

# Chapter 3: Spring 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 and Negotiation Workshop.

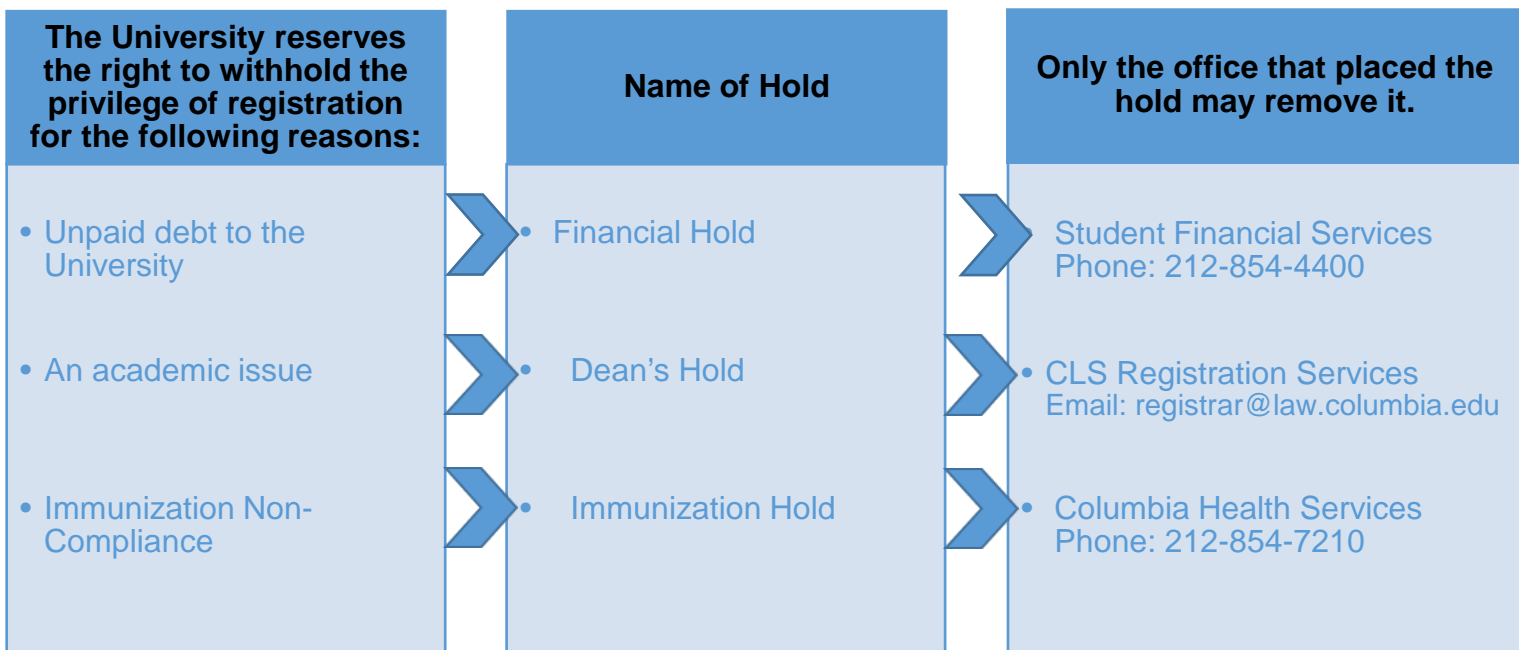
## **In This Chapter**

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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:




Please note that it can take 24 hours for a hold to be removed once the underlying cause has been resolved. Please email Registration Services at [registrar@law.columbia.edu](mailto:registrar@law.columbia.edu) if a resolved hold continues to prevent you from participating in pre-registration.

## 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
<ul style="list-style-type: none"> <li>▪ Lectures and Seminars               <ul style="list-style-type: none"> <li>○ Unless one of these exceptions</li> </ul> </li> </ul> 	<ul style="list-style-type: none"> <li>▪ Clinics and Externships</li> <li>▪ Courses that require instructor permission</li> <li>▪ JD 1L Foundation Courses</li> <li>▪ Journals and Moot Courts</li> <li>▪ Non-law Courses</li> <li>▪ NYU Courses</li> <li>▪ Non-regularly scheduled class registrations               <ul style="list-style-type: none"> <li>○ Major/Minor Writing</li> <li>○ LLM Writing Project</li> <li>○ Supervised Research</li> <li>○ Supervised Experiential Study</li> <li>○ Teaching Fellow</li> <li>○ Unpaid Faculty Research Assistant</li> </ul> </li> </ul>

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

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

### ➤ *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:

- |                        |                  |
|------------------------|------------------|
| ○ Course level         | ○ Instructor     |
| ○ Course type          | ○ Day and time   |
| ○ Method of Evaluation | ○ Writing Credit |
| ○ Area of Study        | ○ 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 to Excel” 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 (see page 7).

[♥ My Favorite Courses](#) 

**Search Result Criteria**

- Academic Year: 2019-20
- Levels: Upperclass
- Term: Fall
- Course Types: Lecture, Seminar

[Download to Excel](#)  [< Go back and search again](#)

**We found 133 courses**


Course ID	Course Title	Type	Term	Instructor(s)	Location	Schedule	Points
L6476 -001	Advanced Constitutional Law: Separation of Powers	Lecture	Fall 2019	Henry Monaghan	T.B.A.	TR 1:20 PM - 2:40 PM	3.0
L6502 -001	Advanced Criminal Law: The Death Penalty	Lecture	Fall 2019	Jeffrey Fagan	T.B.A.	MW 1:20 PM - 2:40 PM	3.0

### ➤ 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](#).

#### Course Evaluation Reports

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The form below allows you to browse through past course evaluations. You can select a particular term for which you wish to generate evaluation reports or provide a query for all terms.

Note that you do not have to complete all fields. In the “Course Number” field, you can search by a course number such as “L6108”. The results will yield all sections. If you have selected a “School Year/Term” typing in a few letters of a course name will present a list of course name containing those letters.

#### Find Evaluation Reports

School Year/Term:   Fall  Spring  January  Summer

Course Number:


Course Name:

Instructor:




[Search Reports](#)

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

**Course Evaluation Reports**

 print this page


[<< Back to search](#)

Section	Term	Location/Day-Time	Instructor(s)	View Report
Section 1	18F	GRHL 102a, T : 4:20 PM - 6:10 PM	[REDACTED]	 <a href="#">View Report</a> 
Section 1	18F	GRHL 105, TR : 9:10 AM - 10:30 AM	[REDACTED]	 <a href="#">View Report</a>









2 records found, displaying all records.

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

**Course Evaluation Reports**

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[<< Back to search](#)

Section	Term	Location/Day-Time	Instructor(s)	View Report
Section 1	18F	GRHL 102a, T : 4:20 PM - 6:10 PM	[REDACTED]	 <a href="#">View Report</a>
Upper-Year Courses				 <a href="#">View Statistics</a>   <a href="#">View Comments</a> 
Section 1	18F	GRHL 105, TR : 9:10 AM - 10:30 AM	[REDACTED]	 <a href="#">View Report</a>
Upper-Year Courses				 <a href="#">View Statistics</a>  <a href="#">View Comments</a>

2 records found, displaying all records.

➤ *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](#), Director of Student Services, their academic progress and plans.

### ➤ *Determining Semester Credit Load*

There are limits to how few and how many credits you are permitted to take in any given semester:

Program	Minimum	Minimum with special permission	Maximum	Maximum with special permission
JD	12	11	15	16
LLM	11	Not applicable	15	16

When considering how many credits you plan on taking in a semester, you should note that it is the expectation, articulated in [Rule 5.3.3](#), that you undertake a minimum of two hours of out-of-class work for every one of your registered credits.

As you plan your semester, you may find it helpful to review the following chart to consider the minimum workload implications by credits registered:

Credits registered	In-class hours per week	Expected minimum out-of-class work per week	Expected minimum total hours of work per week
11	11	22	33
12	12	24	36
13	13	26	39
14	14	28	42
15	15	30	45
16	16	32	48

When considering how many credits to take this semester, you should note:

- ✓ The total number of weekly hours students undertake often increases as the semester progresses – as you complete assignments, papers, and prepare for exams.
- ✓ Too heavy a credit load can
  - Reduce your enjoyment of your classes
  - Increase your stress levels
  - Undermine your academic performance

### 3. How to Pre-Register

Pre-Registration is NOT *time sensitive*. You can change your selections at any time during the Pre-Registration period: Monday, November 2, at noon – Monday, November 9, at noon.

#### ➤ *Adding Courses*

Once you log into LawNet, select 'Pre-Registration' under the 'Registration Services' menu. You will then be required to select the term for which you wish to pre-register:

 This service is available on LawNet Mobile.

#### Pre-Registration

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Please select the semester for which you want to create/update your Pre-Registration list:

▶ Spring 2020  
▶ January 2020

When you select Spring 2021 you will see this screen:

#### Pre-Registration



 print this page

PreRegistration for **Fall 2019**  
is available from **11:59 AM, July 10** through **12:00 AM, July 26**

You are not currently preregistered for any classes for Fall 2019.

  [Add Course](#)

 [Pre-Registration Main Page](#)

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 spring 2021 courses;
- *Add from My Favorites* – this will show you all the spring 2021 courses you identified as your favorites in the Curriculum Guide (see page 4);
- *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):

Pre-Registration

print this page

PreRegistration for **Fall 2019**  
is available from **11:59 AM, July 10** through **12:00 AM, July 26**

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[Browse All Available Fall 2019 Courses](#)
★ Preregistration for Fall 2019

[Add from "My Favorites"](#)

[Search Courses Offered in the Fall 2019](#)

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

[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)	Action
<b>Advanced Constitutional Law: Separation of Powers, L6476</b>				
Section 1	3.0	TBA, TR: 1:20 PM - 2:40 PM	Monaghan, Henry Paul	+ 🔍 📄 📖
<b>Advanced Criminal Law: The Death Penalty, L6502</b>				
Section 1	3.0	TBA, MW: 1:20 PM - 2:40 PM	Fagan, Jeffrey A.	+ 🔍 📄 📖
<b>Advanced Family Law: Pre-Nups, Property Distribution, and Alimony in Divorce, L6581</b>				
Section 1	2.0	TBA, W: 6:20 PM - 8:10 PM	Hennessey, Patricia	+ 🔍 📄 📖

Add to Pre-Registration ←

View Course Description ←

View Course Evaluations ←

View Textbook Information ←

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

print this page

PreRegistration for **Fall 2019**  
is available from ' through '

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Courses you are currently preregistered for Fall 2019:

+ Add a New Choice

1.	Primary: <a href="#">edit</a> <a href="#">add alternative</a>	<b>African Legal Theory, Law and Development</b> L6211 -1 Points: 3.0	TBA, T: 4:20 PM - 7:10 PM	Seekandi, Francis <span style="float: right;">🔍 📄 📖</span>
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★ Pre-Registration Main Page

### ➤ *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 spring 2021 semester there are multiple sections of:
    - Corporations (2 sections)
    - Legislation and Regulation (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”.



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PreRegistration for **Fall 2019**  
is available from \_\_\_\_\_ through \_\_\_\_\_

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Courses you are currently preregistered for Fall 2019:


 [Add a New Choice](#)




1. **Primary:** African Legal Theory, Law and Development  




edit L6211 -1 Points: 3.0 TBA, I: 4:20 PM - 7:10 PM Ssekandi, Francis   

add alternative

 [Pre-Registration Main Page](#)




 [Add a New Choice](#)

1. **Primary:** African Legal Theory, Law and Development   


edit L6211 -1 Points: 3.0 TBA, I: 4:20 PM - 7:10 PM Ssekandi, Francis   

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**Alternative:** S. Negotiation Workshop [view/update Sections Ranking](#)

edit L8115 -1 Points: 3.0   

delete

 [Pre-Registration Main Page](#)

You can continue to add, move, and delete primary and alternate course choices until the close of Pre-Registration at noon on Monday, November 9. 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	<ul style="list-style-type: none"> <li>• The Lottery tries to assign a first choice course to LLM students.</li> <li>• Each course has approximately one third of its available seats reserved for LLM students for the purposes of the lottery.</li> <li>✓ 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.</li> </ul>
2	LLMs	<ul style="list-style-type: none"> <li>• The Lottery tries to assign a second choice class to LLM students, reversing the order in which students' random numbers are considered.</li> <li>• If a student was considered first in Step 1 they will be considered last in Step 2.</li> </ul>

Lottery Step	Students	Lottery Action
3	3Ls	<ul style="list-style-type: none"> <li>• The Lottery tries to assign a first choice course to 3L students.</li> <li>• Each course has approximately two thirds of its available seats reserved for JD students for the purposes of the lottery.</li> <li>✓ 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.</li> </ul>
4	3Ls	<ul style="list-style-type: none"> <li>• The Lottery tries to assign a second choice class to 3L students, reversing the order in which students' random numbers are considered.</li> <li>✓ If a student was considered first in Step 3 they will be considered last in Step 4.</li> </ul>
5	2Ls	<ul style="list-style-type: none"> <li>• The Lottery tries to assign a first choice class to 2L students.</li> <li>✓ 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.</li> </ul>
6	LLMs	<ul style="list-style-type: none"> <li>• The Lottery tries to assign a third choice class to LLM students, again reversing the order in which students' random numbers are considered.</li> <li>✓ If a student was considered last in Step 2, they will be considered first in Step 6.</li> </ul>
7	3Ls	<ul style="list-style-type: none"> <li>• The Lottery tries to assign a third choice class to 3L students, again reversing the order in which students' random numbers are considered.</li> <li>✓ If a student was considered last in Step 4, they will be considered first in Step 7.</li> </ul>
8	LLMs	<ul style="list-style-type: none"> <li>• The Lottery tries to assign a fourth choice class to LLM students, again reversing the order in which students' random numbers are considered.</li> <li>✓ If a student was considered last in Step 6, they will be considered first in Step 8.</li> </ul>
9	3Ls	<ul style="list-style-type: none"> <li>• The Lottery tries to assign a fourth choice class to 3L students, again reversing the order in which students' random numbers are considered.</li> <li>✓ If a student was considered last in Step 7, they will be considered first in Step 9.</li> </ul>
10	2Ls	<ul style="list-style-type: none"> <li>• The Lottery tries to assign a second choice class to 2L students, reversing the order in which students' random numbers are considered.</li> <li>✓ If a student was considered first in Step 5 they will be considered last in Step 10.</li> </ul>

Lottery Step	Students	Lottery Action
11	2Ls	<ul style="list-style-type: none"> <li>The Lottery tries to assign a third choice class to 2L students, again reversing the order in which students' random numbers are considered.</li> <li>✓ If a student was considered last in Step 10, they will be considered first in Step 11.</li> </ul>
12	2Ls	<ul style="list-style-type: none"> <li>The Lottery tries to assign a fourth choice class to 2L students, again reversing the order in which students' random numbers are considered.</li> <li>✓ If a student was considered last in Step 11, they will be considered first in Step 12.</li> </ul>
13	LLMs 3Ls 2Ls	<ul style="list-style-type: none"> <li>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. <ul style="list-style-type: none"> <li>o LLM and 3L students will continue to be considered for the 6 primary and 6 alternate classes listed.</li> <li>o 2L students will continue to be considered for the 8 primary and 8 alternate classes listed.</li> </ul> </li> <li>✓ The Lottery will assign available registrations up to 15 points and waitlists places for all additional courses.</li> </ul>
14	All other students	The Lottery tries to assign classes to Non-degree students.
Final	All	<ul style="list-style-type: none"> <li>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).</li> <li>Possible outcomes in this final step: <ul style="list-style-type: none"> <li>✓ 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</li> <li>✓ 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.</li> </ul> </li> </ul>

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:

- Availability of seats in the student's chosen classes;
- Time conflicts among the student's chosen classes;
- 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 within 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.
Alternates	Utilize the alternate course selection feature: <ul style="list-style-type: none"> <li>✓ This will give you a second opportunity in each Lottery step to be registered in a course of interest.</li> <li>✓ If your primary choice is full, you can be registered for your alternate if there are seats AND be waitlisted for your primary choice.</li> <li>✓ Remember that you will never be waitlisted for an alternate course.</li> </ul>
Time conflicts	<ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Try to place time-conflicting classes as alternates to each other.</li> </ul>
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	<p>JDs cannot not be registered for a course if you do not have the necessary requisites.</p> <ul style="list-style-type: none"> <li>✓ Only the instructor can provide a waiver to requisites.</li> <li>✓ If you receive a waiver, write to <a href="mailto:registrar@law.columbia.edu">registrar@law.columbia.edu</a> and Registration Services will add the course to your Pre-Registration list.</li> </ul>



## 4. Negotiation Workshop Pre-Registration

There are multiple sections of Negotiation Workshop, most of which 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, each of which is associated with a particular professor




Your sections Ranking for S. Negotiation Workshop course :

**Drag and Drop into this box ALL course sections from the list below and sort them in the order of your preference. Alternatively click on the green plus button for corresponding section.**

S. Negotiation Workshop course sections Offered in the Fall 2019:

1.	 S. Negotiation Workshop	L8115 -	Points: 3.0	TBA, E: 10:00 AM - 1:00 PM	Fowler-Williams, Mavis	  
2.	S. Negotiation Workshop	L8115	Points: 3.0	TBA, E: 10:00 AM - 1:00 PM	Greenberg-Kobrin, Michelle	  
3.	S. Negotiation Workshop	L8115	Points: 3.0	TBA, E: 10:00 AM - 1:00 PM	Jansenson, Dina	  
4.	S. Negotiation Workshop	L8115	Points: 3.0	TBA, E: 10:00 AM - 1:00 PM	Rabinowitz, Steven	  
5.	S. Negotiation Workshop	L8115	Points: 3.0	TBA, E: 10:00 AM - 1:00 PM	Serviansky, Daniel Stern	  
6.	S. Negotiation Workshop	L8115 -8	Points: 3.0	TBA, E: 10:00 AM - 1:00 PM	Woodin, Peter	  

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

L8115 - 7	Points: 3.0	TBA, E: 10:00 AM - 1:00 PM	
<b>6. S. Negotiation Workshop</b>			  
L8115 - 6	Points: 3.0	TBA, E: 10:00 AM - 1:00 PM	

Save Sections Ranking

Cancel



## 5. Professional Responsibility (PR) Direct Registration

Because Professional Responsibility (PR) is a graduation requirement for JD students and necessary for LLMs who want to take the NY Bar Exam, 3Ls and LLMs may directly register for a spring PR class. This is different to the process in which you participated during the fall pre-registration period.

Please note the specific dates during which you can directly register for a PR class:

3L	LLM (Fall 2020 starters)	LLM (Spring 2021 starters)
<ul style="list-style-type: none"> <li>• <b>Spring 2021 Term PR Direct Registration:</b> Monday, November 2 at Noon - Thursday, November 5 at Noon</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Spring 2021 Term PR Direct Registration:</b> Thursday, November 5 at Noon - Saturday, November 7 at Noon</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Summer 2021 Term PR Direct Registration</b> (<i>open to spring 2021 starters only</i>): Monday, November 2 at Noon - Monday, November 9 at Noon</li> <li>• <b>Spring 2021 Term PR Direct Registration:</b> Saturday, November 7 at Noon - Monday, November 9 at Noon</li> </ul>

**Please also note:**

- ✓ Unlike pre-registration, direct registration is time sensitive;
- ✓ Students can only register for available seats; the earlier you register, the more likely it is that there will be an available seat for you.

➤ *How to directly register for a PR class*


Login into LawNet, select “Register for PR Course”, and you will see this screen:

**Register for PR Course**

print this page

Registration for PR Course in **Spring 2020**  
is available from \_\_\_\_\_ through \_\_\_\_\_

You are not currently registered for any classes for Spring 2020.













[Add Course](#)

Click on the green plus sign and you will see the list of PR courses offered for spring:

Courses Offered in the Spring 2020: Registration for Spring 2020

This form allows you to register for a course. 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
<b>Professional Responsibility, L6274</b>					
Section 2	2.0	TBA, W: 4:20 PM - 6:10 PM	Rose, Kathy	<b>Closed</b> 50 registered Conflicts: Class is full	  
<b>Professional Responsibility Issues in Business Practice, L6362</b>					
Section 1	2.0	TBA, M: 4:20 PM - 6:10 PM	Davis, Anthony	<b>Open</b> 83 seats available 37 registered	   
<b>Professional Responsibility Issues in Public Interest Practice, L6363</b>					
Section 1	3.0	TBA, MW: 1:20 PM - 2:40 PM	Genty, Philip M.	<b>Open</b> 7 seats available 61 registered	   
<b>S. Legal and Ethical Obligations in Complex Litigation, L9039</b>					

To register in one of the open courses, click the green plus sign and you will get a pop up screen asking you to confirm your registration:

Registration for PR Course in Spring 2020

An embedded page at [lawnet-stage.law.columbia.edu:8443](http://lawnet-stage.law.columbia.edu:8443) says

You are about to register yourself for course Professional Responsibility Issues in Business Practice, Section 1.

Courses Offered in the Spring 2020:

This form allows you to register for a course. 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
<b>Professional Responsibility, L6274</b>					
Section 2	2.0	TBA, W: 4:20 PM - 6:10 PM	Rose, Kathy	Closed 50 registered Conflicts: Class is full	
<b>Professional Responsibility Issues in Business Practice, L6362</b>					
Section 1	2.0	TBA, M: 4:20 PM - 6:10 PM	Davis, Anthony	Open 88 seats available 37 registered	
<b>Professional Responsibility Issues in Public Interest Practice, L6363</b>					
Section 1	3.0	TBA, MW: 1:20 PM - 2:40 PM	Genty, Philip M.	Open 7 seats available 61 registered	
<b>S. Legal and Ethical Obligations in Complex Litigation, L9039</b>					
Section 1	2.0	TBA, I: 6:20 PM - 8:10 PM	Bachrach, Marion; Barenholtz, Celia	Closed 18 registered Conflicts: Class is full	

Once you click **OK** you will then see this screen:

Courses you are currently registered for Spring 2020:

[Add a New Course](#)

**Professional Responsibility Issues in Business Practice**

L6362 -1    Davis, Anthony    TBA, M: 4:20 PM - 6:10 PM    Points: 2.0

Total Points for Spring 2020: 2.0

At this point, your PR registration is complete.

Special note for 3Ls and LLMS who participated in the Professional Responsibility lottery in September 2020:

- ✓ If you were registered for a Spring 2021 PR class through the lottery and now wish to register for a different Spring 2021 PR class, you will have to ask Registration Services to remove the current class from your registration so that you can add a new class.

## 6. 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 spring 2021 results will be published in LawNet on Friday, November 20.

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 in January 2021.

#### *Add/Drop period:*

- ✓ Spring Semester: Thursday, January 7- Thursday, January 21

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 spring 2021.

## ➤ *Writing Requirements*

### JD Writing Requirements

According to [Rule 1.4](#) JD students must complete both the Minor Writing and the Major Writing requirements in order to earn the JD.

- Major Writing Requirement:
  - ✓ A substantial and rigorous piece of writing, supervised by a member of the faculty.
  - ✓ The final version must be produced responding to the comments provided by the supervisor on at least one previous draft.
  - ✓ To be registered no later than the conclusion of Add/Drop in the 5<sup>th</sup> semester.
  
- Minor Writing Requirement
  - ✓ A paper supervised by a member of the faculty
  - ✓ Can be earned through a seminar paper, brief, or other supervised written work.
  - ✓ Automatic Minor Writing means no additional faculty approval required.
  - ✓ Automatic Minor Writing must be registered.
  - ✓ To be registered no later than the conclusion of Add/Drop in the 6<sup>th</sup> semester.

### LLM Writing Project Requirement

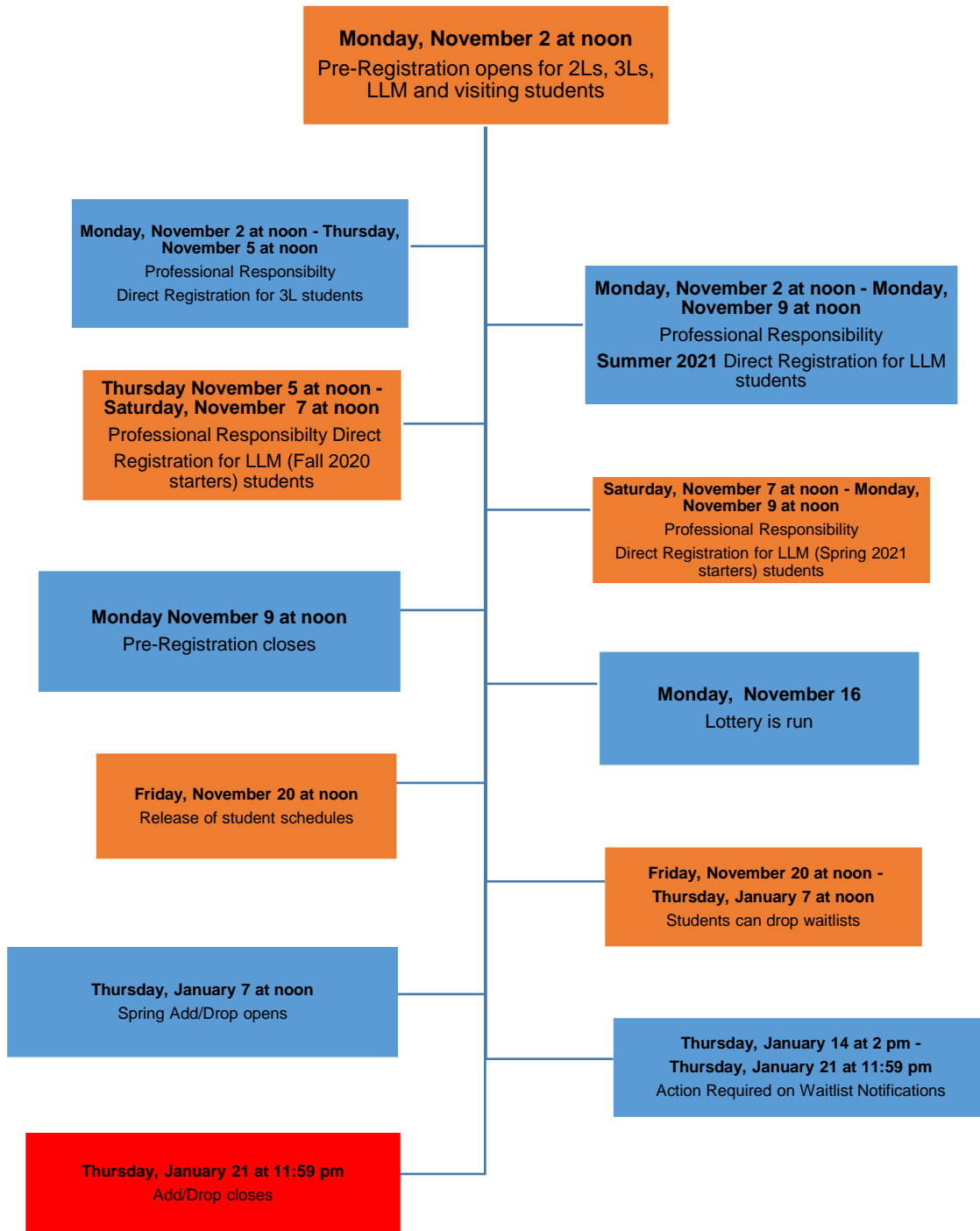
The [LLM Writing Project Requirement](#):

- ✓ A paper worth at least two points of academic credit.
- ✓ Grades on the A-B-C-F scale.
- ✓ To be registered no later than January 29, 2021.

### Writing Requirement Deadline Checklist for May 2021 Graduation

Class Standing	Requirement	Registration Deadline
3L	Major Writing	September 25, 2020
3L	Minor Writing	January 29, 2021
LLM	Writing Project	January 29, 2021

## 7. Registration Timeline





## 8. Pre-Registration Checklist

### 2L

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

### 3L

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

### LLM

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

## 9. Pre-Registration Zoom Drop-in Hours

### Drop-in Hours via Zoom

#### **Monday, November 2 through Friday, November 6**

**Times:** 7 am – 8 am (ET)  
 9 am – 10 am (ET)  
 12 pm – 4 pm (ET)  
 7 pm – 8 pm (ET)

#### **Monday, November 9**

**Times:** 7 am – 8 am (ET)  
 9 am – 4 pm (ET)  
 7 pm – 8 pm (ET)



Join Zoom Meeting <https://columbiauniversity.zoom.us/j/96077178299>

Meeting ID: 960 7717 8299

One tap mobile

+16468769923, 96077178299# US (New York)

+13126266799, 96077178299# 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)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 960 7717 8299 Find your local number: <https://columbiauniversity.zoom.us/u/ador5HHr2X>

Join by SIP [96077178299@zoomcrc.com](mailto:96077178299@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 (Amsterdam Netherlands)

213.244.140.110 (Germany)

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: 960 7717 8299