Chapter 1: Pre-Registration

In order to provide students with a fair opportunity to enroll in Law classes, registration at Columbia Law School is assigned by a course lottery in accordance with the *Faculty Resolution on the Allocation of Scarce Instructional Resources*. Class assignments are made on the basis of student preferences submitted through Pre-Registration.

This chapter provides step-by-step guidance to the Pre-Registration process including course selection, using LawNet to submit your preferences, information on how the lottery works and special instructions on Pre-Registering for Professional Responsibility, Legislation and Regulation and Negotiation Workshop.

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1. Registration Holds

Before Pre-Registration begins ensure that you do not have any holds on your student account as these can prevent you from participating in Pre-Registration.

Check your hold status via Student Services Online (SSOL), where you will find guidance on the three types of holds that will prevent Pre-Registration when placed on a student's record:

The University reserves the right to withhold the privilege of registration for the following reasons:	Name of Hold	Only the office that placed the hold may remove it.
• Unpaid debt to the University	• Financial Hold	• Student Financial Services Phone: 212-854-4400
• An academic issue	• Dean's Hold	• CLS Registration Services registrar@law.columbia.edu
• Immunization Non-Compliance	• Immunization Hold	• Health Services Phone: 212-854-7210

2. Choosing Courses

The first step in Pre-Registration is to identify the courses you might want to take.

NOTE: please review the course types that are *included* and *excluded* from Pre-Registration:

Included	Excluded
▪ Lectures and Seminars o Unless one of these exceptions →	▪ Clinics and Externships ▪ Courses that require instructor permission ▪ Foundation Courses ▪ Journals and Moot Court ▪ Non-law Courses ▪ Non-regularly scheduled class registrations o Major/Minor Writing o LLM Writing Project o Supervised Research o Supervised Experiential Study o Teaching Fellow o Unpaid Faculty Research Assistant

There are three tools that you can utilize to identify courses of interest to you:

- *Curriculum Guide*
- *Course Evaluations*
- *Degree Requirement Status (DRS) Report*

➢ *Curriculum Guide*

Up-to-date course information can be found in the Law School's online Curriculum Guide. To find courses, you can search using a range of criteria:

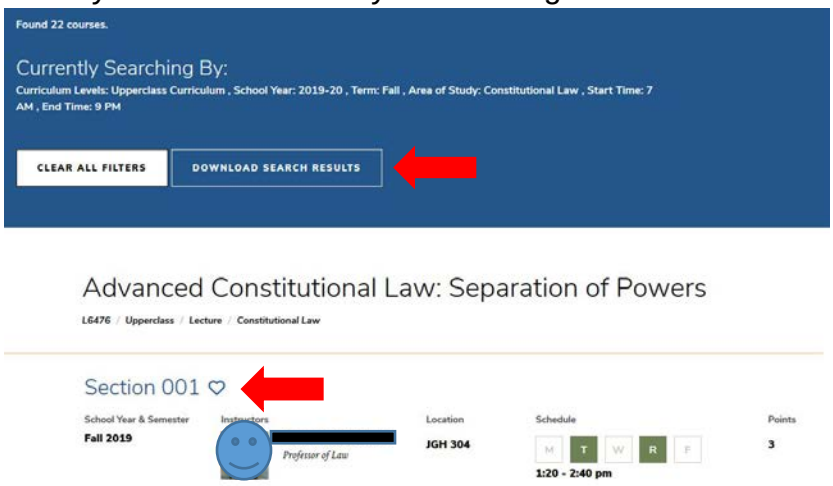
- o Course level
- o Course type
- o Method of Evaluation
- o Area of Study
- o Instructional Format (hybrid or online)
- o Instructor
- o Day and time
- o Writing Credit
- o New course

NOTE: To conduct a course search, you must select *at least* one criterion in addition to Semester.

Once you perform a search you have two options for saving the course information:

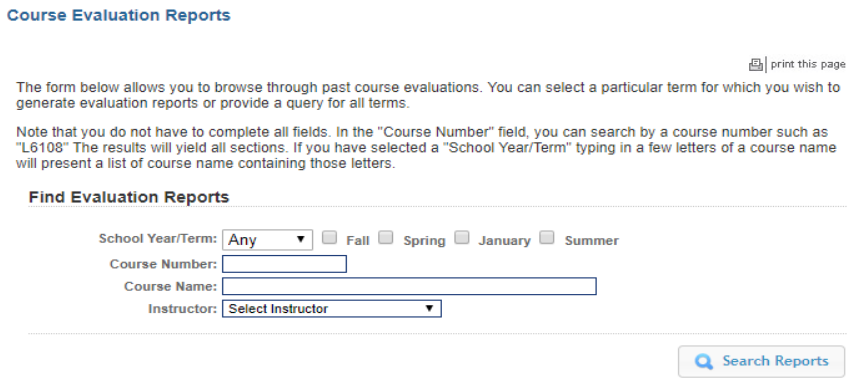
- *Create an Excel spreadsheet*, by clicking the "Download Search Results" button. This will download course title, instructor, schedule, type, points, semester, and number.

- *Create a list of "Favorite Courses"*, by clicking the hearts next to the course title (this requires you to log in at the prompt). You can then click the 'My Favorite Courses' to produce the list of courses you have saved, which will include course descriptions and method of evaluation in addition to the information downloaded in the Excel spreadsheet. You will also be able to access this information in LawNet when you add courses to your Pre-Registration choices.

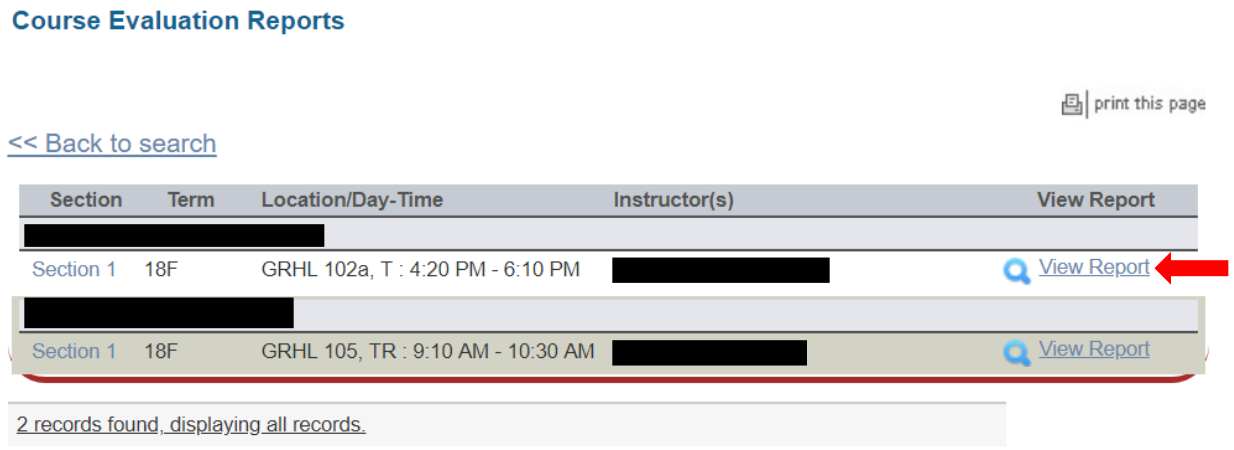


➢ *Course Evaluations*

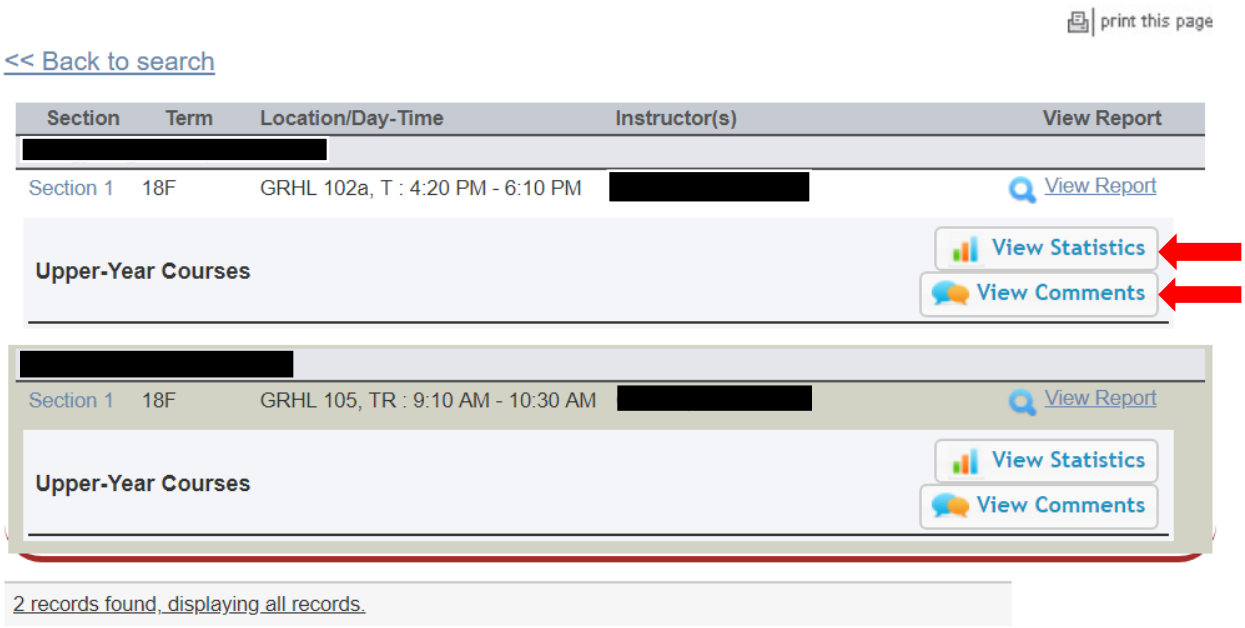
Reviewing student evaluations of the courses taught in previous semesters can help you identify courses of interest to you. Course Evaluations can be found under "*Course Evaluation Reports*" under the Student Services menu in LawNet.



Once you search for courses of interest, you will see a list of all courses that meet the search criteria you set:



When you click on “View Record”, you will be able to choose the evaluation statistics and/or students comments:



➢ *Degree Requirement Status (DRS) Report*

JDs should also review their Degree Requirement Status (DRS) Report in LawNet.

This report allows you to see:

- ✓ Number of points taken and those outstanding for completion of the JD
- ✓ Number of points counting toward the specific limits:
  - Law School points
  - Non-regularly scheduled classes
    - Service as a Teaching Fellow
    - Moot Court
    - Journals
    - Supervised Research
    - Research Assistant
    - Externship Fieldwork
    - Non-Law School points
  - Clinics and externships
  - Faculty Directed Reading Groups
- ✓ Requirements that have been completed, are in progress or outstanding
  - Major Writing
  - Minor Writing
  - Experiential Credit
  - Professional Responsibility
  - Legislation and Regulation (Class of 2021 and thereafter)

Students pursuing a dual degree should note that the DRS does not currently track their degree requirements and should discuss with Robert Ford, Associate Director of Academic Counseling, their academic progress and plans.

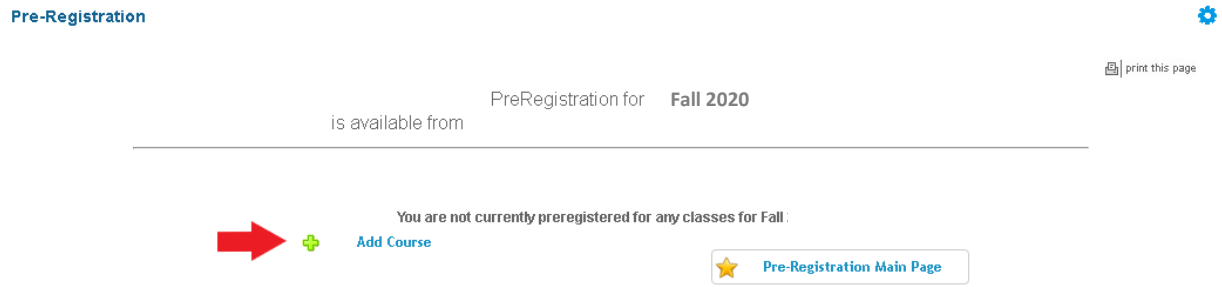
3. How to Pre-Register

Pre-Registration is NOT *time sensitive.* You can change your selections at any time during the Pre-Registration period:

- 2Ls and 3Ls: Monday, July 27 at noon – Monday, August 10, at noon.
- LLMs: Friday, July 31 at noon – Monday, August 10, at noon.

➢ *Adding Courses*

Once you log into LawNet, select 'Pre-Registration' under the 'Registration Services' menu and you will see this screen:

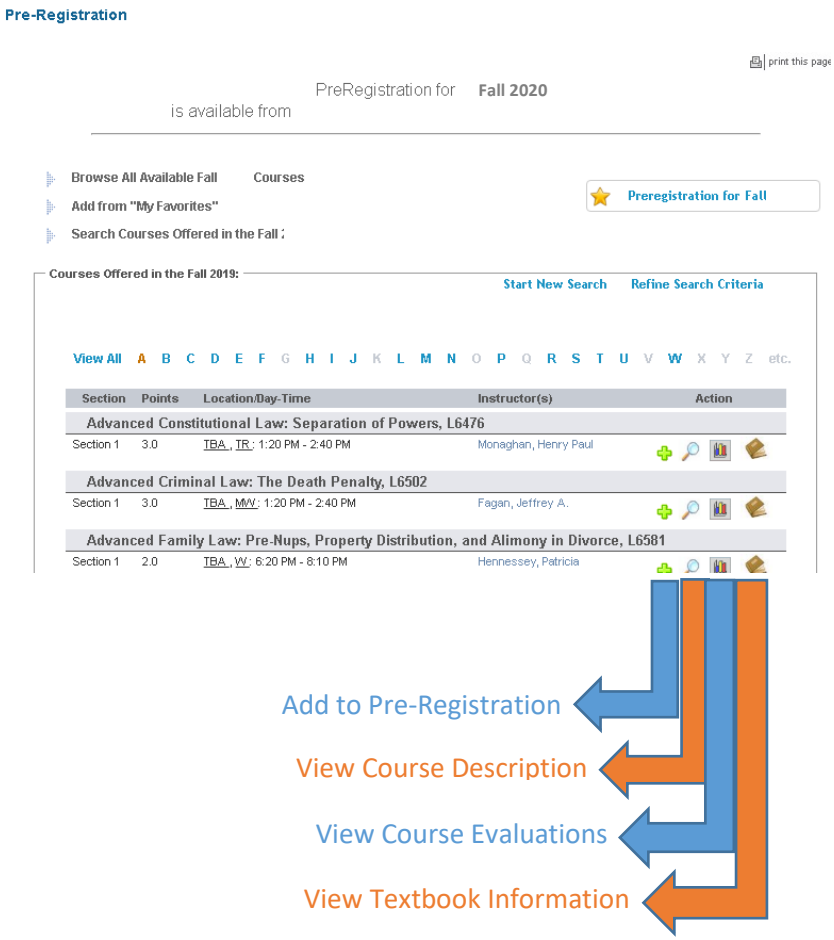


To begin Pre-Registration click on "*Add Course*".

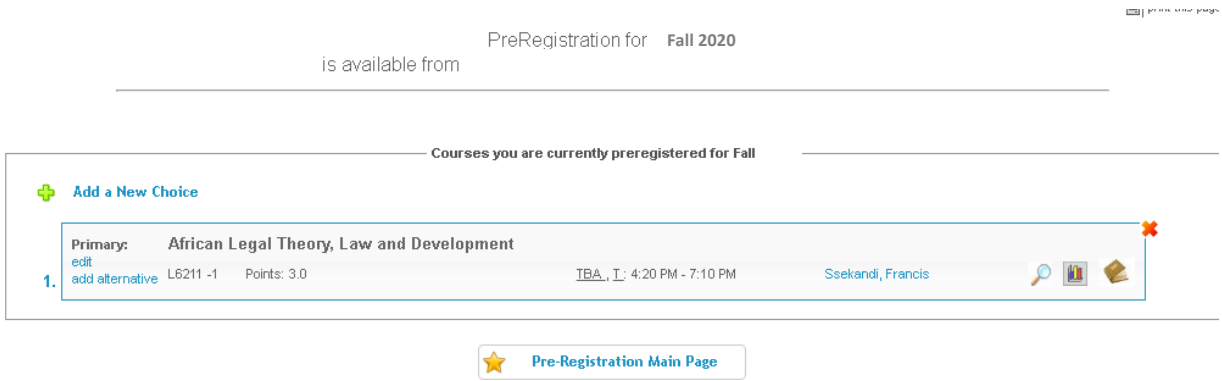
You will then have three options for identifying courses to add to your Pre-Registration choices:

- ➢ *Browse all available courses* – this will show you all the fall 2020 courses;
- ➢ *Add from My Favorites* – this will show you all the fall 2020 courses you identified as your favorites in the Curriculum Guide
- ➢ *Search courses* – this enables you to reproduce the search functionality of the Curriculum Guide.

Whichever search mode you utilize, the results will be presented in alphabetical order (note: the name of all seminars start with an 'S.' prefix):



To add a course to your Pre-Registration selection, click on the green plus button and you will see this screen:



➢ *Identifying Primary and Alternate Choices*

The Lottery will try to register you for up to 15 points of academic credit (notwithstanding the Clinics, Externships, permission courses and Journals into which you have been accepted) and you can pre-register for multiple courses up to these maximums:

- 3Ls and LLMs – can pre-register for up to 6 primary and 6 alternate courses
- 2Ls – can pre-register for up to 8 primary and 8 alternate courses

To determine which of your courses you should list as a primary course and which you should list as an alternate course, take note of the key difference in their function for the purpose of the Lottery:

Can the Lottery …	Primary Course Choice	Alternate Course Choice
… register me?		
… waitlist me?		

Because you will not be waitlisted for an alternate class, you should consider the following for identifying an alternate course choice:

- You are interested in taking the alternate course if no seat is available in your primary choice class.
  - ✓ For example, perhaps there are two courses in a particular subject area which would enable you to achieve the same goal but you would only want to take one of them at this time.
  - ✓ You can list the course you might prefer as your primary choice and then list the other course as an alternate.
- Your alternate course choice is another section of the same course you have identified as a primary choice.
  - ✓ For example, in the fall 2020 semester there are multiple sections of:
    - o Corporations (2 sections)
  - ✓ If you want to increase your chance of being able to take one of these courses, you can list the section you would most prefer to take as a primary choice and the other section as an alternate.

- Your alternate course choice is scheduled to meet at a time that overlaps with your primary course choice.
  - ✓ Perhaps you have identified two courses of interest which meet at the same time.
  - ✓ You cannot register for both
  - ✓ You can list the course you might prefer as your primary choice and then list the other course as an alternate.

➢ *Adding Primary and Alternate Choices*

Having added one primary course choice to your Pre-Registration selection as described on Page 8, you can continue to add primary and alternate courses up to the limits based on your class standing:

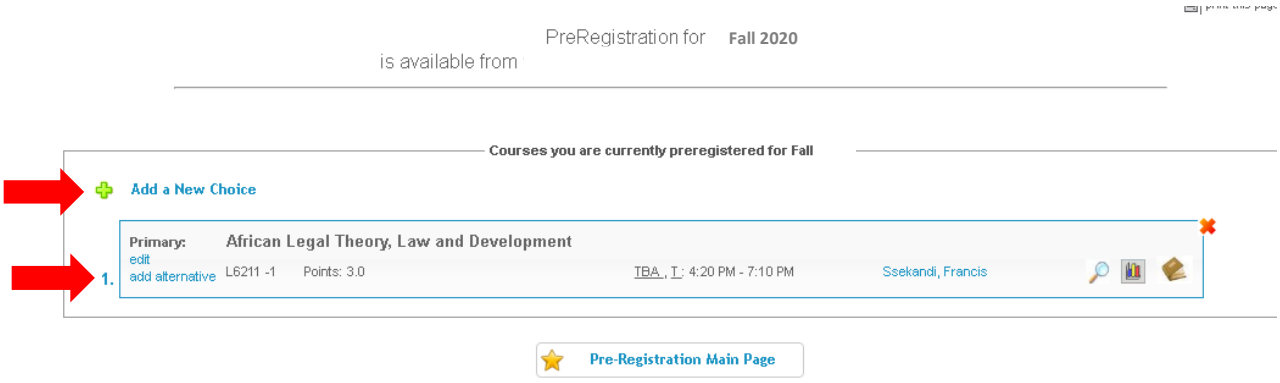
- 3Ls and LLMs – can pre-register for up to 6 primary and 6 alternate courses
- 2Ls – can pre-register for up to 8 primary and 8 alternate courses

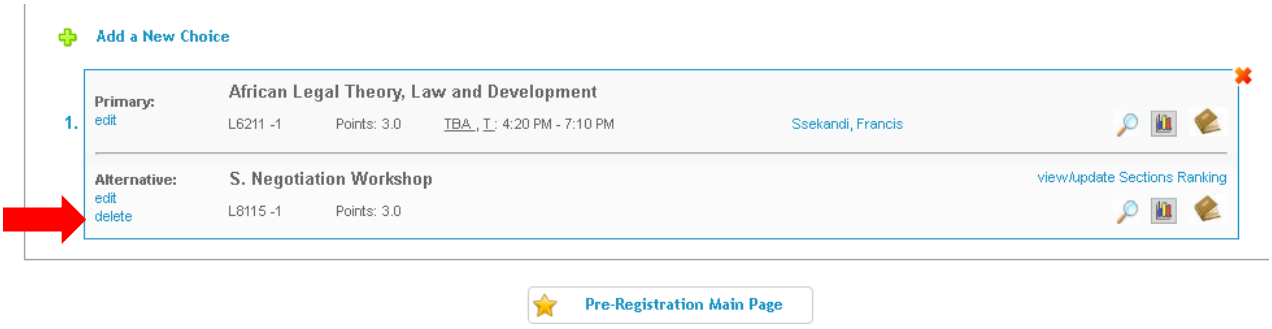
Primary course choices:

- *To add* – click on the green plus button to add a new course
- *To change the order of priority of a primary choice* – click on the course box and drag it above or below other classes on your Pre-Registration List

Alternative course choices:

- *To add* – click 'add alternative' option in the primary course box
- *To change the order of priority of an alternate choice* – click "delete" to remove the course from the relevant primary course choice and add it to a different primary course choice by clicking "add alternate".





You can continue to add, move, and delete primary and alternate course choices until the close of Pre-Registration. At that time, your Pre-Registration choices will be finalized and you can access the record through LawNet.

➢ *How the Lottery Works*

The Lottery was established by the Faculty of Law Resolution on the Allocation of Scarce Instructional Resources and all students are encouraged to familiarize themselves with these rules.

Simply stated, the Lottery assigns class registrations on the basis of student preference and class standing (i.e. 2L, 3L, or LLM), along with a randomly assigned Lottery number. However, the picture becomes more nuanced when we look at the multiple steps that make up the entirety of the process.

There are four possible outcomes for each of the steps identified below:

a) A student is registered in their primary choice and not waitlisted for their alternate choice;
OR
b) A student is waitlisted for their primary choice and registered for their alternate choice;
OR
c) A student is waitlisted for their primary choice and not registered for their alternate choice because no seats are available;
OR
d) A student is neither registered nor waitlisted for their primary or alternate choice because the student has been registered for a higher ranked course that meets at the same time.

In order to optimize the possible outcomes for each student, each primary and alternate course for which a student Pre-Registers is considered by the Lottery.

Lottery Step	Students	Lottery Action
1	LLMs	• The Lottery tries to assign a first choice course to LLM students. • Each course has approximately one third of its available seats reserved for LLM students for the purposes of the lottery. ✓ LLM students are assigned a first choice depending on their randomly assigned lottery number, the order in which the lottery considers each random number, and the preferences of other LLM students.
2	LLMs	• The Lottery tries to assign a second choice class to LLM students, reversing the order in which students' random numbers are considered. • If a student was considered first in Step 1 they will be considered last in Step 2.

Lottery Step	Students	Lottery Action
3	3Ls	• The Lottery tries to assign a first choice course to 3L students. • Each course has approximately two thirds of its available seats reserved for JD students for the purposes of the lottery. ✓ 3L students are assigned a first choice depending on their randomly assigned lottery number, the order in which the lottery considers each random number, and the preferences of other 3L students.
4	3Ls	• The Lottery tries to assign a second choice class to 3L students, reversing the order in which students' random numbers are considered. ✓ If a student was considered first in Step 3 they will be considered last in Step 4.
5	2Ls	• The Lottery tries to assign a first choice class to 2L students. ✓ This is based on the randomly assigned number, the expressed preferences of other 2L students, and the number of JD-reserved seats that have not been assigned to 3L students.
6	LLMs	• The Lottery tries to assign a third choice class to LLM students, again reversing the order in which students' random numbers are considered. ✓ If a student was considered last in Step 2, they will be considered first in Step 6.
7	3Ls	• The Lottery tries to assign a third choice class to 3L students, again reversing the order in which students' random numbers are considered. ✓ If a student was considered last in Step 4, they will be considered first in Step 7.
8	LLMs	• The Lottery tries to assign a fourth choice class to LLM students, again reversing the order in which students' random numbers are considered. ✓ If a student was considered last in Step 6, they will be considered first in Step 8.
9	3Ls	• The Lottery tries to assign a fourth choice class to 3L students, again reversing the order in which students' random numbers are considered. ✓ If a student was considered last in Step 7, they will be considered first in Step 9.
10	2Ls	• The Lottery tries to assign a second choice class to 2L students, reversing the order in which students' random numbers are considered. ✓ If a student was considered first in Step 5 they will be considered last in Step 10.

Lottery Step	Students	Lottery Action
11	2Ls	• The Lottery tries to assign a third choice class to 2L students, again reversing the order in which students' random numbers are considered. ✓ If a student was considered last in Step 10, they will be considered first in Step 11.
12	2Ls	• The Lottery tries to assign a fourth choice class to 2L students, again reversing the order in which students' random numbers are considered. ✓ If a student was considered last in Step 11, they will be considered first in Step 12.
13	LLMs 3Ls 2Ls	• The Lottery then tries to assign classes to LLM, 3L, and 2L students in rotating class-standing order, each time reversing the order in which the random number is considered. o LLM and 3L students will continue to be considered for the 6 primary and 6 alternate classes listed. o 2L students will continue to be considered for the 8 primary and 8 alternate classes listed. ✓ The Lottery will assign available registrations up to 15 points and waitlists places for all additional courses.
14	All other students	The Lottery tries to assign classes to Non-degree students.
Final	All	• The lottery revisits all classes to assess unassigned seats. Students are registered in these classes solely on the basis of the randomly assigned lottery number and in a randomly assigned order of consideration (i.e. without regard to class standing). • Possible outcomes in this final step: ✓ Unassigned seats reserved for LLM students will be distributed to JD and Non-degree students who have pre-registered for the classes, but waitlisted because of the quota conflict. This can result in a 2L being registered ahead of a 3L student; AND ✓ Unassigned seats reserved for JD students will be distributed to LLMs and Non-degree students who pre-registered for the classes and were waitlisted because of the quota conflict.

Note: The Lottery tries to assign up to 15 points, but students are not guaranteed to be registered for this many points. The actual number of points for which any individual student will be registered by the Lottery will depend upon:

a) Availability of seats in the student's chosen classes;
b) Time conflicts among the student's chosen classes;
c) The number of points for which students will be registered once accepted into clinics, externships, permission courses, and journals.

➢ *Strategies for Ranking Course Selections*

Because an individual student's chance of being registered for any individual class is dependent upon both the randomly assigned lottery number AND the expressed preferences of other students, no lottery outcome is guaranteed and so you should focus on what is in your control:

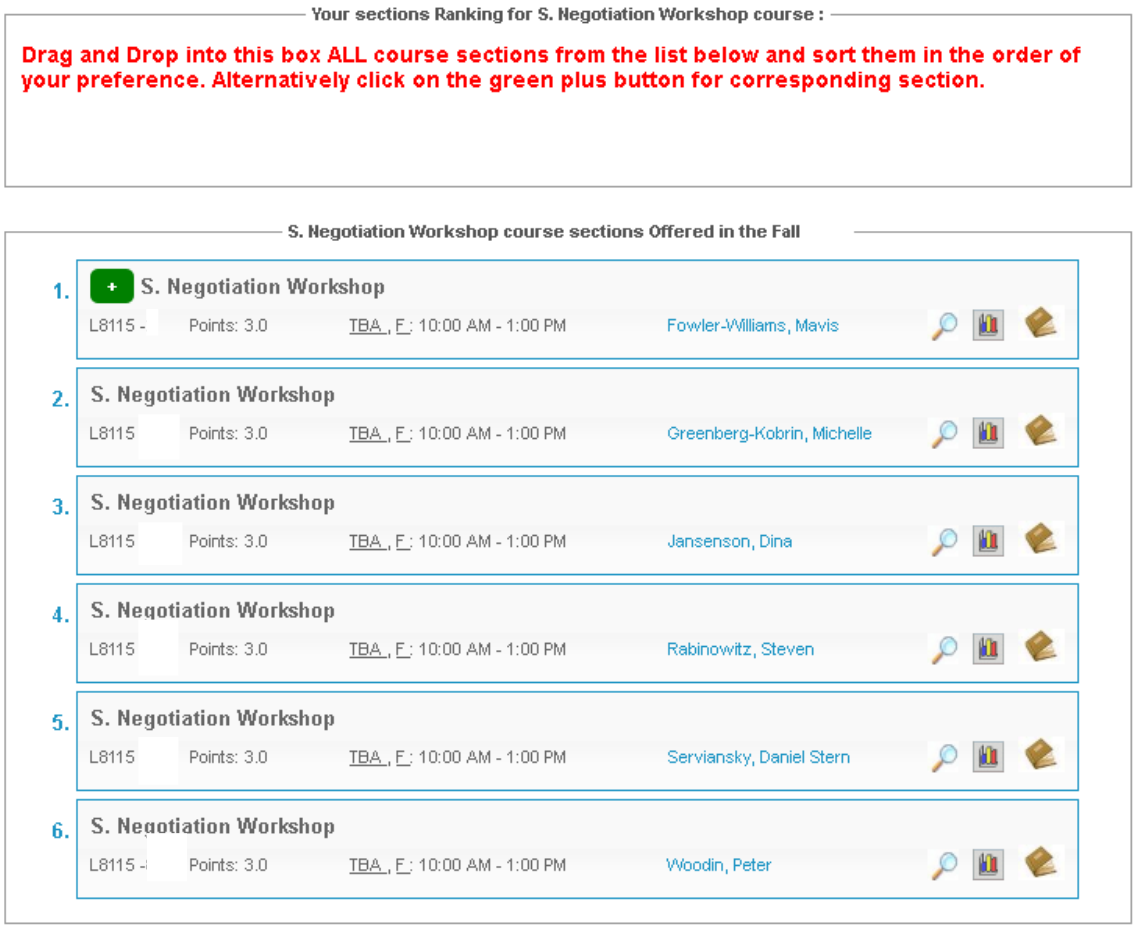
In your control	What you can do
Your interests	Prioritize the classes in the order of their importance to you.
Seminars	Consider prioritizing some seminars over lectures, because seminars are typically capped at 18 students so there are fewer available seats.
Mix it up	Do not solely pre-register for seminars; add lecture classes to your selections thus increasing your chance of getting into your chosen courses.
High demand classes	Review the list of courses that are typically in high demand and rank them higher in your order of preferences.
Alternates	Utilize the alternate course selection feature: ✓ This will give you a second opportunity in each Lottery step to be registered in a course of interest. ✓ If your primary choice is full, you can be registered for your alternate if there are seats AND be waitlisted for your primary choice. ✓ Remember that you will never be waitlisted for an alternate course.
Time conflicts	✓ Minimize time conflicts between your primary choices because you will not be registered or waitlisted for any choice if it conflicts with a higher ranked course for which you are registered or waitlisted. ✓ Try to place time-conflicting classes as alternates to each other.
Sections	Sections of the same course are treated as separate courses, so you can list all the sections in your pre-registration choices if you wish. This gives you a greater chance of taking a course that is important to you.
Pre- and Co-Requisites	You cannot not be registered for a course if you do not have the necessary requisites. ✓ Only the instructor can provide a waiver to requisites. ✓ If you receive a waiver, write to registrar@law.columbia.edu and Registration Services will add the course to your Pre-Registration list.

4. Negotiation Workshop Pre-Registration

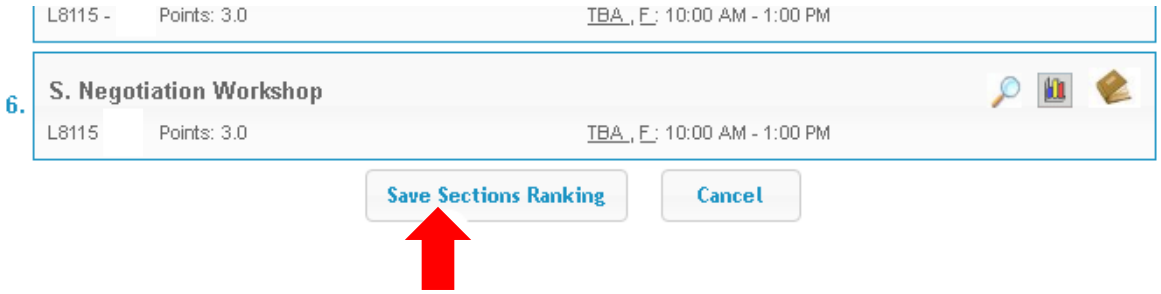
There are multiple sections of Negotiation Workshop which all meet at the same time. To ensure students have the best chance of registering for one of these sections, the Pre-Registration process is slightly different.

Only **Section 1**, which is not associated with an instructor, will be available for pre-registration and you should rank this section along with your other course selections

Once you add Negotiation Workshop to your list of choices, an additional window will appear, providing you the opportunity to rank **all** the different sections which are associated with a particular professor



Once you have confirmed the order in which you want to prioritize each section, you can then save your sections ranking:



5. Professional Responsibility (PR) Pre-Registration

Because Professional Responsibility (PR) is a graduation requirement for JD students and necessary for LLMs who want to take the NY Bar Exam, there is a special lottery for PR.

- Open to 3Ls and LLMs only (2Ls can add PR to their general Pre-Registration selection of courses)
- Both fall and spring PR courses are included
- All PR courses must be ranked in order of preference

PR Pre-Registration

July 27th to July 30th

Pre-Registration for PR is NOT *time sensitive:* you can change your selections at any time during the Professional Responsibility Pre-registration period

Step One:

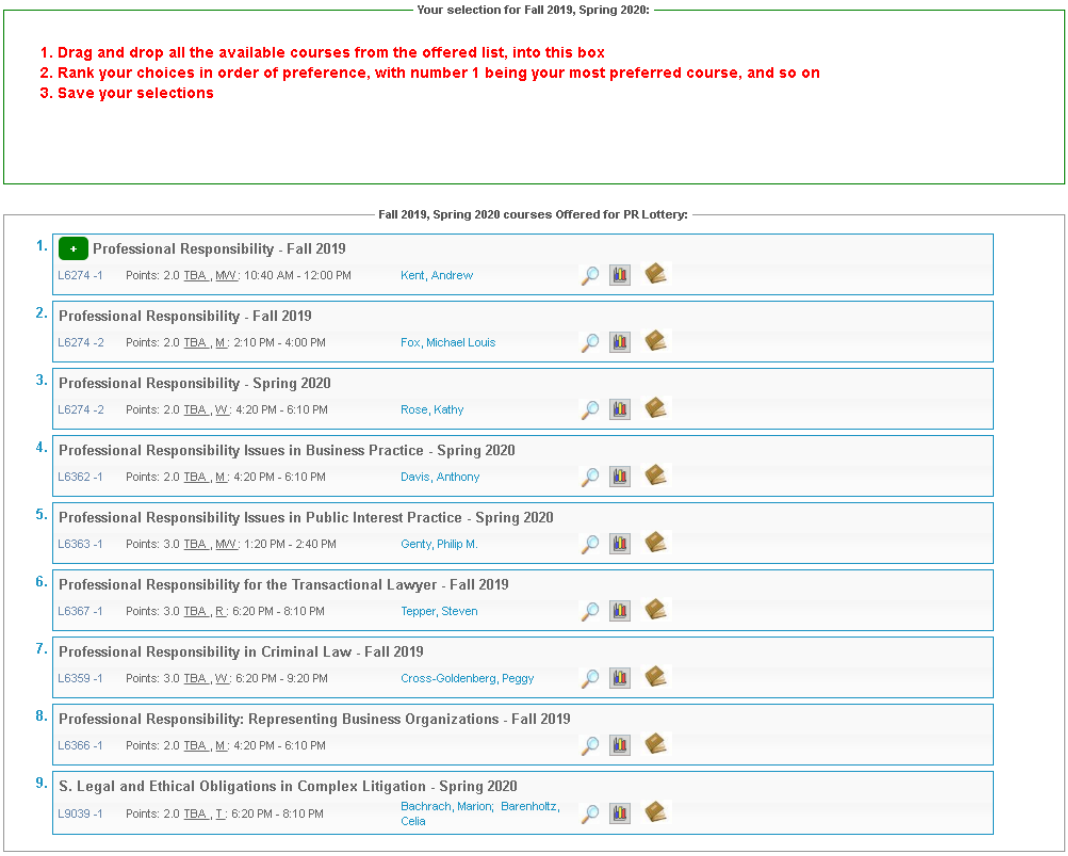
Log in to LawNet

Select "PR Lottery" under the "Registration Services" Menu

Step Two:

Rank all PR courses (fall and spring) in order of your preference

Once you select 'PR Lottery' under the 'Registration Services' menu in LawNet, you will see all the PR courses for fall 2020 and spring 2021. Rank all PR courses in the order of your preference and then save your choices:



Note: If you have been accepted into a clinic, externship, or permission course, ensure that you place any conflicting sections of PR at the lowest place on your ranking.

The results of the PR Lottery will be released at noon on Friday, July 31st.

- You will be able to adjust your general Pre-Registration choices on the basis of the PR Lottery result.
- You will be able to change your PR registration during Add/Drop.

2Ls can add Professional Responsibility to their general Pre-Registration selection of courses

6. Legislation and Regulation Pre-Registration

Because Legislation and Regulation (LegReg) is a graduation requirement for JD students there is a special lottery for LegReg.

LegReg Pre-Registration

July 27th to July 30th

- Open to 2Ls
- Both fall and spring LegReg courses are included
- All LegReg courses must be ranked in order of preference

Pre-Registration for LegReg is NOT *time sensitive:* you can change your selections at any time during the Legislation and Regulation Pre-registration period

Step One:

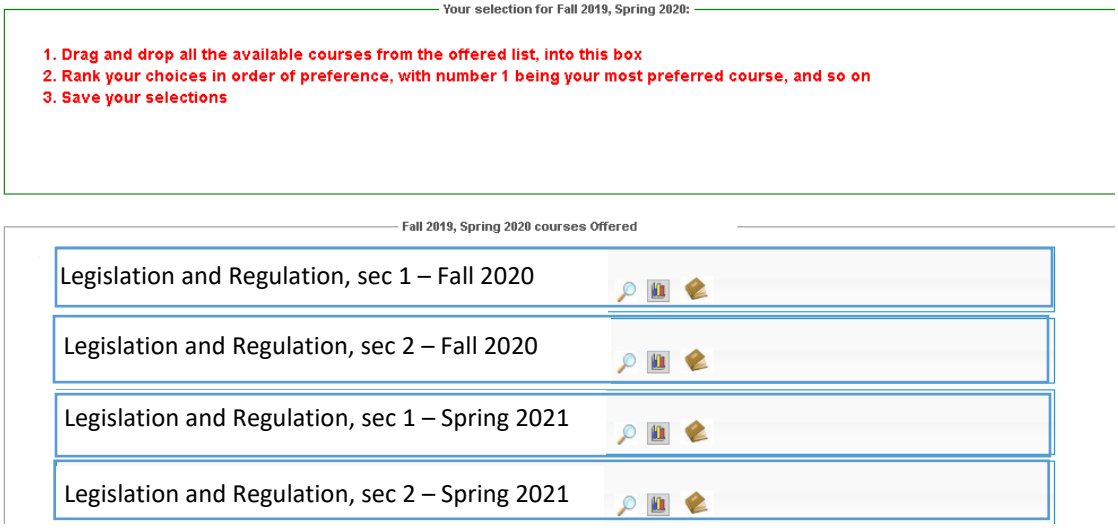
Log in to LawNet

Select "Legislation and Regulation Lottery" under the "Registration Services" Menu

Step Two:

Rank all LegReg courses (fall and spring) in order of your preference

Once you select 'Legislation and Regulation Lottery' under the 'Registration Services' menu in LawNet, you will see all the LegReg courses for fall 2020 and spring 2021. Rank all 4 LegReg courses in the order of your preference and then save your choices:



The results of the LegReg Lottery will be released at noon on Friday, July 31st.

- You will be able to adjust your general Pre-Registration choices on the basis of the LegReg Lottery result.
- You will be able to change your LegReg registration during Add/Drop.

7. Next Steps

➢ *Pre-Registration Record*

The record of your Pre-Registration choices is stored in the Pre-Registration module in LawNet.

➢ *Lottery Results*

The Lottery will try to register you for up to 15 points of academic credit. The fall 2020 results will be published in LawNet on Tuesday, August 25.

The results will include the classes for which you are registered and the classes for which you are waitlisted. You will also see your position on these waitlists.

➢ *Waitlists*

When the Lottery results are published, you will have the option to remove yourself from any waitlists for courses in which you are no longer interested. Because this will help other students better assess their actual waitlist position and give them a better chance of registering for these courses, please be sure to remove yourself from unnecessary waitlists.

➢ *Exam Schedule*

A tentative exam schedule will be published by the end of Add/Drop.

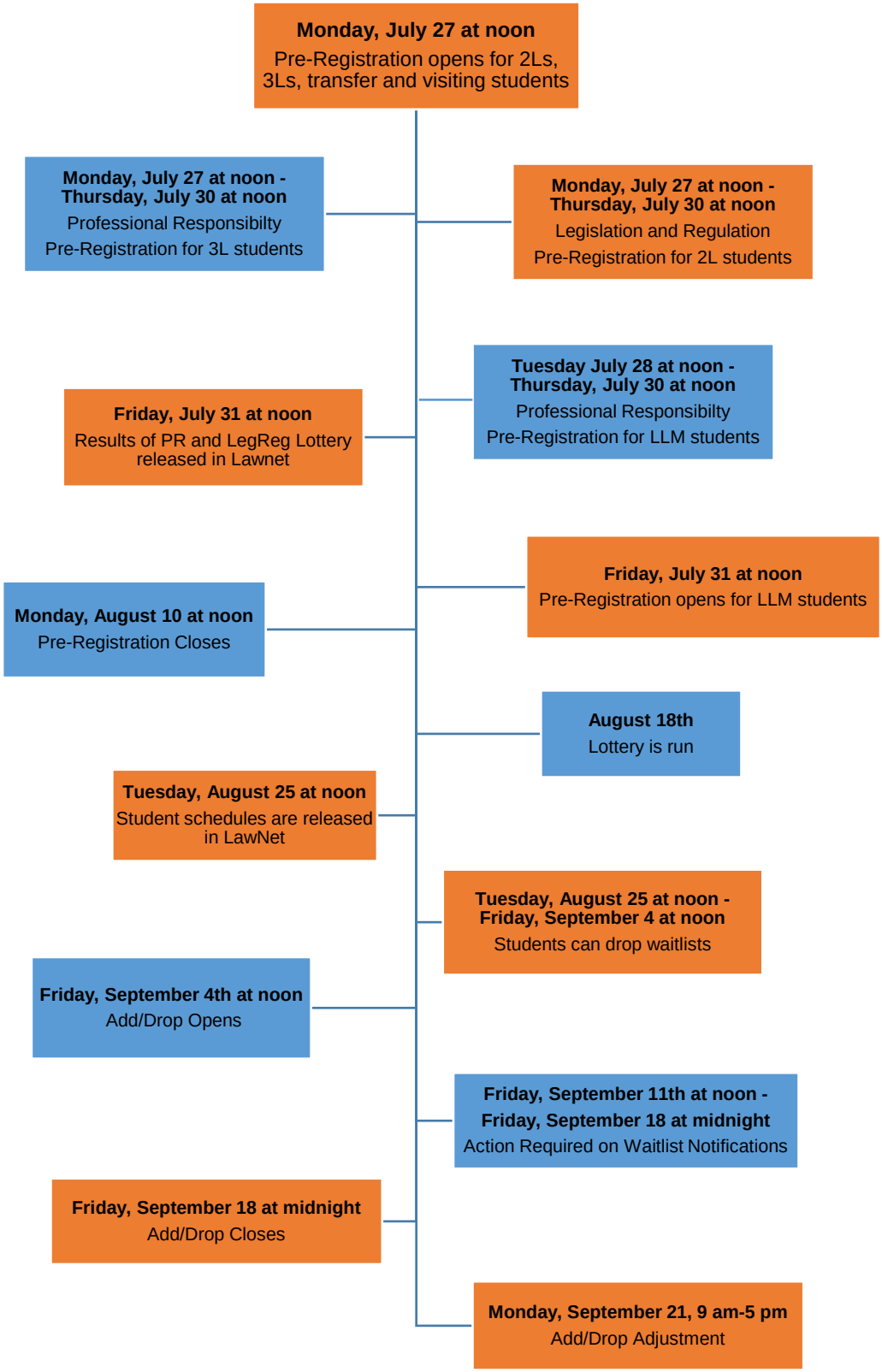
➢ *Add/Drop: Friday, September 4-Friday, September 18*

During the Add/Drop period, students can:

- Drop classes in which they are registered
- Register for classes, or add themselves to a waitlist
- Register for:
  - supervised research
  - experiential projects
  - teaching assistantships
  - research assistantships
  - writing credits
- Cross-Register for other Columbia University classes

Note: Due to the change in semester start dates, cross-registration for NYU Law classes will be not be offered for fall 2020.

8. Registration Timeline



9. Pre-Registration Checklist

2L

- Clear Holds
- Review Handbook
- Make Course Selections
- Pre-Register for up to 8 primary and 8 alternate courses
- Pre-Register for Legislation and Regulation

3L

- Clear Holds
- Review Handbook
- Make Course Selections
- Pre-Register for for up to 6 primary and 6 alternate courses
- Pre-Register for Professional Responsibility (PR)

LLM

- Clear Holds
- Review Handbook
- Make Course Selections
- Pre-Register for Professional Responsibility (PR) *(optional: for students taking the NY Bar Exam)*
- Pre-Register for up to 6 primary and 6 alternate courses

10. Pre-Registration Zoom Drop-in Hours

Registration Services will host Zoom drop-in sessions starting Monday, July 27 from 12 noon - 2pm (EST). These sessions will continue throughout the pre-registration period on the following days and times:

- Monday to Thursday from 12 noon – 2pm (EST)
- Please log in to Zoom with the following credentials:

Join Zoom Meeting
https://columbiauniversity.zoom.us/j/91707233499

Meeting ID: 917 0723 3499
One tap mobile
+16468769923,,91707233499# US (New York)
+13126266799,,91707233499# US (Chicago)

Dial by your location
+1 646 876 9923 US (New York)
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US (Germantown)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
Meeting ID: 917 0723 3499
Find your local number: https://columbiauniversity.zoom.us/u/ab8XVsdEtX

Join by SIP
91707233499@zoomcrc.com

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong SAR)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
207.226.132.110 (Japan)
Meeting ID: 917 0723 3499

Handbook Chapters *Coming Soon*

Chapter 2: Add/Drop

Including:

- Add/Drop
  - Drop classes assigned by the lottery
  - Register for additional regularly scheduled classes/waitlist seats
  - Add/Drop Adjustment
- Registration for
  - Supervised Research
  - Teaching Assistants
  - Research Assistants
  - Experiential Projects
  - Writing credits: Major Writing, Minor Writing, LLM Writing Project
- Cross Registration at other Columbia University schools
- Managing waitlists
- Changing PR registration – 3Ls & LLMs

Chapter 3: Exams