# Chapter 2: Fall 2020 Add/Drop

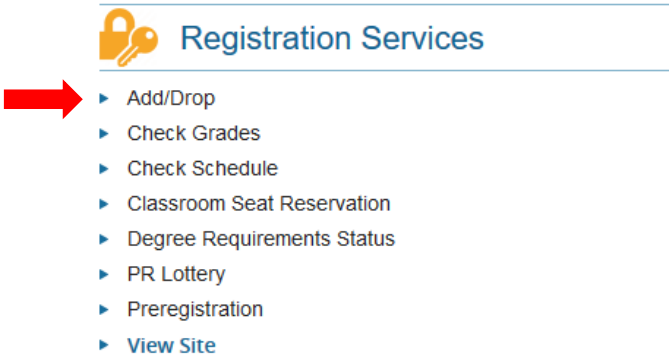
This chapter provides guidance on the process for making changes to your schedule, including registering for research and writing offerings as well as courses at other divisions of the University.

**In This Chapter**


1. Registration Changes
    - Review schedule
    - Adding and Dropping Courses
    - Professional Responsibility
    - Legislation and Regulation
    - Permission Courses
    - Clinics and Externships
2. Waitlists
    - Waitlisted Seats
    - Reserved Seats
    - Waitlist Notification
    - Resolving Registration Conflicts
3. Registration for Non-Regularly Scheduled Courses
    - LL.M. Instructions
    - J.D. Instructions
4. NYU Law Courses: Note: Will not be offered this term
5. Cross-Registration at other Columbia University schools
    - Graduate Courses
        - Business School
        - SIPA
    - Language Courses
6. Add/Drop Adjustment Period
7. Registration changes after the Add/Drop deadline
8. Add/Drop timeline

# 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

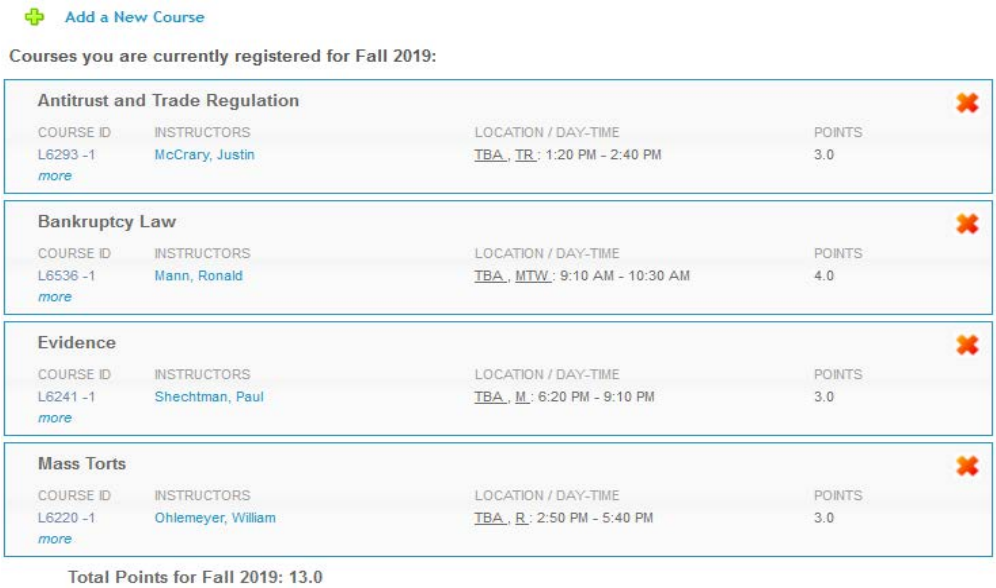
The application is broken up into two tables:

**Registered Courses**

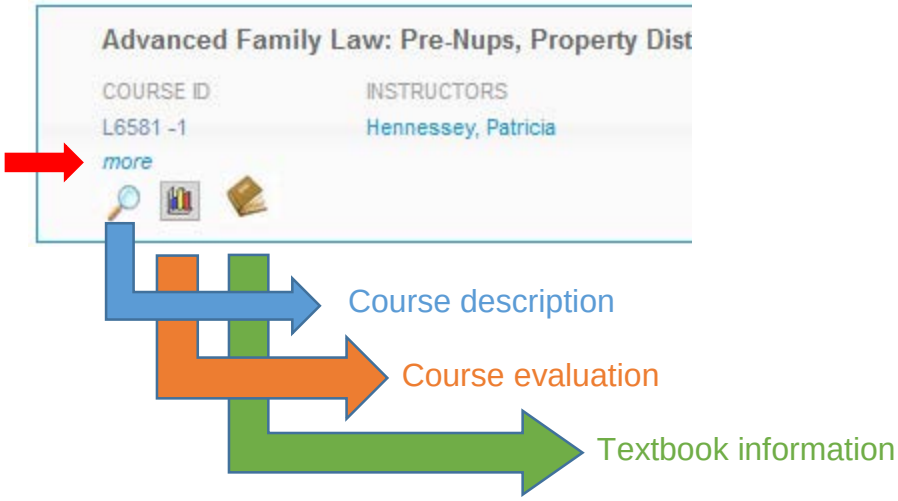
**Waitlisted Courses**

# Registered Courses

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

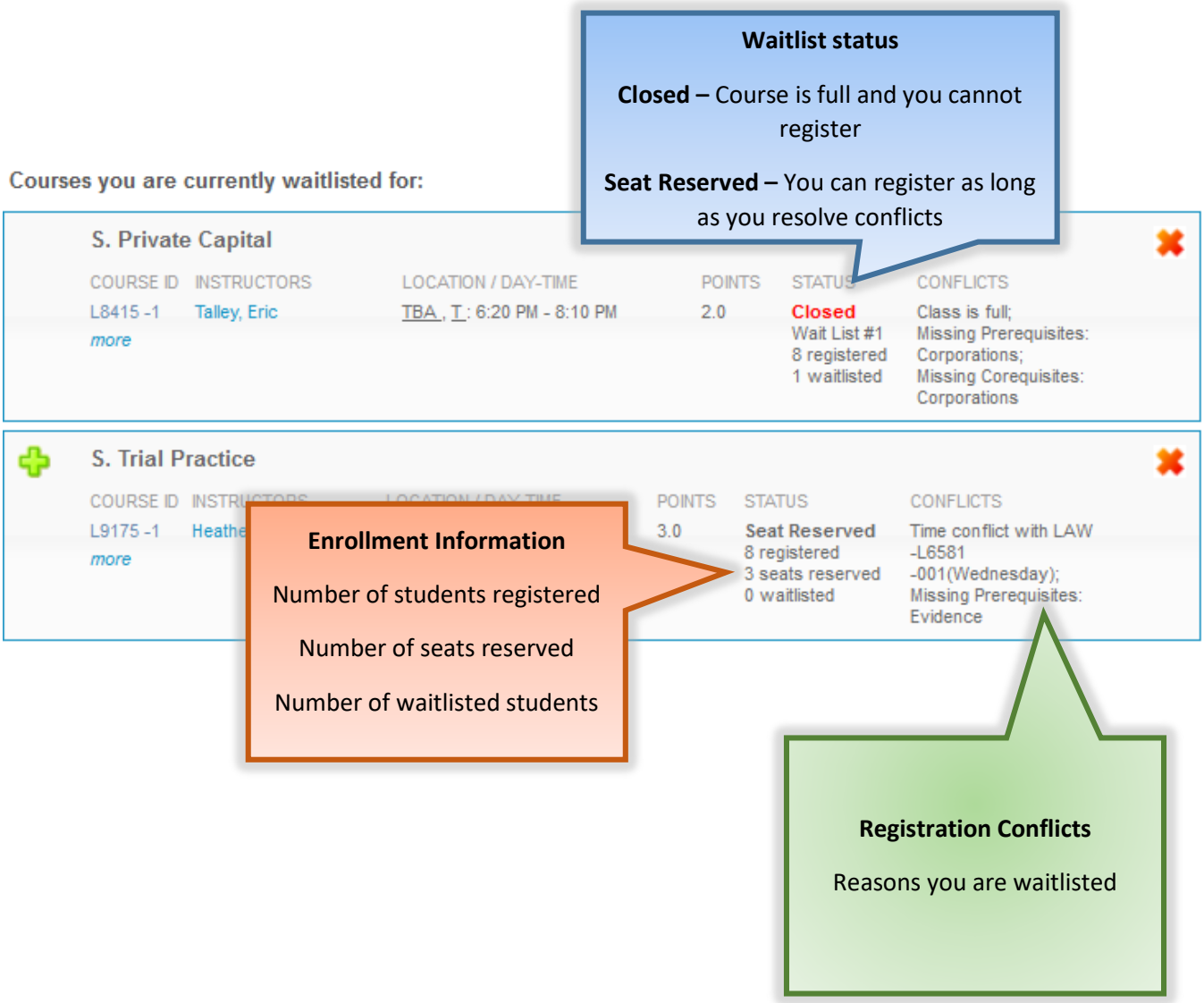



Click on ‘more’ under the course number to access more information about the course.



# 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.

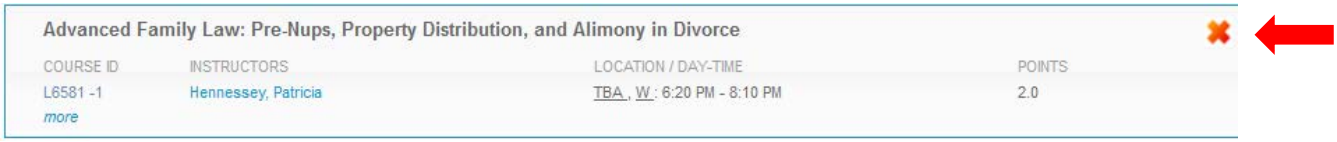



If you are unsure why you were not registered or waitlisted for a course for which you pre-registered, please review "How the Lottery Works" in Chapter One

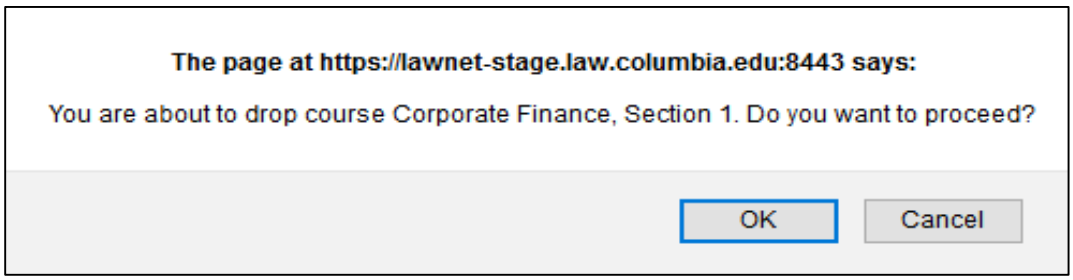
# ➢ Adding and Dropping Courses

## 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:

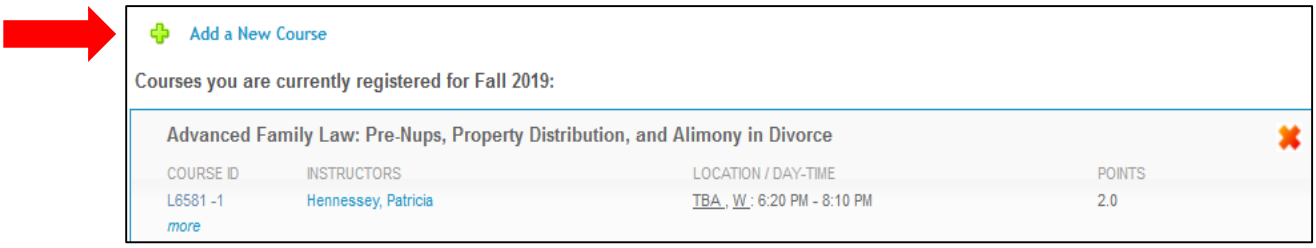



- ✓ You are responsible for ensuring that you remain in full-time status:
  - o J.D.s may register for no fewer than 12 points
  - o LL.M.s may register for no fewer than 12 points

- ✓ 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

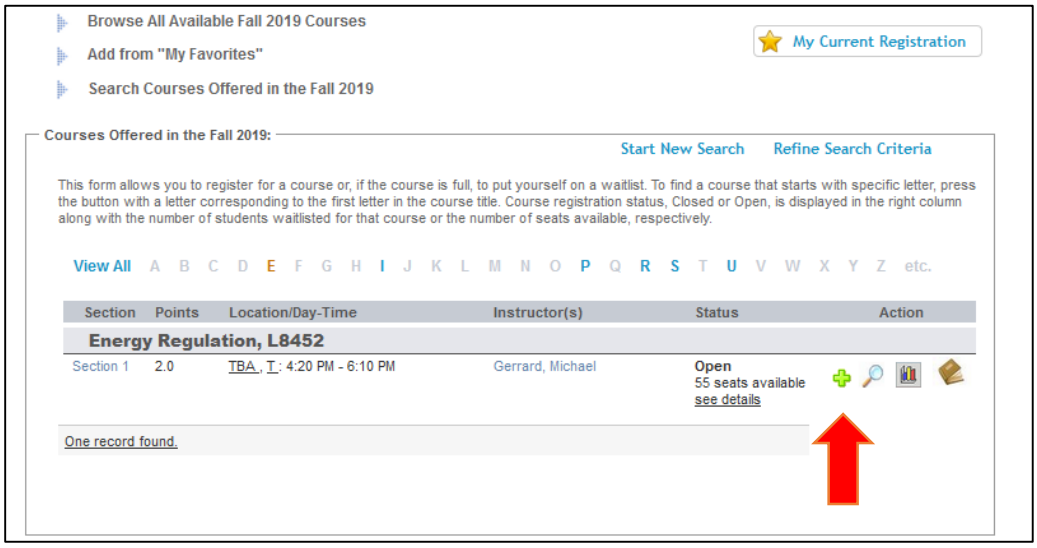
## Adding Courses

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.

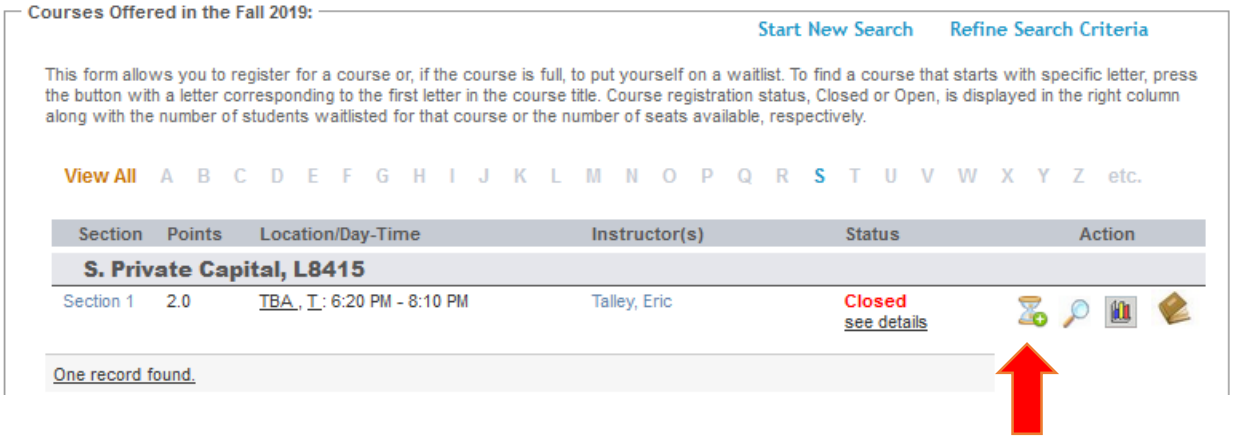



You will then be able to search for courses using the same functionality and search criteria used to search for courses during pre-registration. Please refer to Chapter One for detailed instructions.

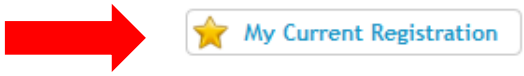
If your selected course has available seats, click on the green plus sign to add yourself to the class:

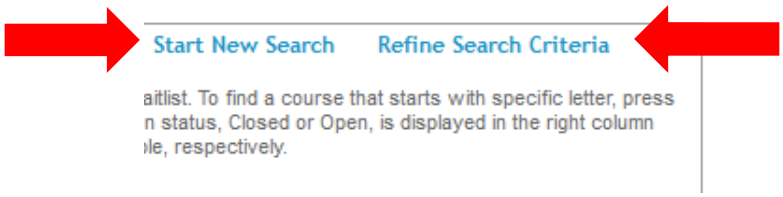


To add yourself to the waitlist of a course that is closed (i.e. does not currently have any available seats), click on the hourglass.




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 2020 PR courses just like any other Fall course

If you are registered for a Spring 2021 PR course and wish to add a Fall 2020 PR course, contact Registration Services

There will be an opportunity to directly register for a Spring 2021 PR course during the Spring 2021 Pre-Registration period

## ➢ Legislation and Regulation Course Changes – 2Ls

2Ls can make changes to Fall 2020 LegReg courses just like any other Fall course

If you are registered for a Spring 2021 LegReg course and wish to add a Fall 2020 LegReg course, contact Registration Services

## ➢ 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

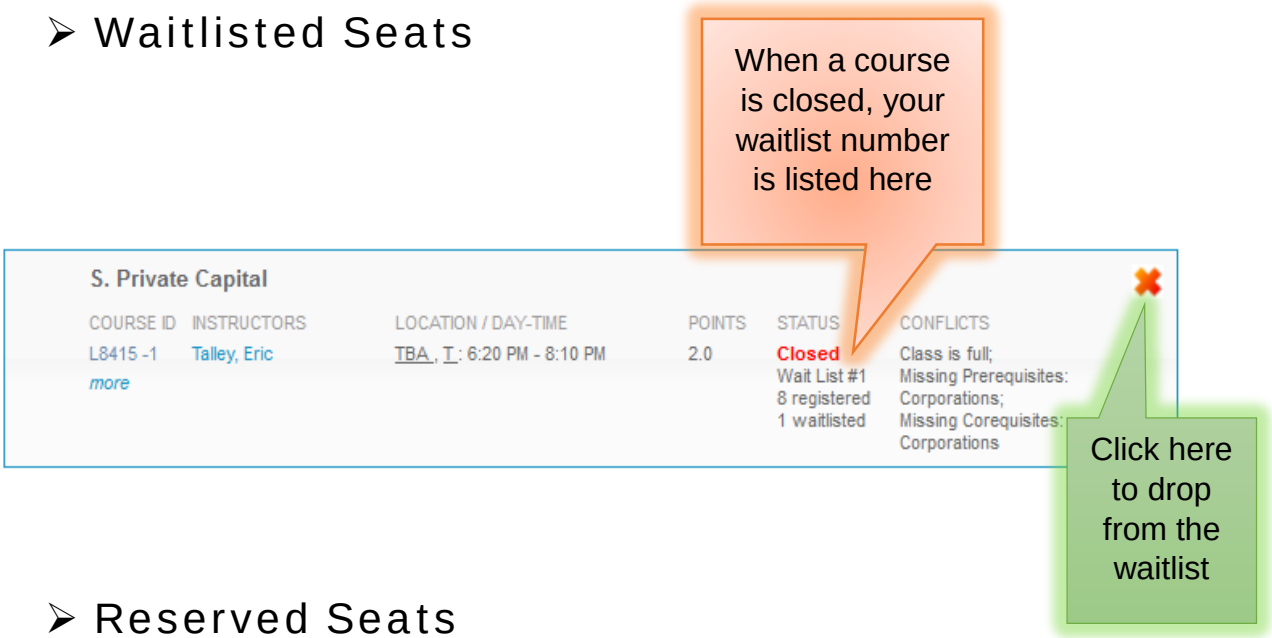
To make registration changes for Externships, contact the Director of Externships Susan Kraham at skraha@law.columbia.edu

To make registration changes for Clinics, contact the Clinics office

# 2. Waitlists

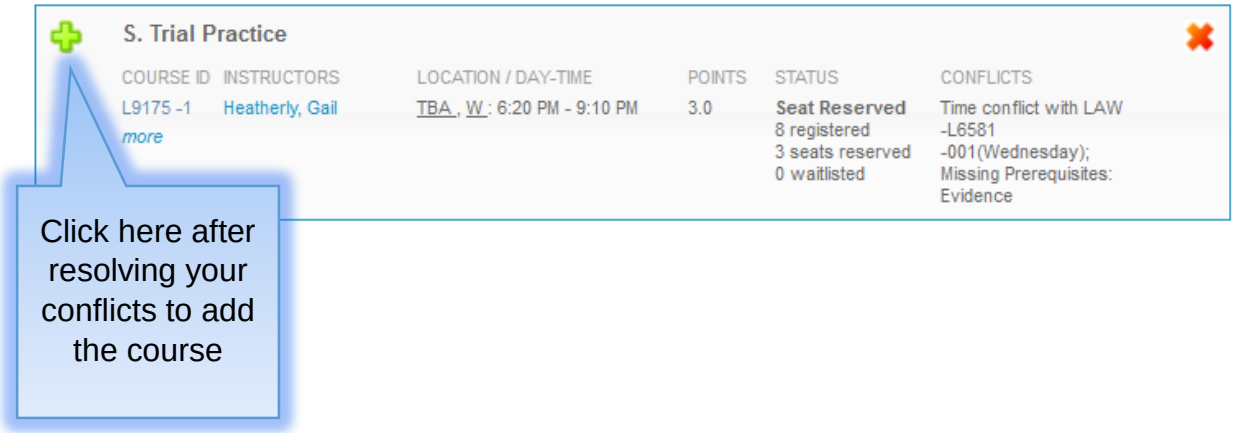
If the Lottery cannot assign you a seat it will either assign you a waitlist seat or a reserved seat

## ➢ Waitlisted Seats




## ➢ 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.



## ➢ 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, September 11:

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

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

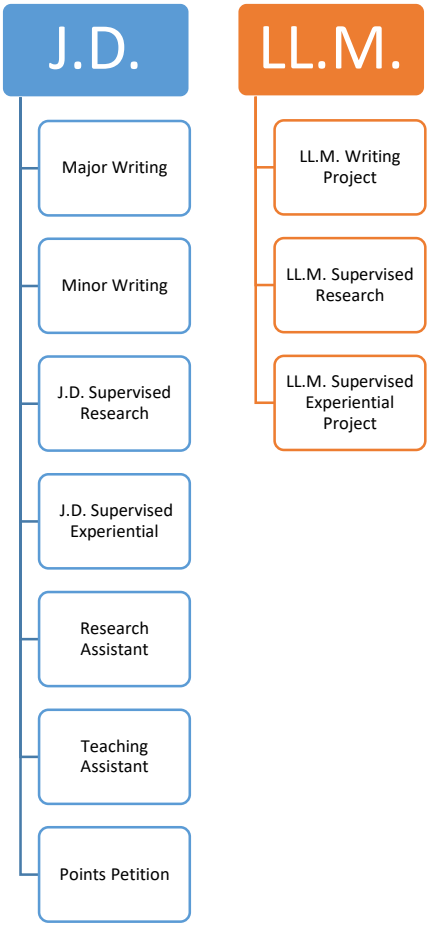
**Points Conflict**

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@law.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 (Friday, September 18).

# 3. Registration for Non-Regularly Scheduled Courses



## ➢ Instructions

### Digital Forms

Registration Services and CLS IT have partnered to develop digital registration forms for J.D.s and LL.M.s which are accessible through LawNet for the following:

| |
|---|
| Points Petition |
| J.D. Teaching Fellow |
| J.D. Research Assistant |
| J.D. Minor Writing |
| J.D. Major Writing |
| J.D. Supervised Research Paper |
| LL.M. Writing Project |
| LL.M. Supervised Research Paper |

To submit a digital registration form, 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: Tuesday, August 25, 12 noon

Close: Friday, September 25, 11:59 pm

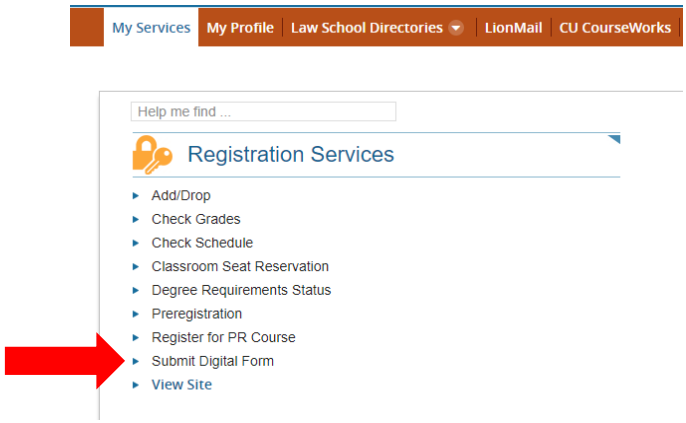
### PDF Forms

These forms are not yet available on LawNet:

| |
|---|
| J.D. Supervised Experiential Study |
| LL.M. Supervised Experiential Study |

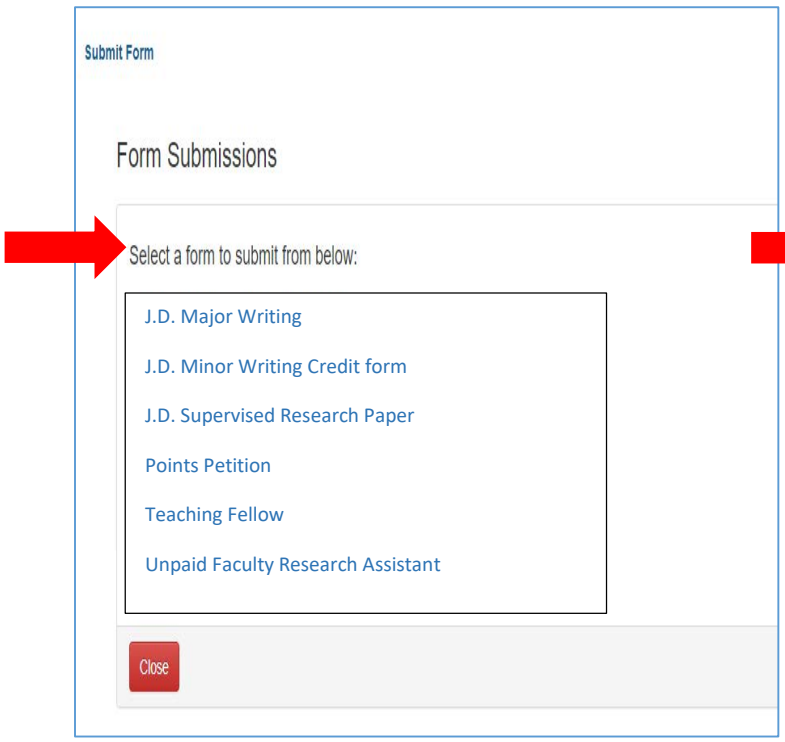
- ✓ Available on the Registration Services website.
- ✓ Can be submitted by email
- ✓ Your instructor can send an email confirmation as approval
- ✓ Be sure to review the specific rules on the form as your signature confirms that you understand and agree to abide by them.

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

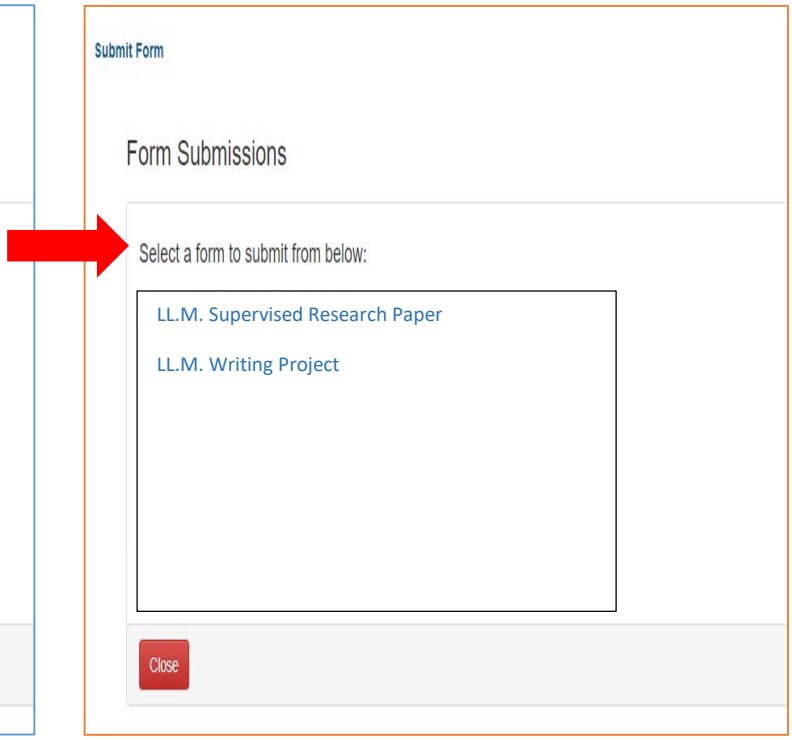



2. **Select the registration form of your choice:**

**J.D. Forms**




**LL.M. Forms**



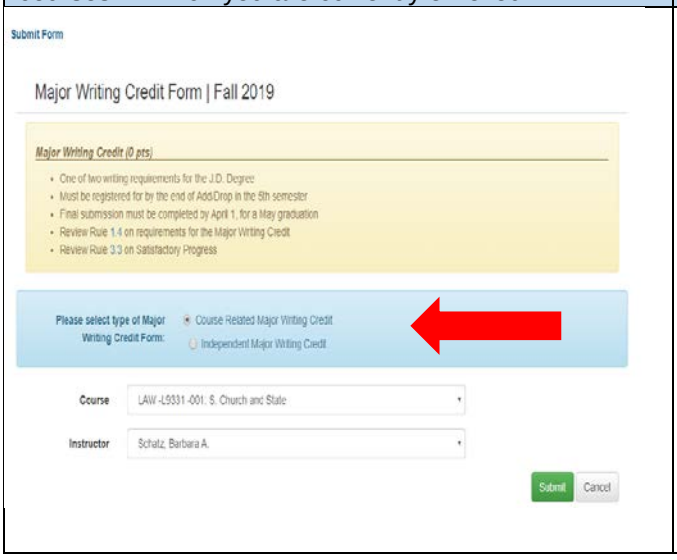
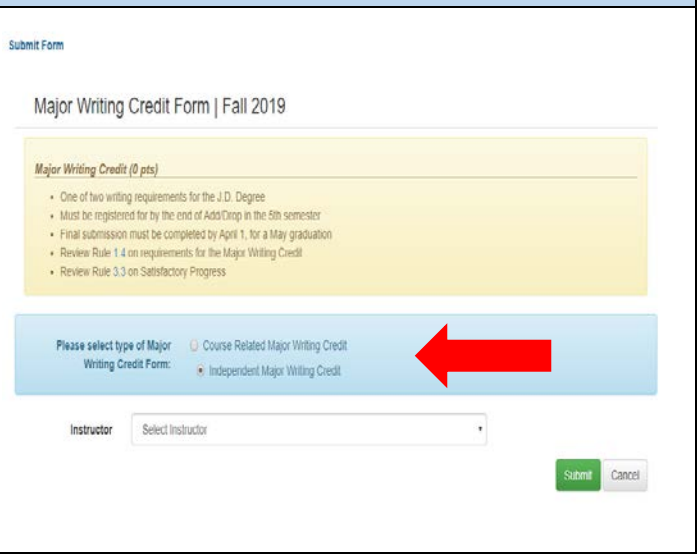
**3. Complete form**

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

<u>J.D. Major Writing</u>

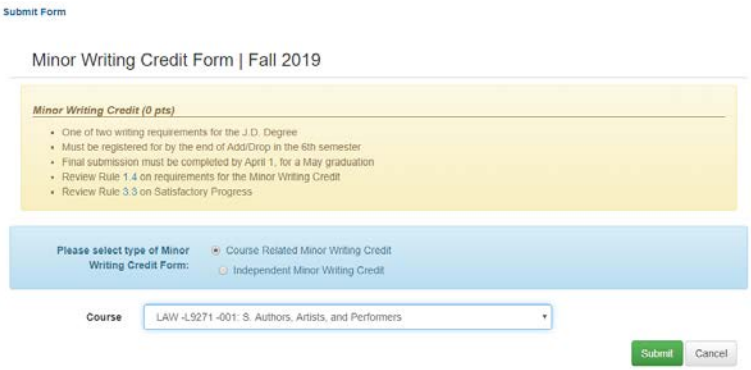
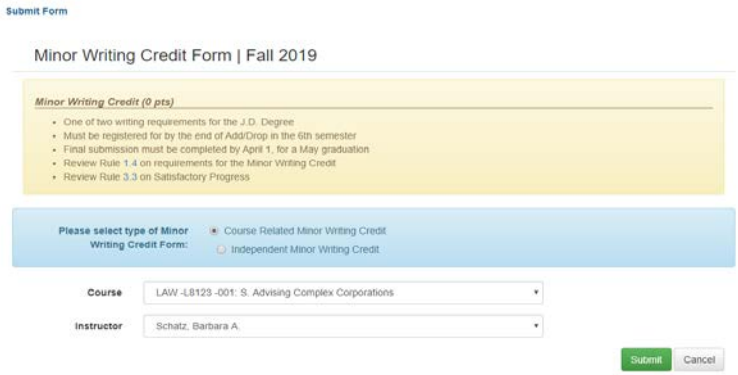
When you select this form, you will first see the following:

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: |
|  |  |

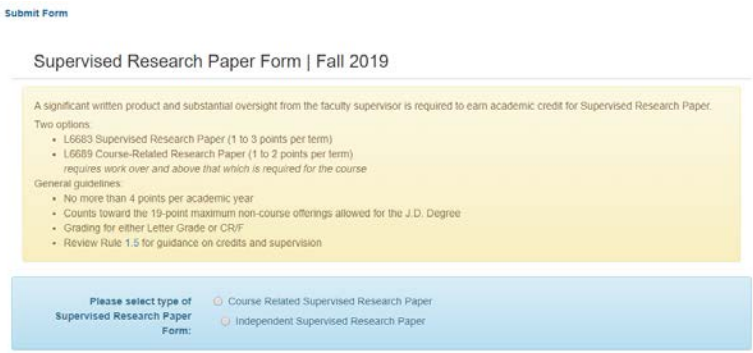
## J. D. Minor Writing

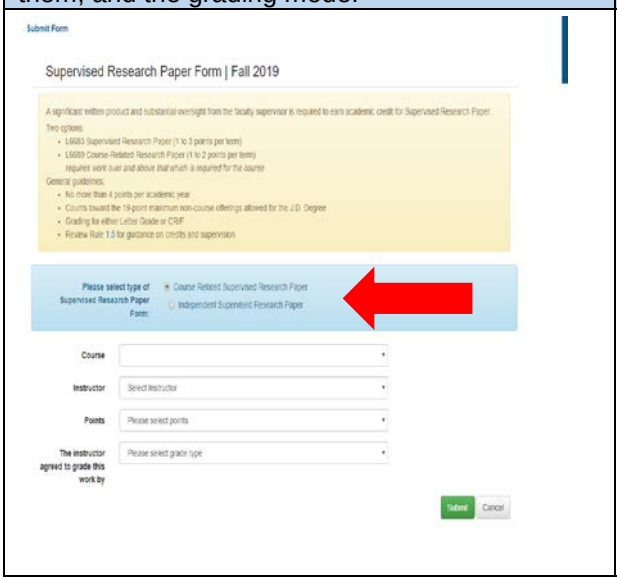
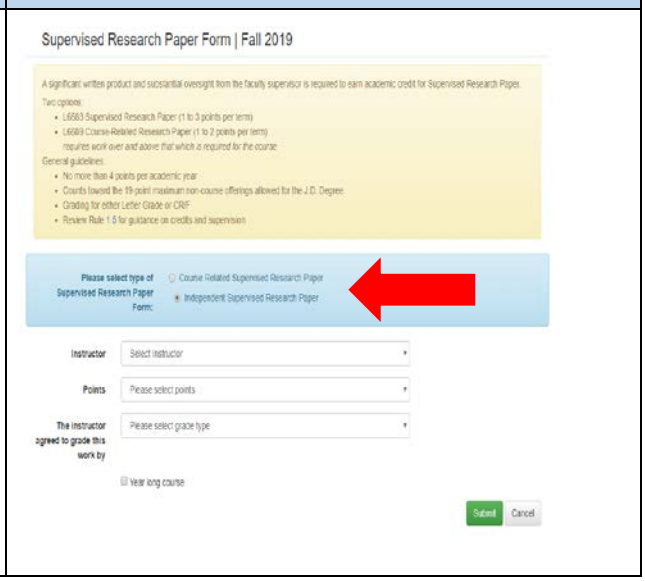
The Minor Writing registration form requires you to confirm if you plan to earn *course related* or *independent* credit:

| Credit mode | Form |
|---|---|
| If you plan to complete the credit through a course which offers **Automatic Minor Writing Credit**, no faculty approval is required |   |
| 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 |   |
| 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. | |

## J.D. Supervised Research

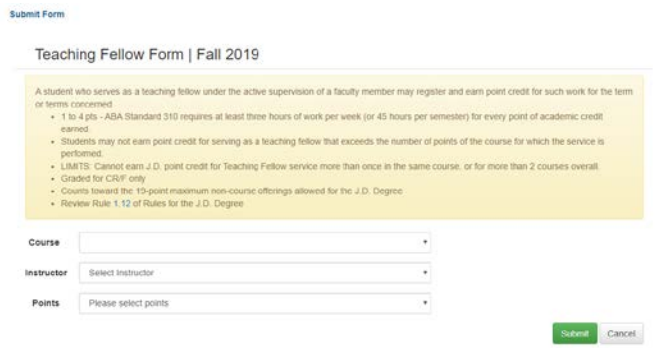
You will be required to confirm whether or not your supervised research is *independent* or *course related*:




| Course Related | Independent |
|---|---|
| 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. | You will be required to identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode. |
|  |  |

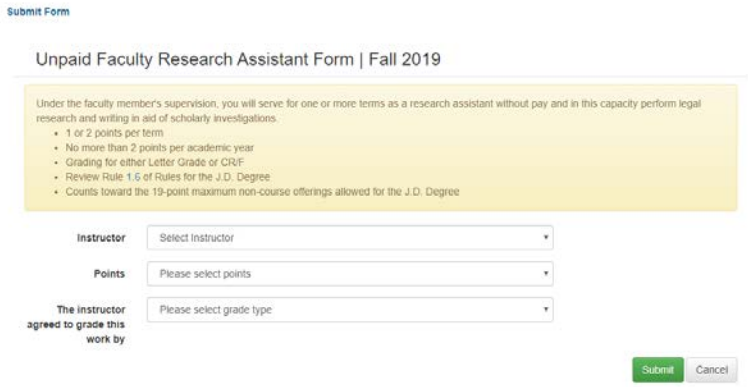
## J.D. Teaching Fellow

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:



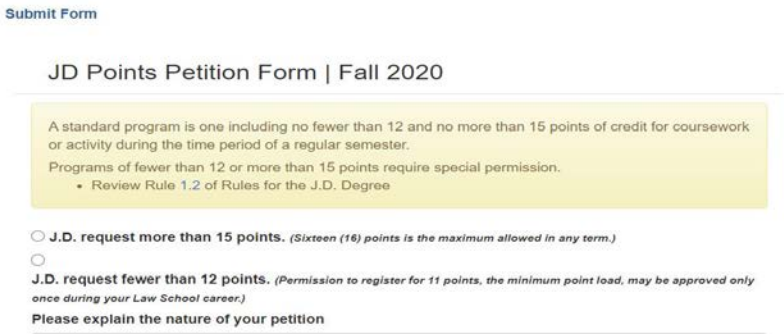

## J.D. Research Assistant

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:



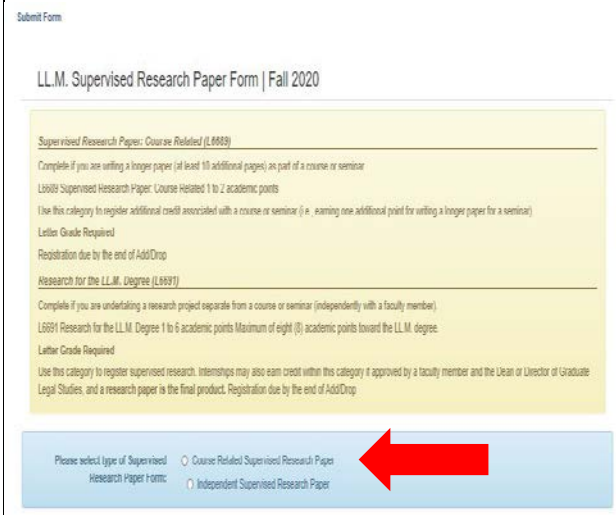

## J.D. Points Petition

JDs seeking permission to take a minimum of 11 points or a maximum of 16 points are required to submit the Points Petition form:



## LL.M. Supervised Research

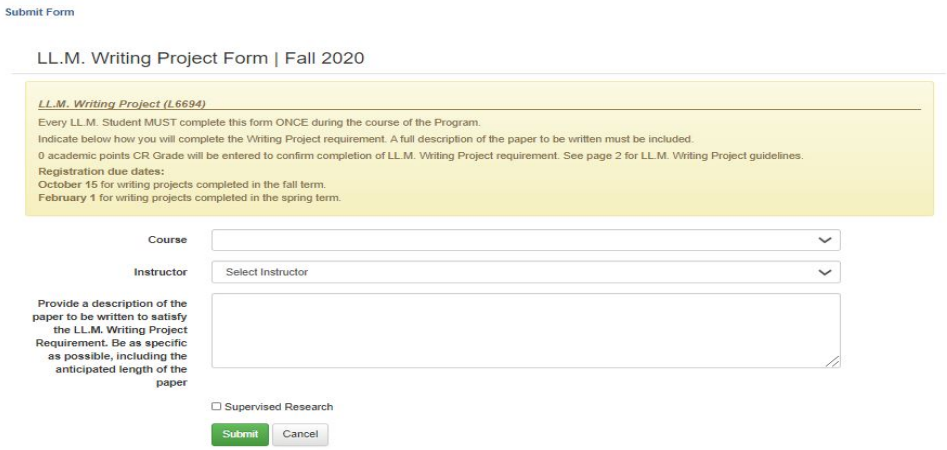
You will be required to confirm whether or not your supervised research is *independent* or *course related*:

| Course Related | Independent |
|---|---|
| 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. | You will be required to identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode. |
|  | |

LL.M. Writing Project

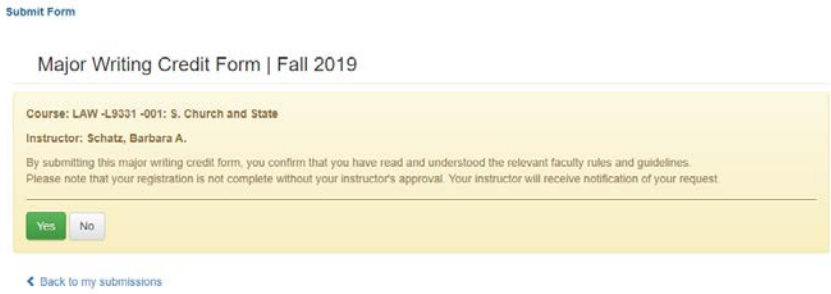
When you select this form, you will see the following:

| Course Related | Independent |
|---|---|
| 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. | Please contact Registration Services for guidance on how to proceed. |

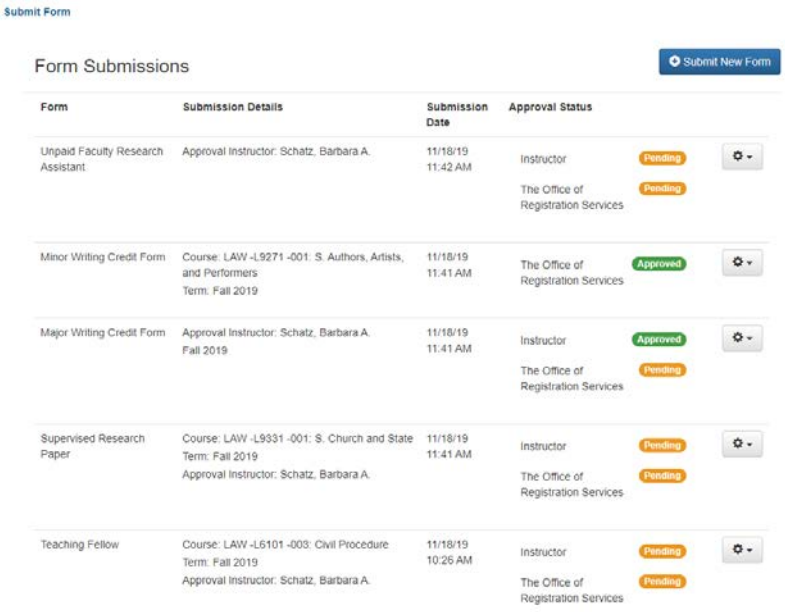



## 4. Submit form

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:



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

**Note: Fall 2020 digital forms timeline:**

- ✓ Open – Tuesday, August 25 at 12 noon
- ✓ Close – Friday, September 25 at 11:59 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.

# 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 Thursday, 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

- ✓ J.D. and LL.M. 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

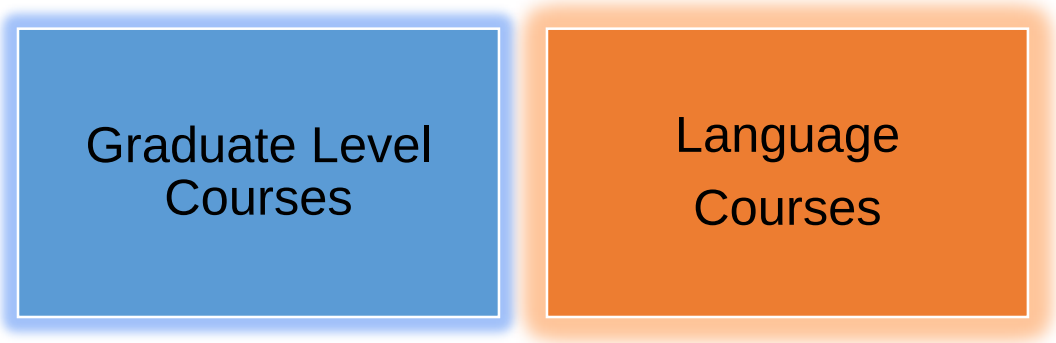
# 4. NYU Law Courses

**Due to the change in semester start dates cross-registration for NYU Law classes will <u>not</u> be offered for fall 2020**.

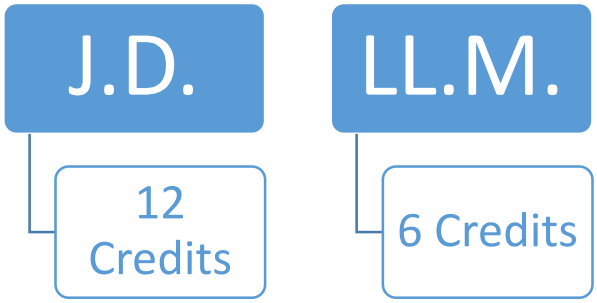
# 5. Cross-Registration at other Columbia University schools

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.

<u>Approved for degree credit:</u>




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



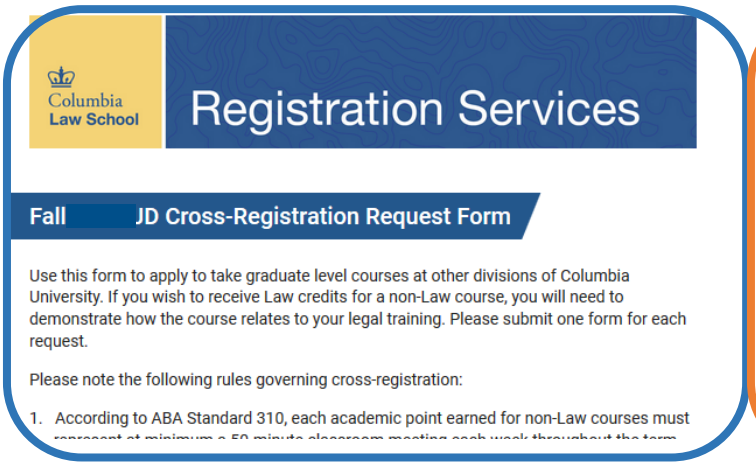
In addition, you should be aware that it is possible that not all the points of academic credit you earn at another CU school will be applied toward your J.D. or LL.M. degree.

- ✓ 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 J.D. and for LL.M. students.


Columbia Law School

Registration Services

Fall 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 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.

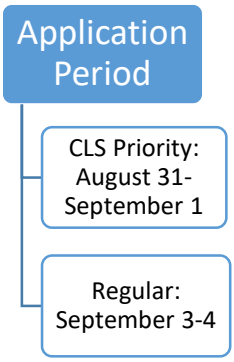
The form will require you to attach a course description.

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 CBS online Cross-registration application. Available courses will be published on August 28 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 September 8. 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

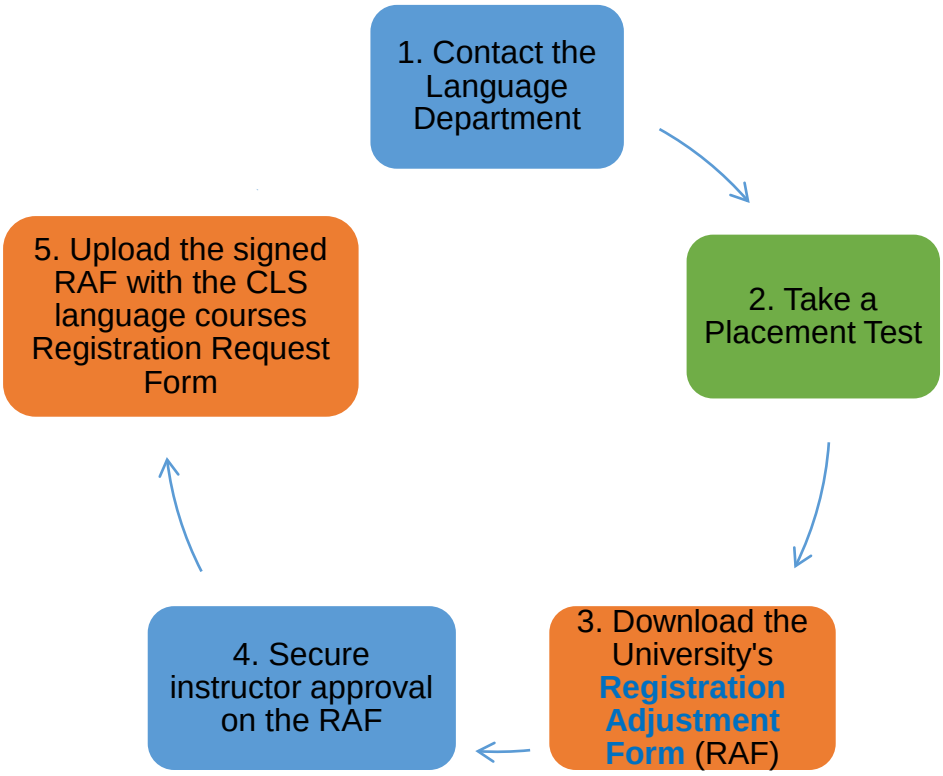
**Fall [redacted] Cross-Registration Request Form: Language Courses**

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 Monday, September 21.

If approved, adjustments will be made to your record by midnight on Tuesday, September 22. 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 Registration Services at registrar@law.columbia.edu.

# 8. Fall 2020 Add/Drop Timeline

Tuesday, August 25 Noon - Friday, September 4 Noon
Students can drop unwanted waitlisted courses

↓

Friday, September 4 Noon
Add/Drop opens

↓

Friday, September 11 2 pm-Friday, September 18 2 pm
Action required on waitlist notifications

↓

Friday, September 18 Midnight
Add/Drop closes

↓

Monday, September 21 9 am - 5 pm
Add/Drop adjustment