Chapter 3: Spring 2022 Pre-Registration

In order to provide students with a fair opportunity to enroll in Law classes, registration at Columbia Law School is primarily assigned by a course lottery in accordance with the *Faculty Resolution on the Allocation of Scarce Instructional Resources*. Class assignments four courses included in Pre-Registration 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 ○ Unless one of these exceptions 	▪ Clinics and Externships ▪ Courses that require instructor permission ▪ Foundation Courses (generally for 1Ls only) ▪ Journals and Moot Court ▪ Non-law Courses ▪ Non-regularly scheduled class registrations ○ Major/Minor Writing ○ LLM Writing Project ○ Supervised Research ○ Supervised Experiential Study ○ Teaching Fellow ○ Unpaid Faculty Research Assistant ○ NYU Courses

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:

- Course level
- Course type
- Method of Evaluation
- Area of Study
- Instructor
- Day and time
- Writing Credit
- New course

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

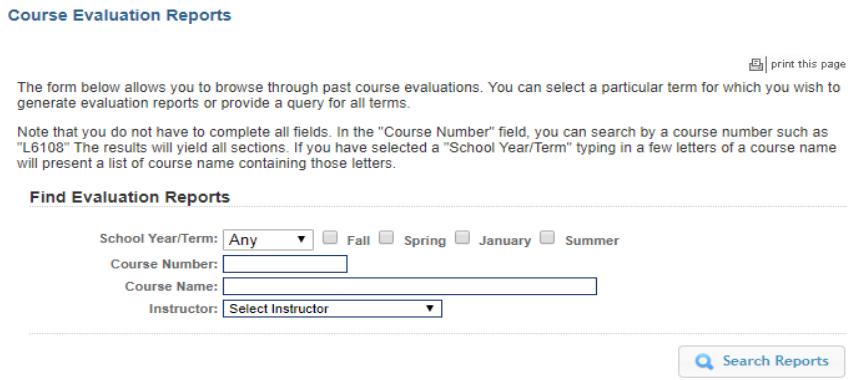
Once you perform a search you have two options for saving the course information:

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

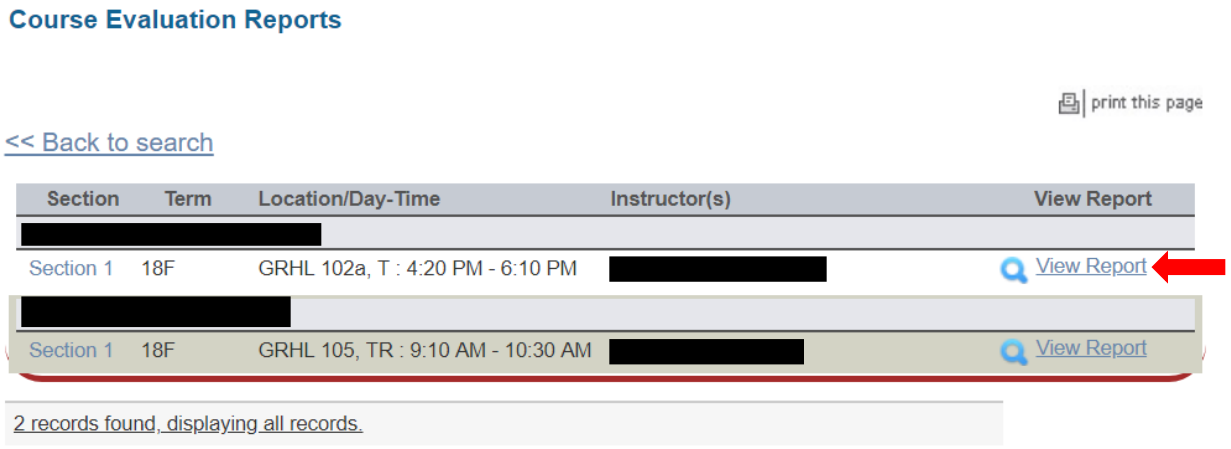
- *Create a list of "Favorite Courses"*, by clicking the hearts next to the course title (this requires you to log in at the prompt). You can then click the 'My Favorite Courses' to produce the list of courses you have saved, which will include course descriptions and method of evaluation in addition 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*

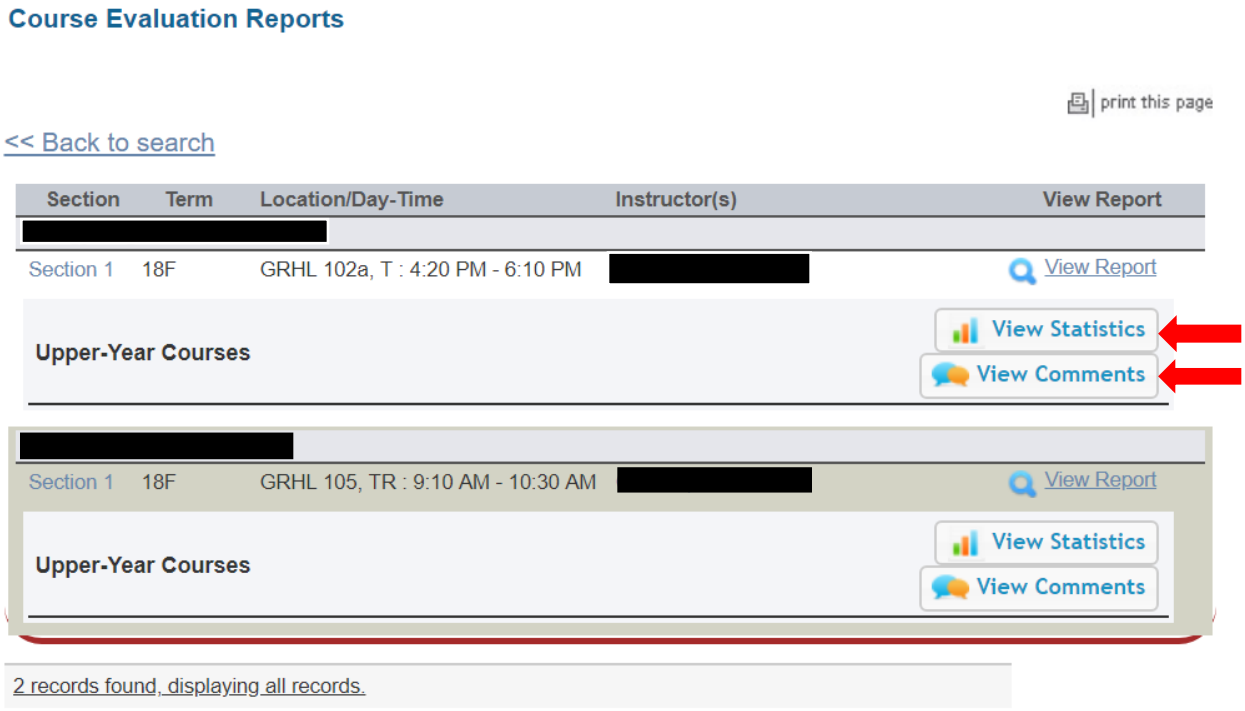
Reviewing student evaluations of the courses taught in previous semesters can help you identify courses of interest to you. Course Evaluations can be found under "*Course Evaluation Reports*" under the Student Services menu in LawNet.



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 ONLY)*

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 Regulation

Students pursuing a dual degree should note that the DRS does not currently track their degree requirements and should discuss with Robert Ford, Executive Director of Student Services, Community Engagement, & Equity, their academic progress and plans.

➢ *Clinics/Externships/Permission Courses*

- ➢ If you are granted a seat for a clinic, externship, or permission course, then Registration Services will register you automatically. All of these course types have limited seats, so students should only apply if they will take the course. In the event you need to unenroll from the course, students need to send the instructor's written approval to registrar@law.columbia.edu.

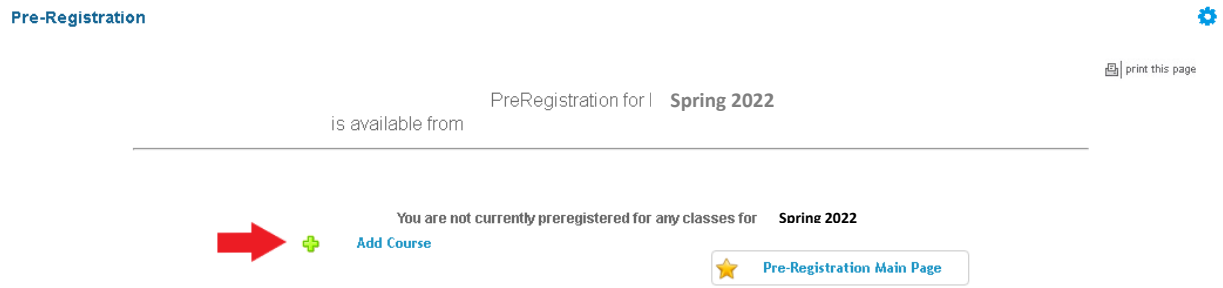
3. How to Pre-Register

Pre-Registration is NOT *time sensitive, but must be completed by the deadline – November 11 at noon.* You can change your selections at any time during the Pre-Registration period:

- 2Ls, 3Ls, LLMs: Thursday, November 4 at noon – Thursday, November 11 at noon EDT

➢ *Adding Courses*

Once you log into LawNet, select 'Pre-Registration' under the 'Registration Services' menu and



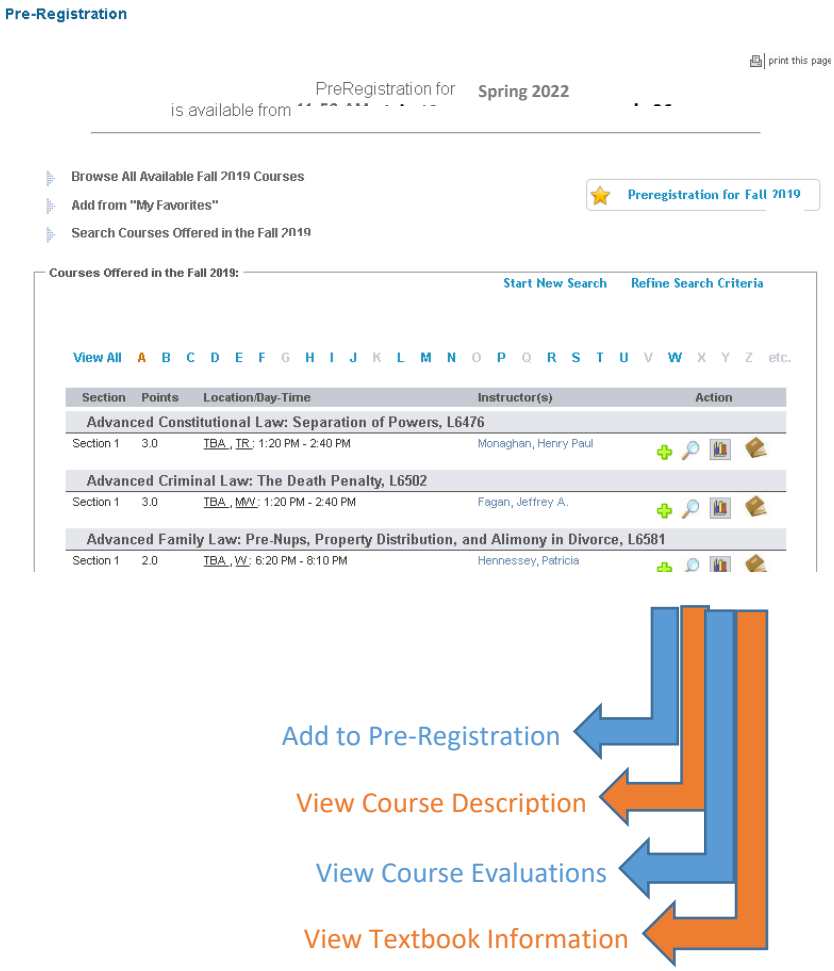
you will see this screen:

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

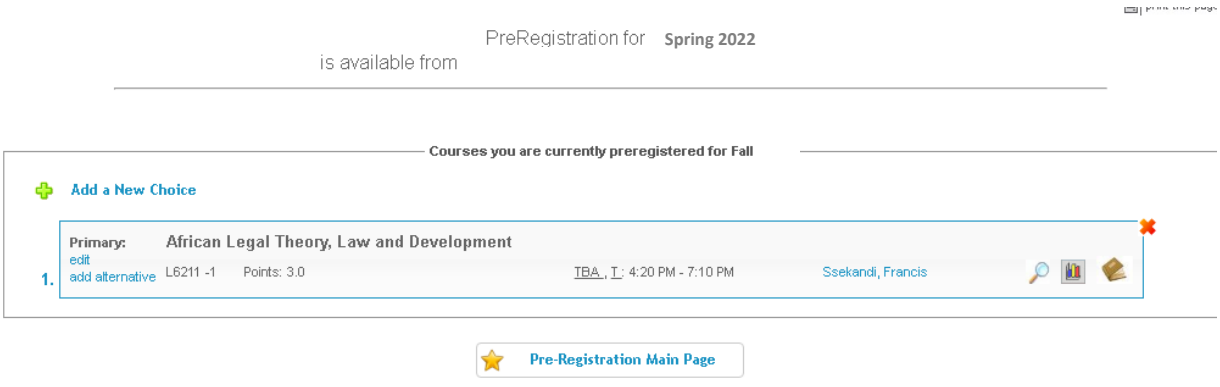
You will then have three options for identifying courses to add to your Pre-Registration choices:

- *Browse all available courses* – this will show you all the spring 2022 courses;
- *Add from My Favorites* – this will show you all the spring 2022 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 (taking into account 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 2022 semester there are multiple sections of:
    - 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:

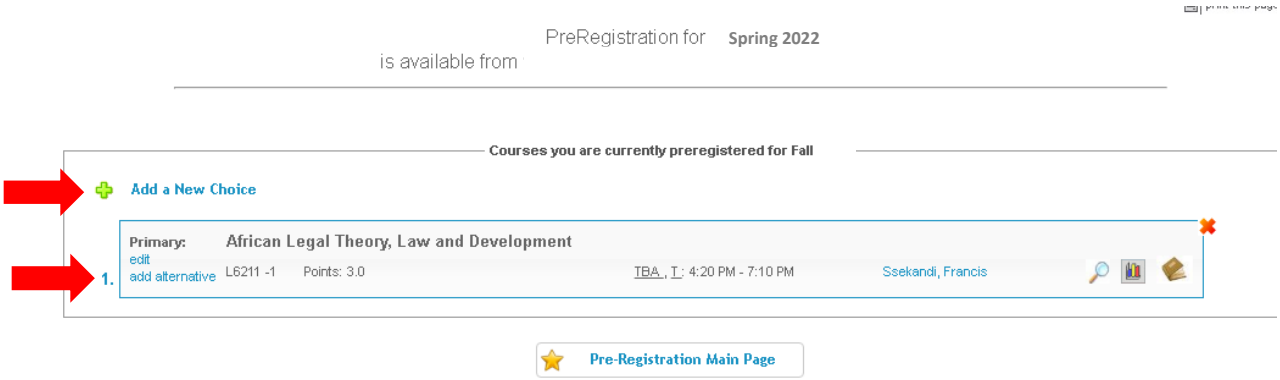
- 3Ls and LLMs – can pre-register for up to 6 primary and 6 alternate courses
- 2Ls – can pre-register for up to 8 primary and 8 alternate courses

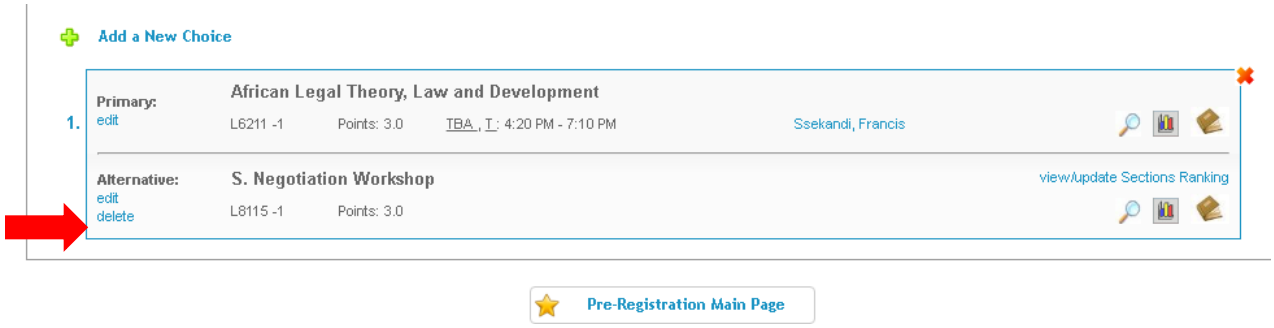
Primary course choices:

- *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. ○ LLM and 3L students will continue to be considered for the 6 primary and 6 alternate classes listed. ○ 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:

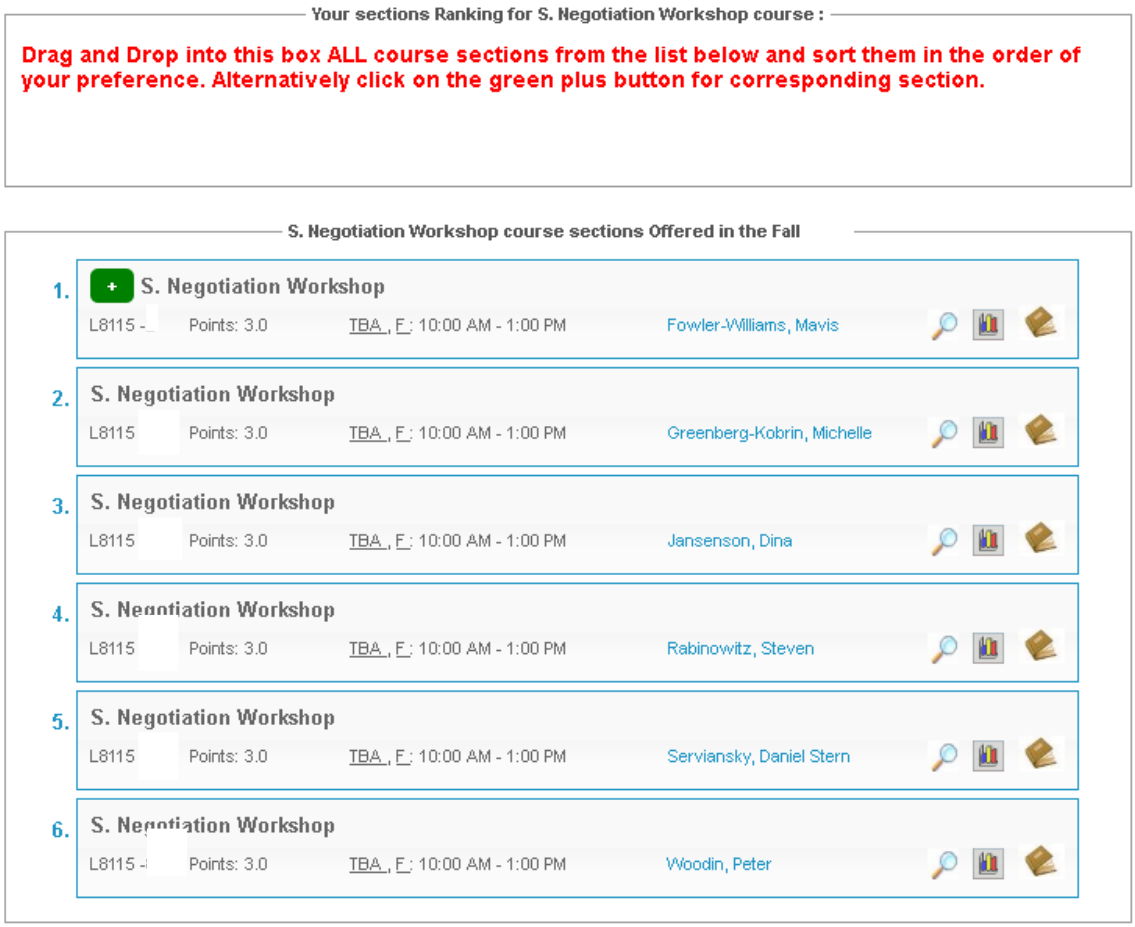
In your control	What you can do
Your interests	Prioritize the classes in the order of their importance to you.
Seminars	**Consider prioritizing some seminars over lectures** because seminars are typically capped at 18 students so there are fewer available seats.
Mix it up	Do not solely pre-register for 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. (Available on the last page of this Handbook.)
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

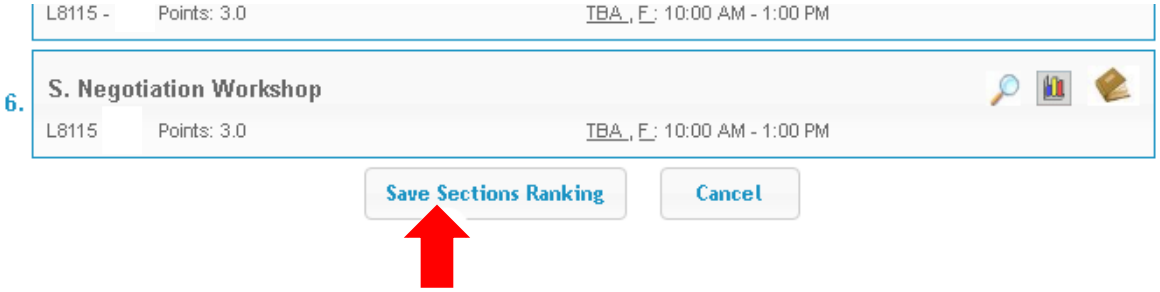
There are multiple sections of Negotiation Workshop which all meet on Thursdays and Fridays. To ensure students have the best chance of registering for one of these sections, the Pre-Registration process is slightly different.

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:



*Above picture is a sample of student view on LawNet.

5. Professional Responsibility (PR) Direct Registration

Professional Responsibility (PR) is a graduation requirement for JD students and required for LL.M.s sitting for 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:

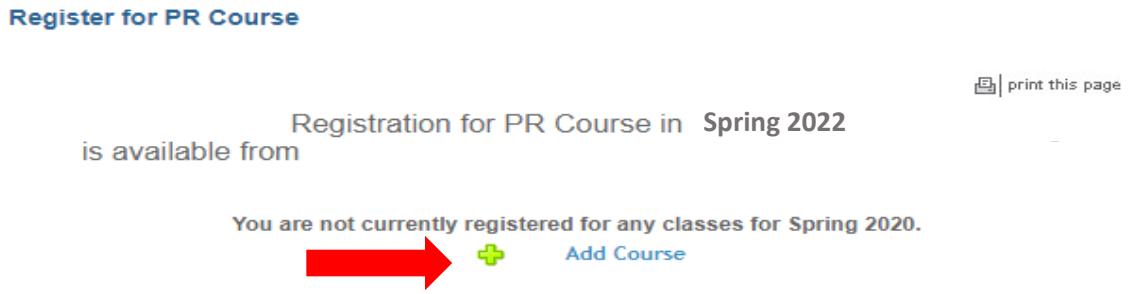
- ✓ 3Ls & LLMs – **Thursday, November 4 at noon - Monday, November 8 at noon**

Please also note:

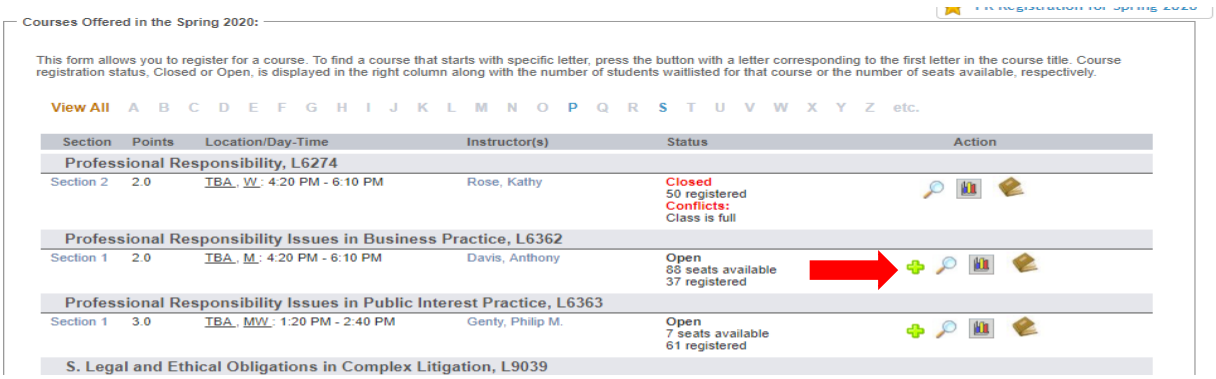
- ✓ Unlike pre-registration, direct registration is time-sensitive;
- ✓ Students can only register for available seats; the earlier you register, the more likely it is that there will be an available seat for you.

➢ *How to directly register for a PR class*

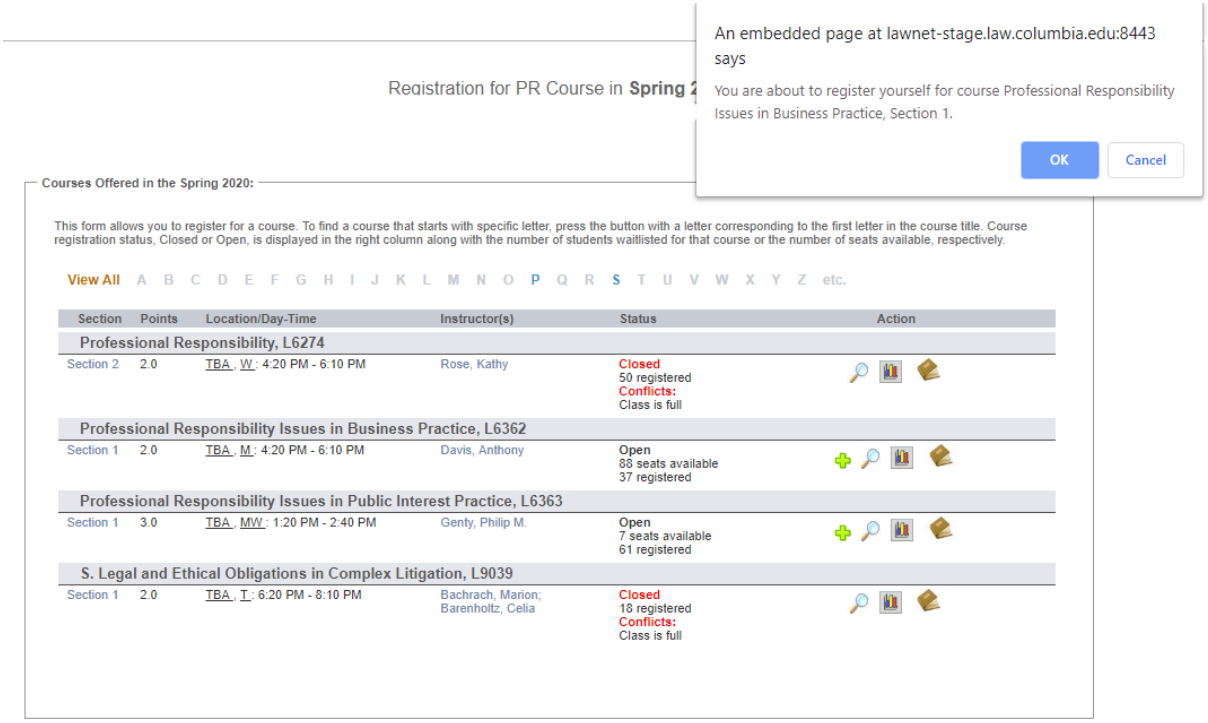
Login into LawNet, select "Register for PR Course", and you will see this screen:



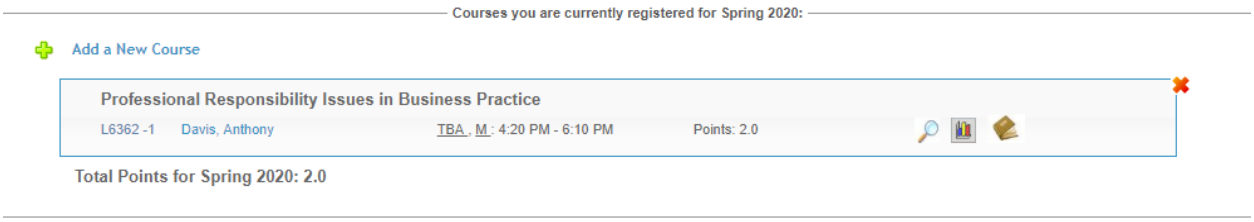
Click on the green plus sign and you will see the list of PR courses offered for spring:



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:



Once you click OK you will then see this screen:



At this point, your PR registration is complete.

Special note for 3Ls and LLMs who participated in the Professional Responsibility lottery in July 2021:

- ✓ If you were registered for a Spring 2022 PR class through the lottery and now wish to register for a different Spring 2022 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. Please email Registration Services by no later than **3 p.m. on Friday, November 5** for us to remove your current registration so that you can add a new class.

Below is a list of classes that satisfy the Professional Responsibility requirement.

Spring 2022	Course	Instructor	Day(s)	Time
L6362-001	Professional Responsibility Issues in Business Practice	Davis, Anthony	R	4:20-6:10 p.m.
L6274-001	Professional Responsibility	Adjunct Instructor TBD	T	4:20-6:10 p.m.
L6274-002	Professional Responsibility	Adjunct Instructor TBD	W	4:20-6:10 p.m.
L6274-003	Professional Responsibility	Fox, Michael	M	2:20-4:20 p.m.
L9039-001	S. Legal and Ethical Obligations in Complex Litigation	Bachrach, Marion and Barenholtz, Celia	R	4:20-6:10 p.m.

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

6. Pre-Registering for a January Elective Class

January 2022 Elective Classes

Monday, January 10-Friday, January 14

January classes are optional intensive, week-long courses that are taught prior to the start of the spring semester.

Pre-registration for a January class follows the same process as semester-long courses:

- *Adding Courses*

Once you select "Pre-Registration" under the 'Registration Services' menu in LawNet, you will you will be prompted to select the correct term: January 2022.

Once selected, you will follow the same process outlined in section 3 "How to Register."

You can rank any or all of the January electives, but you will only be allowed to take one course.

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 spring 2022 results will be published in LawNet on **Monday, November 22**.

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: Monday, January 10-Monday, January 24*

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
- Cross-Register for NYU classes

8. Registration Timeline

Thursday, November 4 at noon

Pre-registration opens for 2Ls, 3Ls, and LLMs

Thursday, November 4 at noon

Professional Responsibilty Direct Registration for 3Ls and LLMs opens

Monday, November 8 at noon

Professional Responsibility Direct Registration for 3Ls and LLMs closes

Thursday, November 11 at noon

Pre-registration closes for 2Ls, 3Ls, and LLMs

Wednesday, November 17

Lottery is run

Monday, November 22 at noon

Pre-Registration Lottery results are released to students via LawNet

Monday, November 22 - Monday, January 10

Students can drop waitlists

Monday, January 10 - Monday, January 24

Add/Drop Period

9. Pre-Registration Checklist

2L

- Clear Holds
- Review Handbook
- Make Course Selections
- Pre-Register for up to 8 primary and 8 alternate courses
- Watch academic advising webinar and meet with an academic advisor
- Review your graduation status in the Degree Requirement Status tool in LawNet

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)
- Pre-Register for Legislation and Regulation
- Watch academic advising webinar and meet with an academic advisor
- Review your graduation status in the Degree Requirement Status tool in LawNet

LLMs

- Clear Holds
- Review Handbook
- Meet with your OGP Advisor
- Make Course Selections
- Optional: Register for Professional Responsibility (PR) (*required for students taking the NY Bar Exam*)
- Pre-Register for up to 6 primary and 6 alternate courses

10. Still Have Questions?

Videos on LawNet

- **How to preregister for classes**
- **How to rank PR courses for lottery**
- **How to rank LegReg courses for lottery** **(text only)**
- **How to register for online courses (Add/Drop)**
- **How to check class schedule**
- **How to use Classroom Seat Reservations**
- **How to use Degree Requirements Status** **(text only)**

Student Services Academic Advising (for JDs)

Student Services will host one-on-one academic advising during Spring pre-registration. They will share more details, as well as sign-up instructions, directly with students.

Office of Graduate Degree Programs Webinar and Advising Hours (for LLMs)

LL.M. students may register here for the Pre-Registration Refresher Webinar for a review of degree requirements, pre-registration, and cross-registration. The webinar will be held on Wednesday, October 27th at 12:10pm. The webinar will be recorded and posted on Courseworks for all who are unable to attend live. OGP will also host one-on-one academic advising and have in-person drop in hours in advance of pre-registration. More details will be sent directly to LLM students.

11. WHAT IS THE DIFFERENCE BETWEEN THE OFFICES?

We get it, maybe you aren't sure who to go to for questions - here is a quick cheat sheet:

Registration Services	Student Services and Office of Graduate Degree Programs
• Mechanics of how to pre-register ○ ICYMI: LawNet has tutorial videos • Logistics and Systems related questions • How to use LawNet • Where to find the curriculum guide • Questions about digital forms (FYI: opening during Add/Drop) • Enumeration of graduation requirements	• Advice related to creating a balanced schedule • Discussion on how to ensure you meet graduation requirements while also fulfilling co-curricular opportunities • Accommodation related inquiries (direct to Jennifer Braden) • Any general questions about academic rules and policies • Management of campus resources

Either way, start with one of these offices and we will direct you to the right resource!

12. High Demand Courses

** Due to their small capacity, **all seminars and colloquia should be considered high demand**.

- A high demand lecture course is defined as either:
  - ✓ A lecture that had 3 or more students left on the waitlist following the conclusion of add/drop.

    OR
  - ✓ A lecture for which the number of students who pre-registered with their 1st, 2nd, 3rd, or 4th choice is greater than or equal to 100% of the course's seat capacity. For example, if 150 students pre-registered for Professor Doe's lecture with either their 1st, 2nd, 3rd, or 4th choice, and the course has a seat capacity of 125, this lecture is considered in high demand.

How to Pre-Register for High Demand Courses

Students should consider ranking high demand courses 1 or 2. Prioritizing high demand courses over other courses when pre-registering maximizes their chances of being registered for them.

Special Consideration for 'Evidence'

'Evidence' is in perennial high demand because most students want to take the class at some point before they graduate. Students interested in taking 'Evidence' in the spring semester should consider prioritizing it over other selections.

Potentially High Demand Lectures, Spring 2022:

- ✓ L6231 Corporations
  - ➢ Section 1 – Talley, Eric
  - ➢ Section 2 – Talley, Eric
- ✓ L6232 Corporate Finance – Morrison, Edward
- ✓ L6238 Criminal Adjudication – Shechtman, Paul
- ✓ L6241 Evidence – Capra, Daniel
- ✓ L9303 Strategic International Commerical Transactions – Vecchio, Mark
- ✓ L6169 Legislation and Regulation
  - ➢ Section 1 – Metzger, Gillian
  - ➢ Section 3 – Bulman-Pozen, Jessica