# Chapter 2: Summer 2021 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
  - o Review schedule
  - Adding and Dropping Courses
  - Professional Responsibility
  - o Permission Courses
- 2. Waitlists
  - Waitlisted Seats
  - Reserved Seats
  - Waitlist Notification
  - Resolving Registration Conflicts
- 3. Registration for Non-Regularly Scheduled Courses
  - o LL.M. Instructions
- 4. NYU Law Courses: Note: Will not be offered this term
- 5. Cross-Registration at other Columbia University schools
  - Graduate Courses
    - Business School
    - o SIPA
  - Language Courses
- 6. Changes After Add/Drop Closes
- 7. Add/Drop timeline
- 8. Summer Term Calendar
- 9. Summer Term Teaching Blocks
- 10. Registration Services Zoom Drop-In Hours

### 1. Registration Changes

Once you log into LawNet, select 'Add/Drop' under the 'Registration Services' menu.



#### **Registration Services**



- Add/Drop
- Check Grades
- Check Schedule
- Classroom Seat Reservation
- Degree Requirements Status
- PR Lottery
- Preregistration
- View Site

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

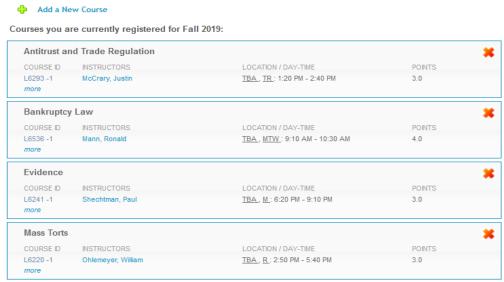
The application is broken up into two tables:

Registered Courses

Waitlisted Courses

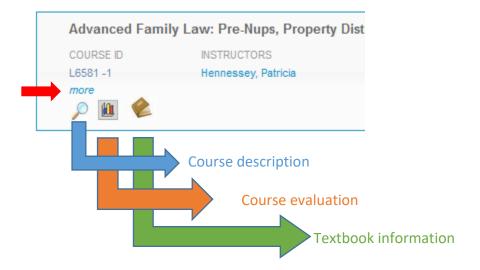
# **Registered Courses**

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



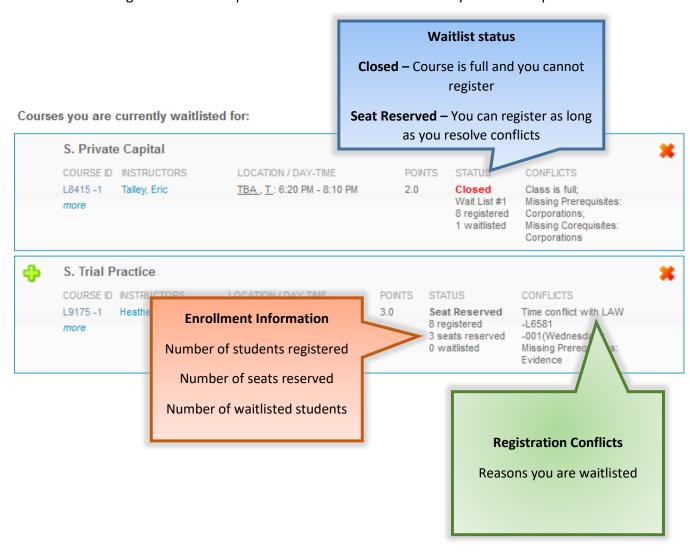
Total Points for Fall 2019: 13.0

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



# **Waitlisted Courses**

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

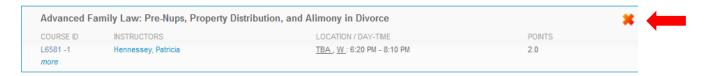


If you are unsure why you were not registered or waitlisted for a course for which you preregistered, please review "How the Lottery Works" in <u>Chapter One</u>

### ➤ 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.



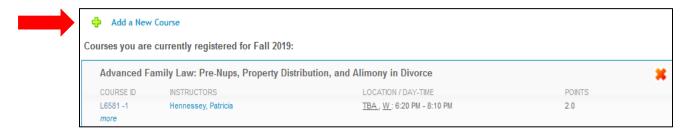
You will see a pop message to confirm the course you are dropping:



- ✓ You are responsible for ensuring that you remain in full-time status:
  - o 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.
  - This is the case for:
    - Permission Courses contact the instructor for permission to drop

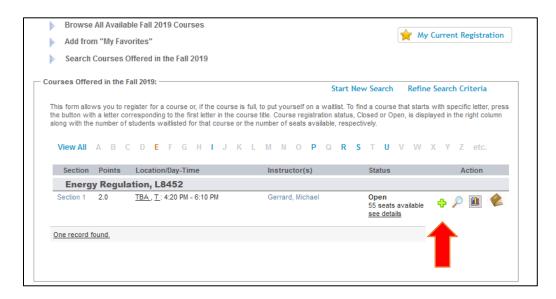
#### **Adding Courses**

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.

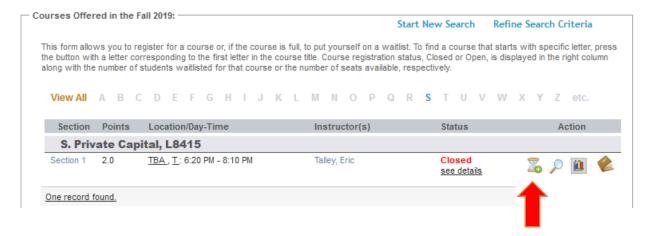


You will then be able to search for courses using the same functionality and search criteria used to search for courses during pre-registration. Please refer to <a href="Chapter One">Chapter One</a> for detailed instructions.

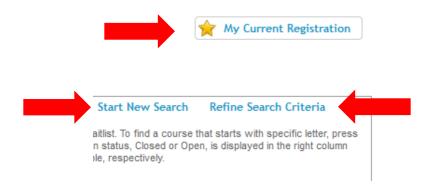
If your selected course has available seats, click on the green plus sign to add yourself to the class:



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

You can make changes to Summer 2021 PR courses just like any other summer course

#### Permission Courses

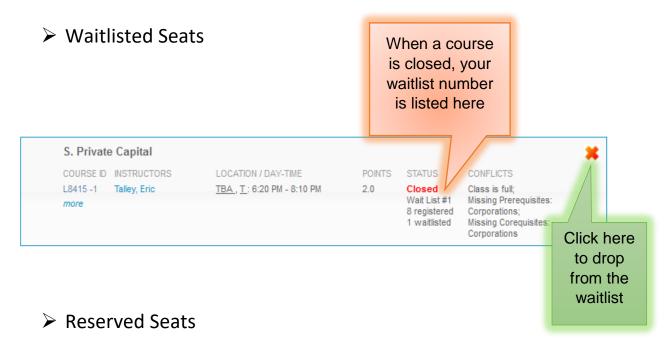
Permission courses cannot be added or dropped on LawNet

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)

### 2. Waitlists

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



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 prerequisites

Notifications will be sent twice each business day, starting at 2 p.m. EDT on Monday, April 26:

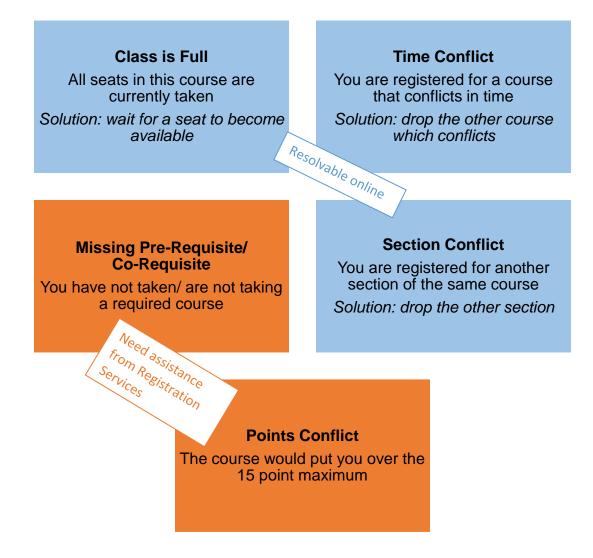
- ✓ 2 p.m. notifications require action no later than 2 a.m. the next business day (i.e. excluding Saturdays, Sundays and/or University holidays);
- ✓ 2 a.m. notifications require action no later than 2 pm the same day (e.g. 2 a.m. Monday notifications require action by 2 p.m. on that same Monday; there are no 2 a.m. notifications on Saturdays, Sundays and/or University holidays);

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

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

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

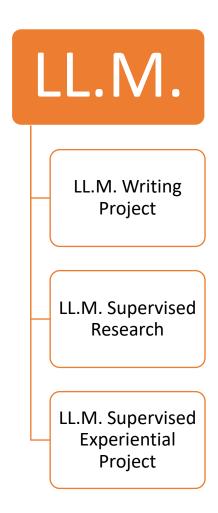
### ➤ Resolving Registration Conflicts



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

- ✓ Pre-Requisite conflicts: If you feel you have the necessary background to waive a pre-requisite, you can contact the instructor to request permission to enroll. Forward their permission to <a href="mailto:registrar@law.columbia.edu">registrar@law.columbia.edu</a> and Registration Services and will be able to register you.
- ✓ **Co-Requisite conflicts:** Write to <u>registrar@law.columbia.edu</u> and Registration Services will be able to register you.

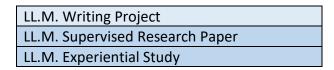
## 3. Registration for Non-Regularly Scheduled Courses



#### > 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 <u>LawNet</u> for the following:



To submit a digital registration form, you will need to login to <u>LawNet</u> and follow these steps:

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

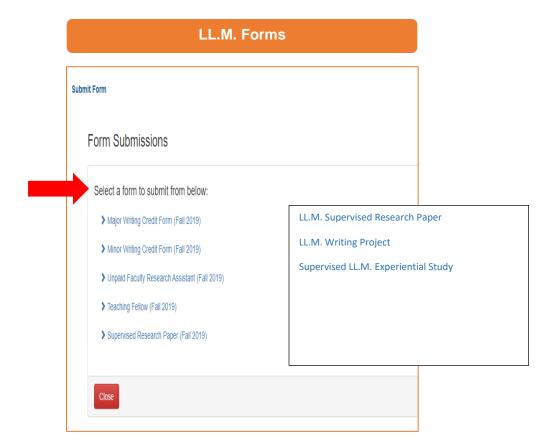
Digital forms will be available as follows:



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



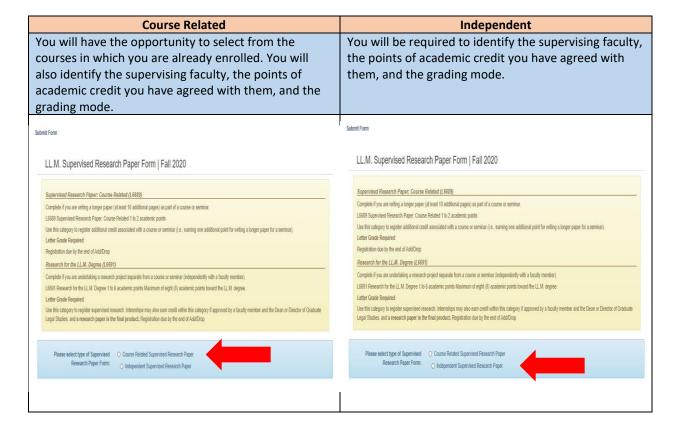
### 2. Select the registration form of your choice:



#### 3. Complete form

#### LL.M. Supervised Research

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



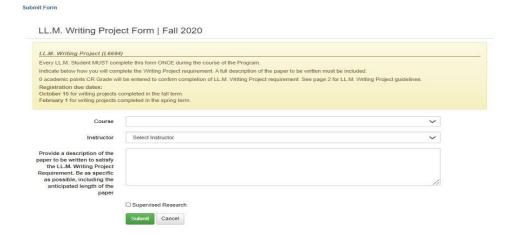
#### LL.M. Writing Project

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

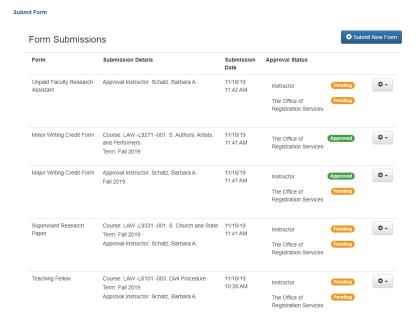
Course Related	Independent
You will have the opportunity to select from the	Please contact Registration Services for guidance on
courses in which you are already enrolled. You will	how to proceed.
also identify the supervising faculty, the points of	
academic credit you have agreed with them, and the	
grading mode.	

#### 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:



#### Note: Summer 2021 digital forms timeline:

- ✓ Open NOW
- ✓ Close Friday, May 14 at 11:59 p.m. EDT

#### 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:

### LL.M. Writing Project

You need both instructor and Office of Graduate Programs approval, and must submit your registration form no later than Monday, August 2.

### 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

- ✓ Students need to complete a Memorandum of Understanding in addition to the form.
- ✓ LL.M. students need Office of Graduate Programs 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
- ➤ Withdrawal from classes permitted until 1/3 of class meetings, and the notation of W will be recorded on the transcript. F will be recorded for a withdrawal after that time.

#### 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 Summer 2021.

### 5. Cross-Registration at other Columbia University schools

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

#### Approved for degree credit:



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

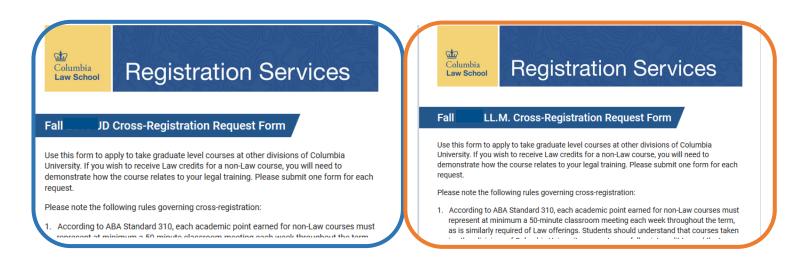


In addition, you should be aware that it is possible that not all the points of academic credit you earn at another CU school will be applied toward your LL.M. degree.

- ✓ 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 <u>Cross-Registration Request Form</u> available online.



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

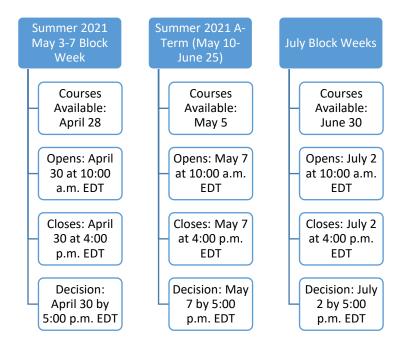
The form will require you to attach a course description.

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 <u>CBS online</u> <u>Cross-registration application</u>.



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)

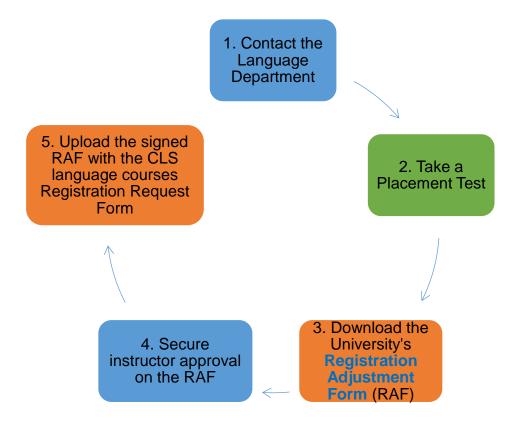
The <u>SIPA Cross-Registration website</u> lists the courses that are open to non-SIPA students. Additional courses will be added to this list throughout the change of program period. Please continue to check the site for newly added courses. Once you have completed our Cross-Registration Request form,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

### ➤ Language Courses

**LL.M. students cannot take language courses for Law School credit.** 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 <a href="Cross-Registration Language Courses Request Form">Cross-Registration</a> available on our <a href="Cross-Registration">Cross-Registration</a> website.



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. 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 <a href="mailto:registrar@law.columbia.edu">registrar@law.columbia.edu</a>.

#### 7. Summer 2021 Add/Drop Timeline

Friday, April 9 at noon - Monday, April 26 at noon Students drop unwanted waitlisted courses

Monday, April 26 at noon Add/Drop opens

Monday, April 26 at 2 p.m. - Monday, May 3 at 2 p.m. EDT

Action required on waitlist notifications

#### Week of May 3

Add/Drop ends at 11:59 p.m. EDT after the first class meeting for classes that begin in Block 1. *Please be sure to confirm the first class meeting for all Block 1 classes.* 

Friday, May 14 at 11:59 p.m. EDT

Last day to submit research and writing credit and independent externship forms.

#### Week of May 24

Add/Drop ends at 11:59 p.m. EDT after the first class meeting for classes that begin in Block 2. *Please be sure to confirm the first class meeting for all Block 2 classes*.

#### Week of June 28

Add/Drop ends at 11:59 p.m. EDT after the first class meeting for classes that begin in Block 3. *Please be sure to confirm the first class meeting for all Block 3 classes.* 

Rolling/dependent on class meetings and block

Withdrawal from classes permitted until 1/3 of class meetings, and the notation of W will be recorded on the transcript. F will be recorded for a withdrawal after that time.

Monday, August 2 at 11:59 p.m. EDT LLM Writing Project Form due

# 8. Summer Term Calendar

	May	-21		Jun-	-21		J	ul-21		Aug	-21
1	Sa		1	Tu	LLM Block 2	1	Th	LLM Block 3	1	Su	
•	Ja		-	i u	LLM		1111	LEW DIOCK 3		Ou	LLM
2	Su		2	We	Block 2	2	Fr	LLM Block 3	2	Мо	Block 4
3	Мо	LLM Block 1	3	Th	LLM Block 2	3	Sa		3	Tu	LLM Block 4
	IVIO	Diock 1			BIOCK 2		Ju			14	Block 4
	<b>.</b>	LLM			LLM		0	Independence	,	10/-	LLM Disable 4
4	Tu	Block 1	4	Fr	Block 2	4	Su	Day	4	We	Block 4
		LLM						Indep. Day			LLM
5	We	Block 1 LLM	5	Sa		5	Мо	(obs.)	5	Th	Block 4 LLM
6	Th	Block 1	6	Su		6	Tu	LLM Block 3	6	Fr	Block 4
		LLM	_		LLM				_	_	
7	Fr	Block 1	7	Мо	Block 2 LLM	7	We	LLM Block 3	7	Sa	
8	Sa		8	Tu	Block 2	8	Th	LLM Block 3	8	Su	
	_		•		LLM	•			•		LLM
9	Su	LLM	9	We	Block 2 LLM	9	Fr	LLM Block 3	9	Мо	Block 4 Study
10	Мо	Block 1	10	Th	Block 2	10	Sa		10	Tu	Day
44	т	LLM Block 4	44	г.	LLM Block 2	44	c		44	10/-	Block 4
11	Tu	Block 1 LLM	11	Fr	Block 2	11	Su		11	We	Exam Study
12	We	Block 1	12	Sa		12	Мо	LLM Block 3	12	Th	Day
13	Th	LLM Block 1	13	Su		13	Tu	LLM Block 3	13	Fr	Block 4 Exam
13	111	LLM	13	Su	LLM	13	Tu	LLW BIOCK 3	13	г	Exam
14	Fr	Block 1	14	Мо	Block 2	14	We	LLM Block 3	14	Sa	
15	Sa		15	Tu	Study Day	15	Th	LLM Block 3	15	Su	
10	- Ou		10	i u	Day	10		ELIN BIOCK 5	10	Ou	Block 4
16	Su		16	We	Exam	16	Fr	LLM Block 3	16	Мо	Exam
17	Мо	LLM Block 1	17	Th	Study Day	17	Sa		17	Tu	
		LLM			,						
18	Tu	Block 1 LLM	18	Fr	Exam	18	Su		18	We	
19	We	Block 1	19	Sa		19	Мо	LLM Block 3	19	Th	
		LLM									
20	Th	Block 1 LLM	20	Su		20	Tu	LLM Block 4	20	Fr	
21	Fr	Block 1	<u>21</u>	Мо	Break	21	We	LLM Block 4	21	Sa	
60	_		00	_		00			00		
22	Sa		22	Tu	Break	22	Th	LLM Block 4	22	Su	
23	Su		23	We	Break	23	Fr	LLM Block 4	23	Мо	
24	Me	LLM	24	Th	Prock	24	e.		24	Tu	
24	Мо	Block 2 LLM	24	Th	Break	24	Sa		24	Tu	
25	Tu	Block 2	25	Fr	Break	25	Su		25	We	
26	\\/c	LLM Block 2	26	92		26	Mo	LIM Block 4	26	Th	
26	We	LLM	26	Sa		26	Мо	LLM Block 4	26	Th	
27	Th	Block 2	27	Su		27	Tu	LLM Block 4	27	Fr	
28	Fr	LLM Block 2	28	Мо	LLM Block 3	28	We	LLM Block 4	28	Sa	
20	11	DIOCK Z	20	IVIO	LLM	20	VVE	LLIN DIOCK 4	20	Ja	
29	Sa		29	Tu	Block 3	29	Th	LLM Block 4	29	Su	
30	Su		30	We	LLM Block 3	30	Fr	LLM Block 4	30	Мо	
- 50		Memorial	30		2.000	30			30		
31	Мо	Day				31	Sa		31	Tu	

### 9. Summer Teaching Block Schedule

	Teaching Blocks							
May 3 - May 21	May 24 - June 14	June 28 - July 19	July 20 - August 9					
Refugee Law; Anju Gupta; MTWR 1-4 p.m.; 3 pts	American Contract Law; Jody Kraus; MTWR 9:00 a.m12 p.m.; 3 pts	S. Practicing International Law; Matthew Waxman and Robert Harris; Intensive 1 week block June 28: MTWRF 9:00 a.m12:00pm; 1 pt						
Data and Predictive Coding for Lawyers; Joshua Mitts; 2 weeks starting May 3: 5 classes MTW, MT 9:50 a.m12 p.m.; 1 pt	Professional Responsibility; Philip Genty; MTWR 2-4 p.m.; 2 pts	S. Theories of Constitutional Interpretation; Jamal Greene; TWR 9:20 a.m12:00 p.m.; 2 pts						
P. Lawyer Leadership: Leading Self, Leading Others, Leading Change in Challenging Times; Susan Sturm, Elizabeth Emens, Colleen Shanahan; MTW 9:00 a.m11:30 p.m.; 2 pts	International Trade Law; Anu Bradford; MTWR 9 a.m12 p.m.; 3 pts							
S. Critical Race Theory Workshop; Ken	dall Thomas; Mondays 6:40-9:00 p.m.; 2 pts							
International Investment Law and Arb 1:00-4:00 p.m.; 3 pts	itration; George Bermann and Kabir Duggal; WR	Comparative Criminal Justice; Fred Davis; TR 10:00 a.m12:00 p.m.; 2 pts S. Transnational Business and Human Rights; Anthony Ewing; TR 4:20-6:20						
S. Advanced International Commercia  Corporate Finance; Edward Morrison;	I Arbitration; Robert Smit; TF 4:20-6:20 p.m.; 2 pts  TR 9:00 a.m12:00 p.m.: 3 pts	p.m.; 2 pts  S. The Framework of Global Financial Regulation; Vijay Tata TR 10:00 a.m 12:00 p.m.; 2 pts						
S. Democracy and Distribution; Michael		. , .	· MTWR 1·00-2·15 n m · 4 nts					
Evidence; Daniel Capra; MW 4:20-7:20		Mergers & Acquisitions; Jeff Gordon; MTWR 1:00-3:15 p.m.; 4 pts  International Environmental Law; Richard Horsch; TR 6:40-8:40 p.m.; 2 pts						
Deals: A Lawyer's Role in Transactions	; David Schizer; TR 4:20-6:20 p.m.; 2 pts							
Corporations; Kate Judge; MT 1:00-4:0	00 p.m.; 3 pts							
	S. Intellectual Property in the Digital Age; Hillel Pa	rness; Mondays 4:20-7:00 p.m.; 2 pts						
	S. Technology, Venture Capital, and the Law; T 4:2	20 - 7:00 p.m.; 2 pts						
	S. Structural Change in Public Education Polocy and Social Change Lab; James Liebman; 4 pts							
	S. Deals Workshop; James McHugh; W 9:00-11:40	a.m.; 2 pts						
American Litigation Practice; Jay Safer; F 1:00-4:00 p.m.; 3 pts								
Professional Responsibility; David Horowitz; Block 1 and 2 Tuesdays 6:40-8:40 p.m.; Blocks 3 and 4 Wednesdays 6:40-8:40 p.m.; 2 pts								
S. International Criminal Courts: Progress, Problems and Prospects; Richard Dicker; Mondays 4:20-6:20 p.m.; 2 pts								
S. Negotiation Workshop; Kathy Holub; F 9 a.m12 p.m.; 3 pts								
S. Negotiation Workshop; Avery Katz; F 9 a.m12 p.m.; 3 pts								
S. Law & Finance of the Art Market; Cathy Kaplan; T 4:20-6:20 p.m.; 2 pts								
S. International Investment Law; Oliver Thomas Johnson, Jr.; Fridays 1:00-3:00 p.m.; 2 pts								

<sup>\*</sup>Disclaimer: These classes are subject to change and classes may be added. Please review the Course Guide for the most up-to-date information.

<sup>\*\*</sup>NOT LISTED: L8016-SEM S. Structural Change in Public Education Policy and Social Change Lab; James Liebman; class meeting times determined applicants have been accepted; May 24 - August 9 (Application Only)

### 10. Registration Services Zoom Drop-in Hours

Registration Services hosts Zoom drop-in sessions Mondays through Thursdays:

Monday, April 26 through Friday, April 30

• 7 a.m. - 9 p.m. (ET)

Monday, May 3

- 9 10 a.m. (ET)
- 12 4 p.m. (ET)

Please log in to Zoom with the following credentials:

#### 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 (Washington DC)
- +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/aSWXPAHXF

Join by SIP: 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 Sydney)

103.122.167.55 (Australia Melbourne)

209.9.211.110 (Hong Kong SAR)

64.211.144.160 (Brazil)

69.174.57.160 (Canada Toronto)

65.39.152.160 (Canada Vancouver)

207.226.132.110 (Japan Tokyo)

149.137.24.110 (Japan Osaka)

Meeting ID: 960 7717 8299