course for which you pre-registered, please review "How the Lottery Works" in Chapter One

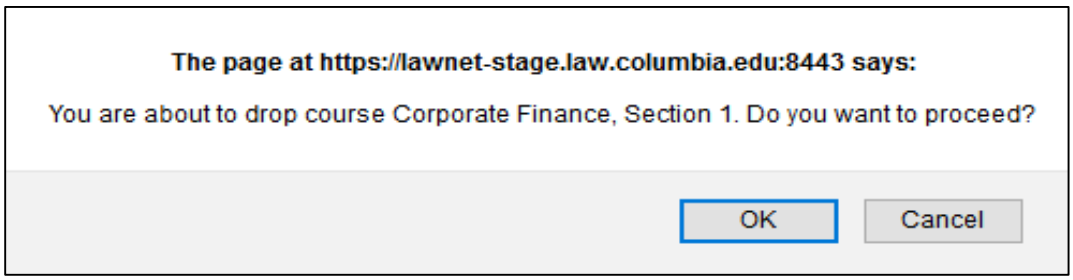
➢ Adding and Dropping Courses

Dropping Courses

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



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

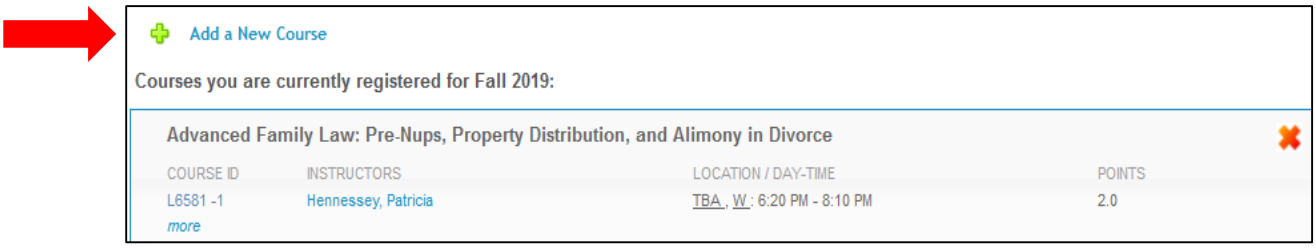


- ✓ You are responsible for ensuring that you remain in full-time status:
  - o JDs may register for no fewer than 12 points
  - o LL.M.s may register for no fewer than 11 points

- ✓ If you do not see a red X, you are not able to drop that course on LawNet.
  - o 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

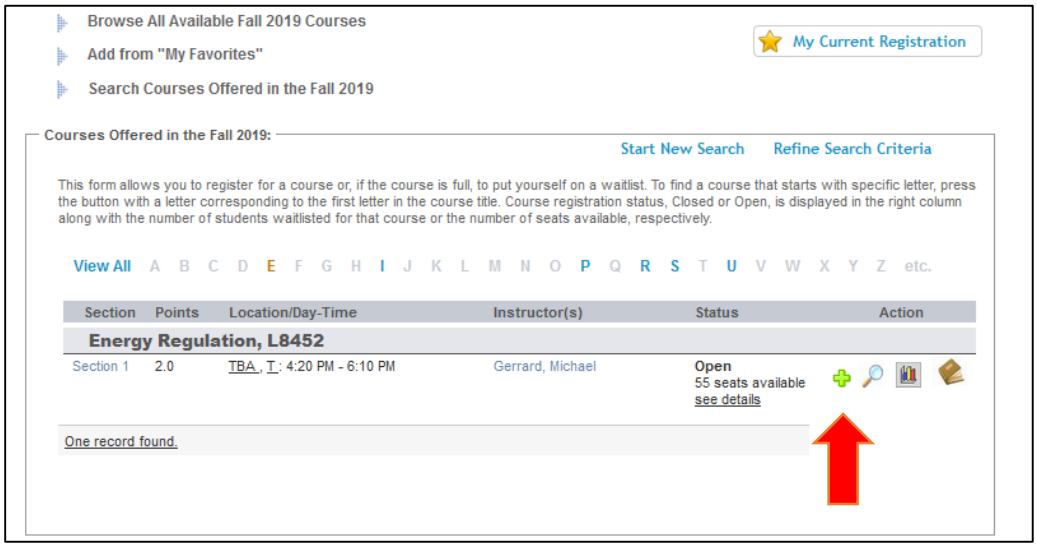
Adding Courses

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.

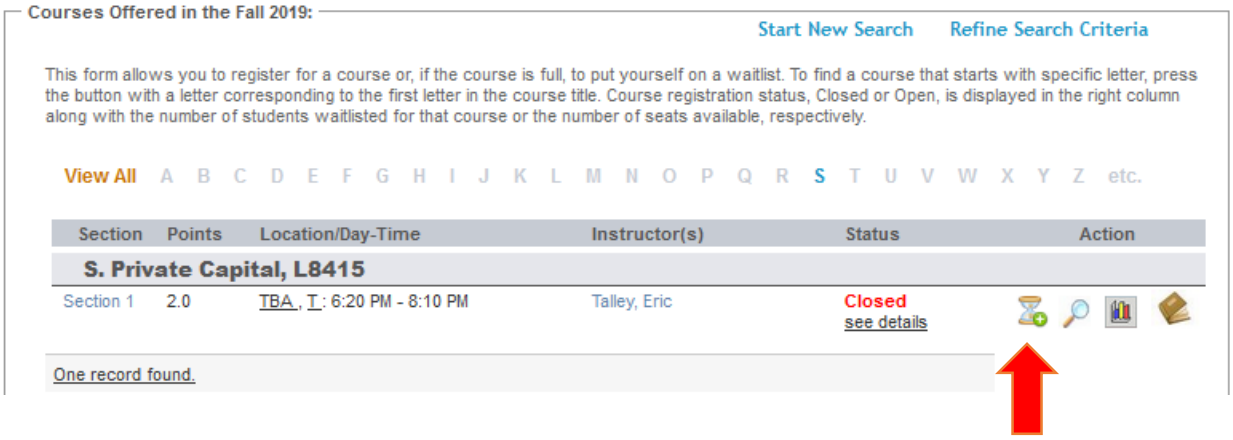


You will then be able to search for courses using the same functionality and search criteria used to search for courses during pre-registration. Please refer to Chapter One for detailed instructions.

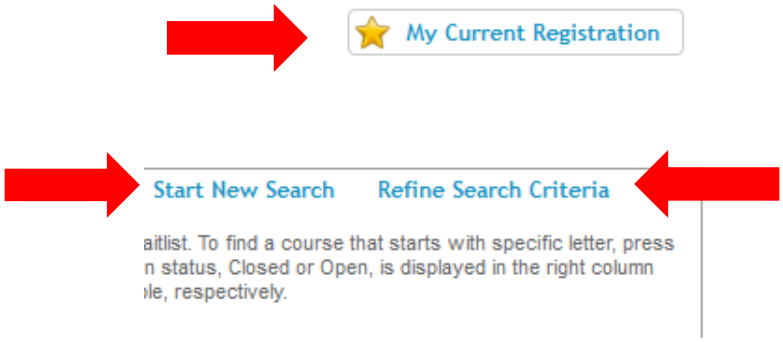
If your selected course has available seats, click on the green plus sign to add yourself to the class:



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.



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.



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.

➢ Professional Responsibility Course Changes – 3Ls and LLMs

3Ls and LLMs can make changes to Fall 2019 PR courses just like any other Fall courses

If you are registered for a Spring 2020 PR course and wish to add a Fall 2019 PR course, contact Registration Services

There will be an opportunity to directly register for a Spring 2020 PR course during the Spring 2020 Pre-Registration period in October

➢ 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

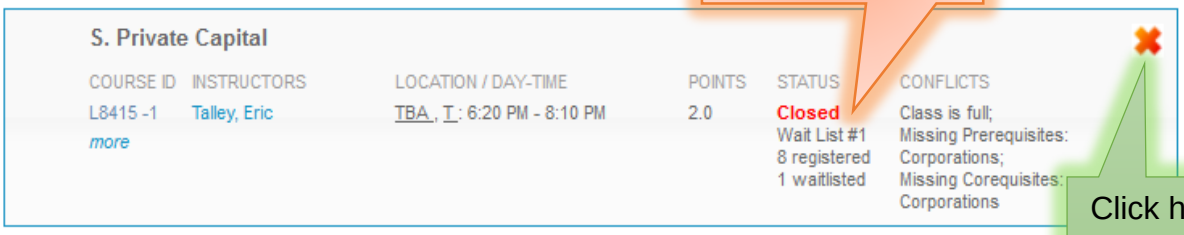
To make registration changes for Clinics, contact the Clinics office

2. Waitlists

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

➢ Waitlisted Seats

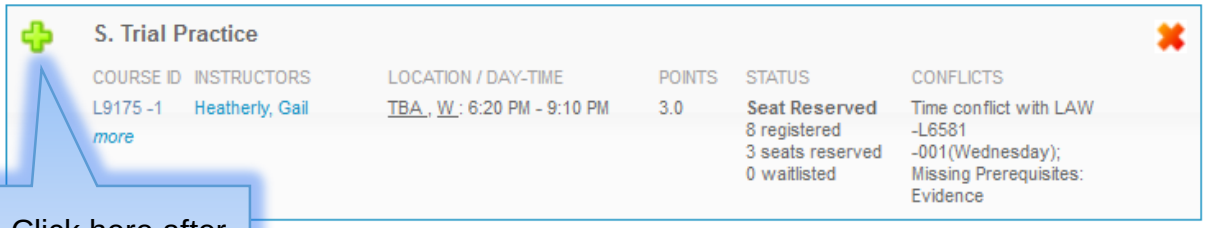
When a course is closed, your waitlist number is listed here



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 they 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
- 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 August 30:

- ✓ 2 pm notifications require action no later than 2 am the next business day (i.e. excluding Saturdays, Sundays, and Labor 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 Labor Day);

If no action is taken <u>within the 12-hour window you are allotted (either before 2 pm or before 2 am)</u>, 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

Class is Full

All seats in this course are currently taken

Solution: wait for a seat to become available

Time Conflict

You are registered for a course that conflicts in time

Solution: drop the other course which conflicts

Resolvable online

Missing Pre-Requisite/Co-Requisite

You have not taken/ are not taking a required course

Section Conflict

You are registered for another section of the same course

Solution: drop the other section

Need assistance from Registration Services

Points Conflict

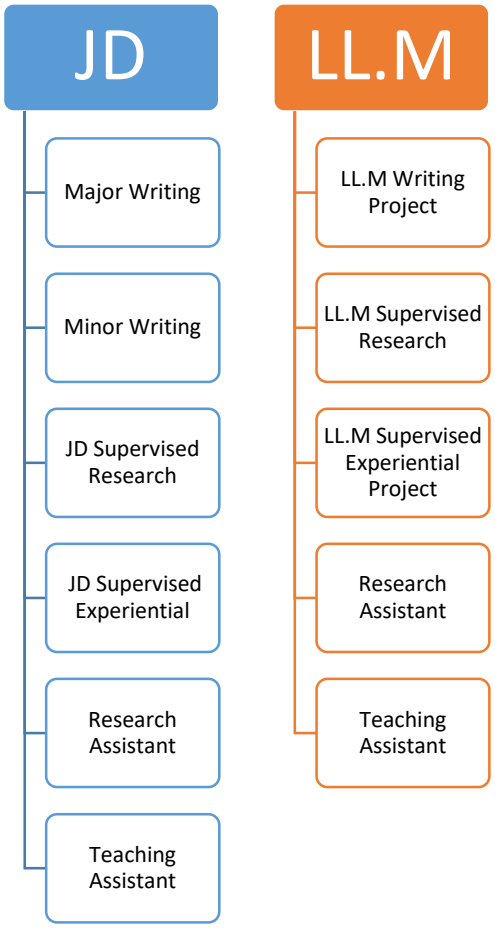
The course would put you over the 15 point maximum

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, September 9).

3. Registration for Non-Regularly Scheduled Courses

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

Take Note:

➢ Major Writing

This registration carries no academic points. If you 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.

➢ LL.M Writing Project

You need both instructor and GLS approval, and must submit your registration form no later than Tuesday, October 1.

➢ 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.

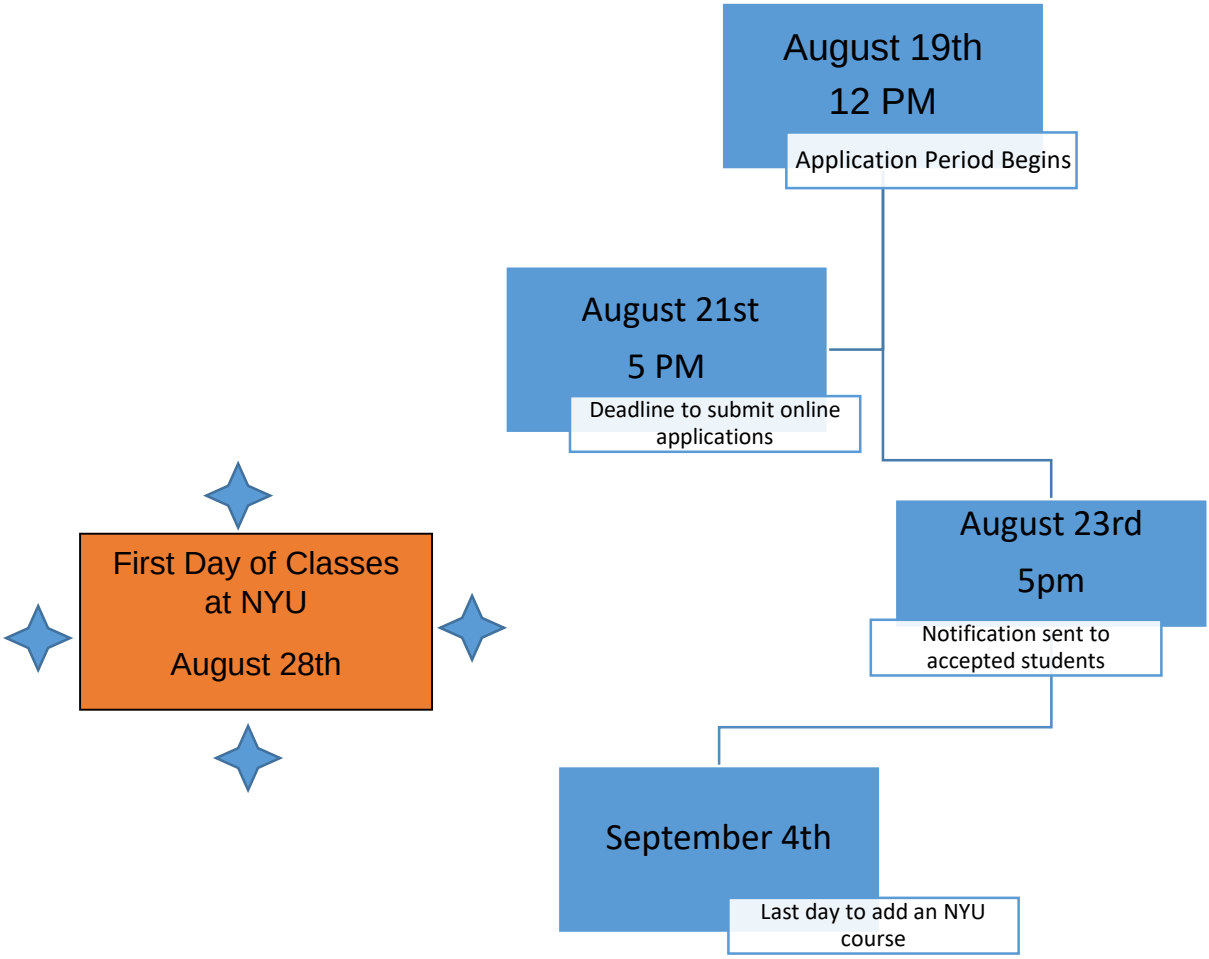
- ✓ Academic credit – complete this form
- ✓ Financial remuneration – contact Human Resources

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.

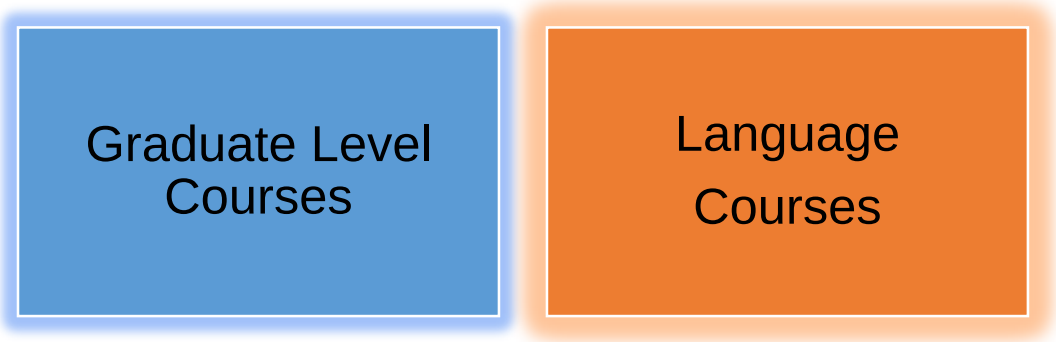
Timeline



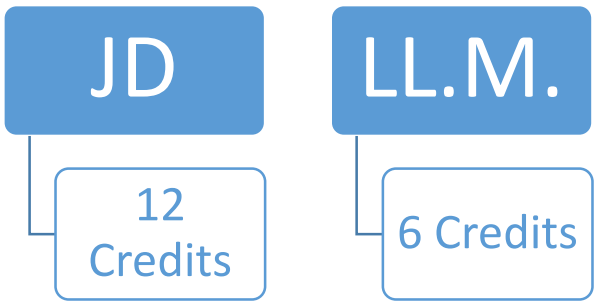
5. Cross-Registration at other Columbia University schools

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:



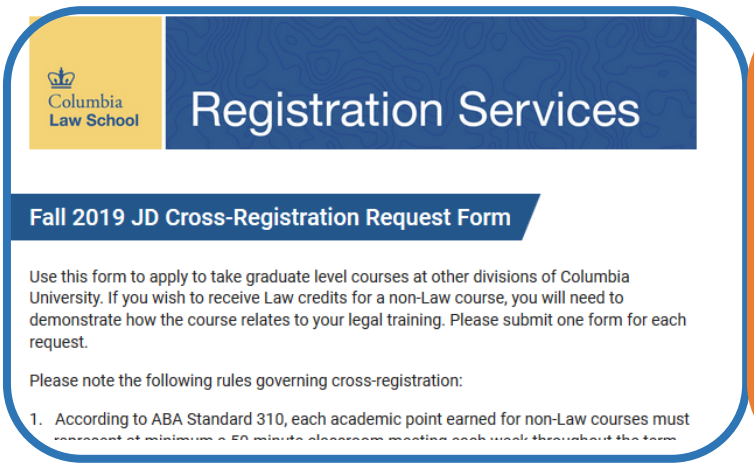
In addition, you should be aware that it is possible that not all the points of academic credit you earn at another CU school will be applied toward your JD or LL.M. degree.

- ✓ 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.



Columbia Law School

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

Columbia Law School

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.

Business School

Students who wish to take a Business School course need to apply through the GSB online Cross-registration application. There are two phases to their 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 September 3, 2019. 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.

Columbia Law School

Registration Services

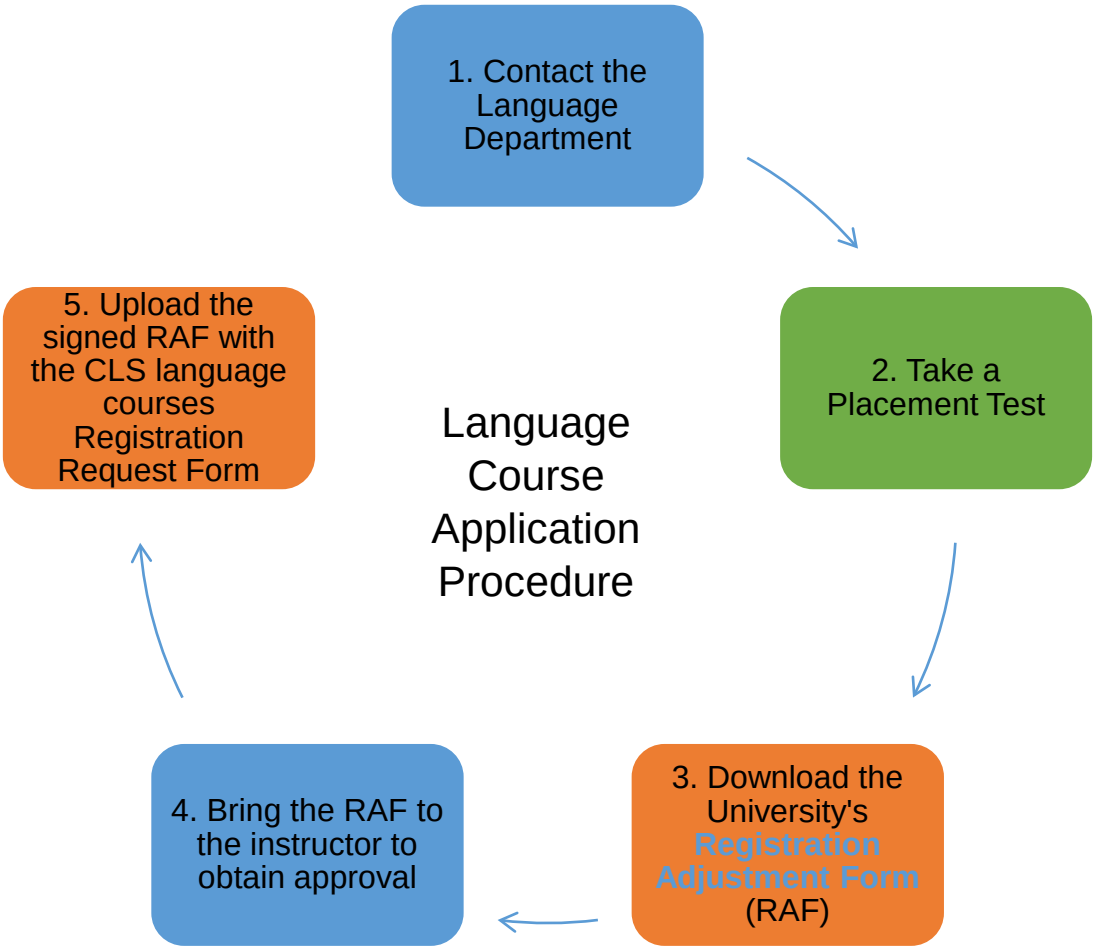
Fall 2019 Cross-Registration Request Form: Language Courses

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.

L.L.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, September 10.

If approved, adjustments will be made to your record by midnight on Tuesday, September 10. 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. Add/Drop Timeline

Tuesday, August 13 Noon-Monday, August 26 Noon
Students can drop unwanted waitlists

↓

Monday, August 26 Noon
Add/Drop opens

↓

Friday, August 30 2pm-Monday, September 9 Midnight
Action required on waitlist notifications

↓

Friday, September 6 6 pm
Negotiation Workshop Drop deadline

↓

Monday, September 9 Midnight
Add/Drop closes

↓

Tuesday, September 10 9 am- 5pm
Add/Drop adjustment