Chapter 2: Spring 2022 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

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2. Registration Changes
    - Review schedule
    - Adding and Dropping Courses
    - Professional Responsibility
    - Legislation and Regulation
    - Permission Courses
    - Clinics and Externships
3. Waitlists
    - Waitlisted Seats
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    - Waitlist Notification
    - Resolving Registration Conflicts
4. Registration for Non-Regularly Scheduled Courses
5. Legal Methods II and 1L Electives
6. NYU Law Courses
7. Cross-Registration at other Columbia University schools
    - Graduate Courses
        - Business School
        - SIPA
    - Language Courses
8. Changes after Add/Drop Closes
9. January and Spring 2022 Add/Drop Timeline

1. Registration Holds

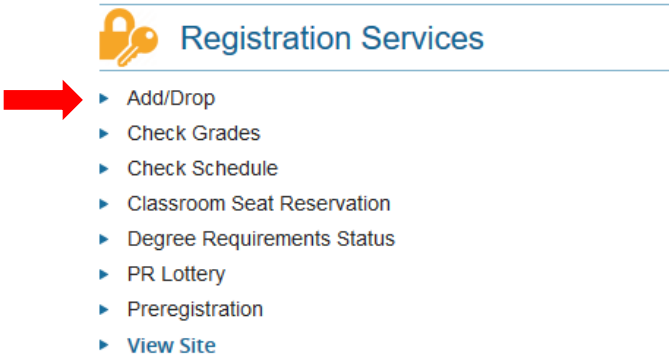
Please ensure that you do not have any holds on your student account as these can prevent you from participating in Add/Drop.

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
• Incomplete Office of University Life tutorials	• SexualRespect Hold	• Student Services studentservices@law.columbia.edu

2. Registration Changes

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



The Add/Drop application is where you can:

- review your class schedule
- register for new classes
- drop classes
- make changes to classes for which you are waitlisted

➢ Review schedule

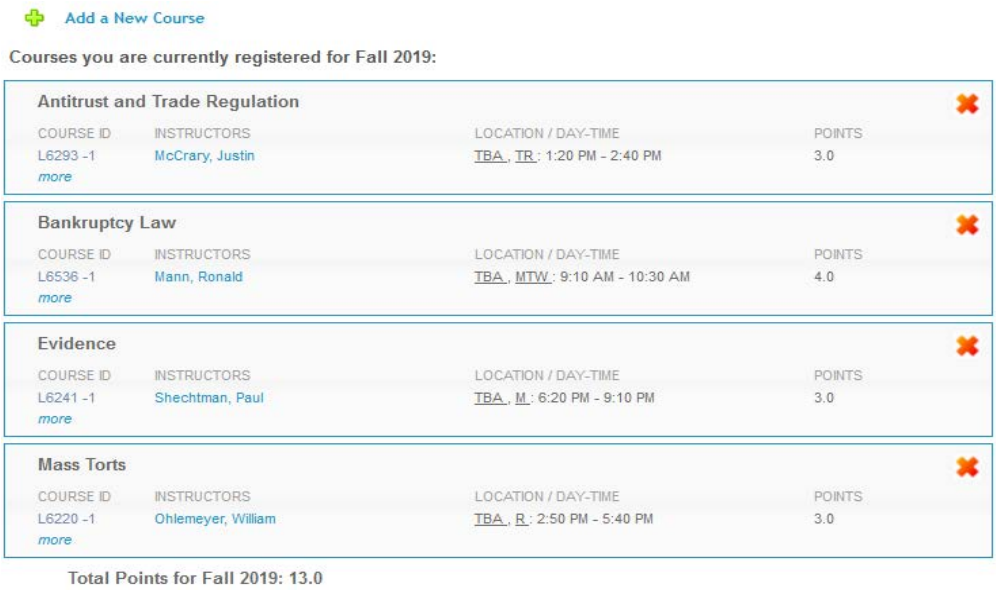
The application is broken up into two tables:

Registered Courses

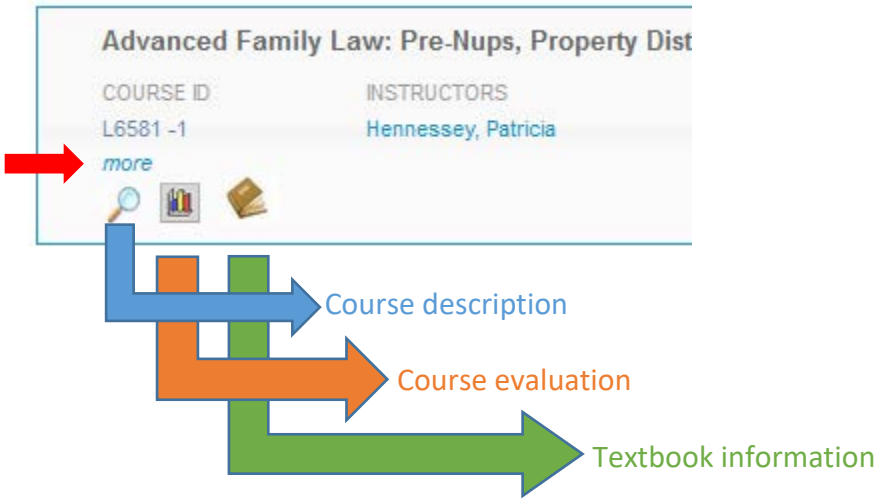
Waitlisted Courses

Registered Courses

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



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



Waitlisted Courses

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

Waitlist status

Closed – Course is full and you cannot register

Seat Reserved – You can register as long as you resolve conflicts

Courses you are currently waitlisted for:

S. Private Capital

COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	STATUS	CONFLICTS
L8415 -1 *more*	Talley, Eric	TBA , T : 6:20 PM - 8:10 PM	2.0	**Closed** Wait List #1 8 registered 1 waitlisted	Class is full; Missing Prerequisites: Corporations; Missing Corequisites: Corporations

S. Trial Practice

COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	STATUS	CONFLICTS
L9175 -1 *more*	Heathe		3.0	**Seat Reserved** 8 registered 3 seats reserved 0 waitlisted	Time conflict with LAW -L6581 -001(Wednesday); Missing Prerequisites: Evidence

Enrollment Information

Number of students registered

Number of seats reserved

Number of waitlisted students

Registration Conflicts

Reasons you are waitlisted

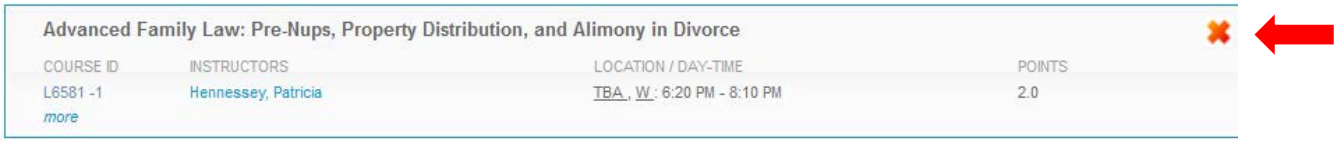
.

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

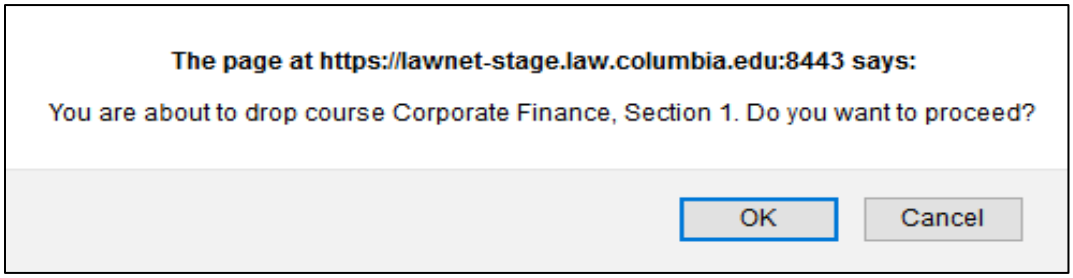
➢ Adding and Dropping Courses

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:

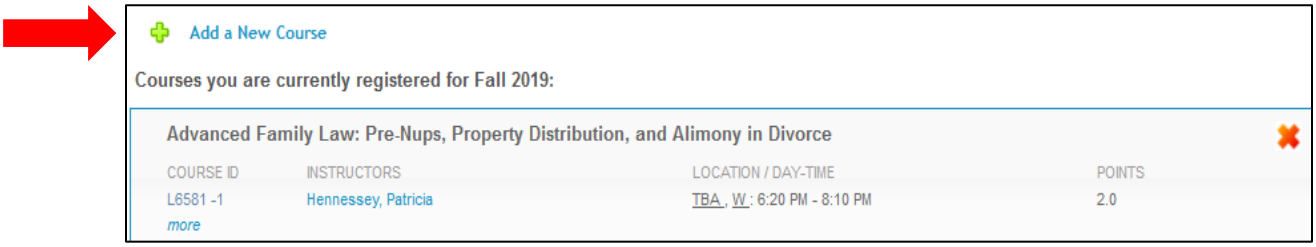


- ✓ You are responsible for ensuring that you remain in full-time status:
  - JDs may register for no fewer than 12 points
  - LL.M.s may register for no fewer than 11 points

- ✓ If you do not see a red X, you are not able to drop that course on LawNet.
  - This is the case for:
    - **Externships** - contact Prof. Philip Genty
    - **Clinics** - contact the Clinics Office
    - **Permission Courses** – contact the instructor for permission to drop

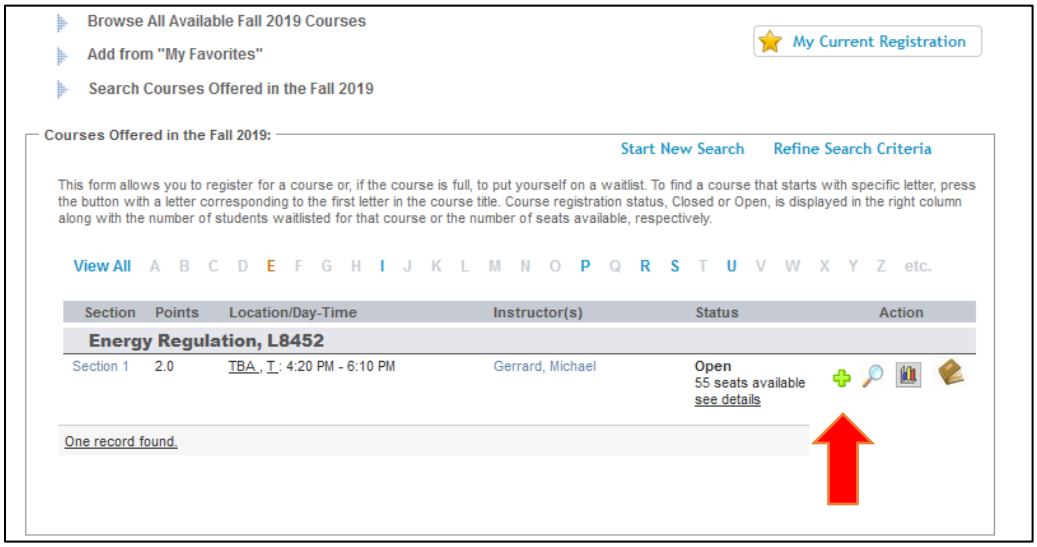
Adding Courses

To register for a new course, click on the green plus button or the "Add a New Course" link at the top of the page.

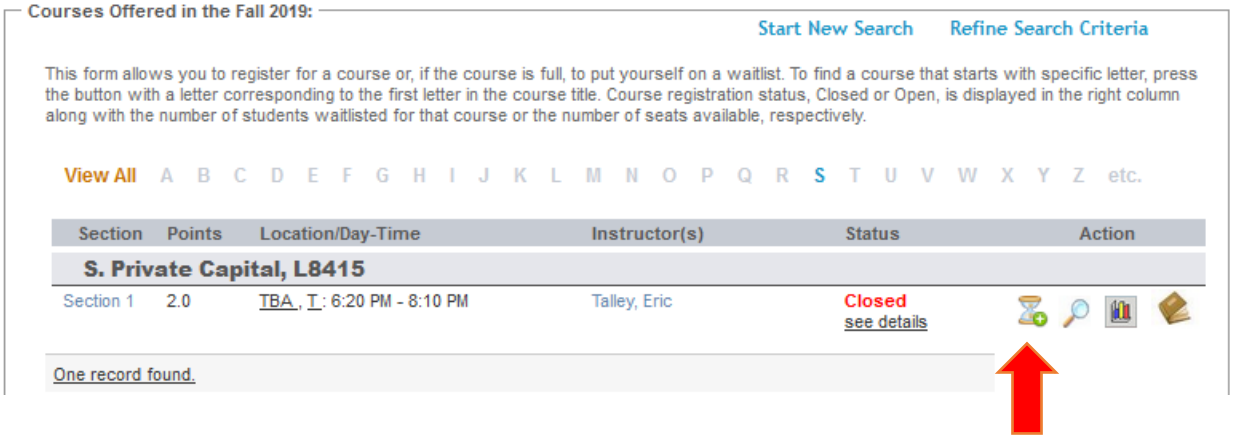


You will then be able to search for courses using the same functionality and search criteria used to search for courses during pre-registration. Please refer to Chapter Three for detailed instructions.

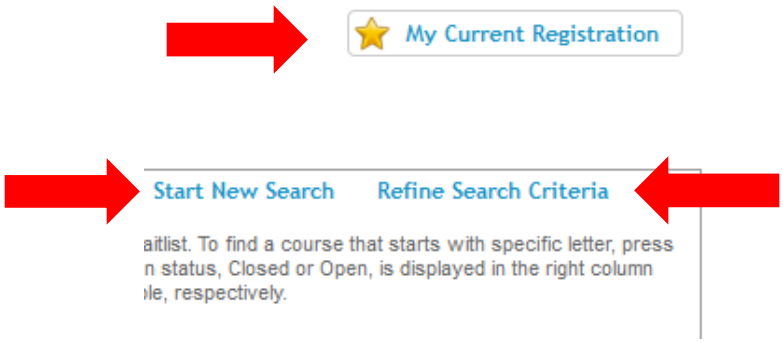
If your selected course has available seats, click on the green plus sign to add yourself to the class:



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



You can start a new search or refine your search criteria by clicking on the buttons at the top. If you would like to return to your registration list to view your current schedule, you can click on "My Current Registration" at any time.



Because there is considerable movement in waitlists and available seats throughout the Add/Drop period, you are strongly encouraged to frequently visit the LawNet Add/drop application to monitor changes in available courses.

- Professional Responsibility Course Changes – 3Ls and LLMs

3Ls and LLMs can make changes to Spring 2022 PR courses just like any other spring course

- Legislation and Regulation Course Changes – 3Ls

3Ls can make changes to Spring 2022 LegReg courses just like any other spring 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)

- Clinics and Externships

Clinics and Externships cannot be added or dropped on LawNet

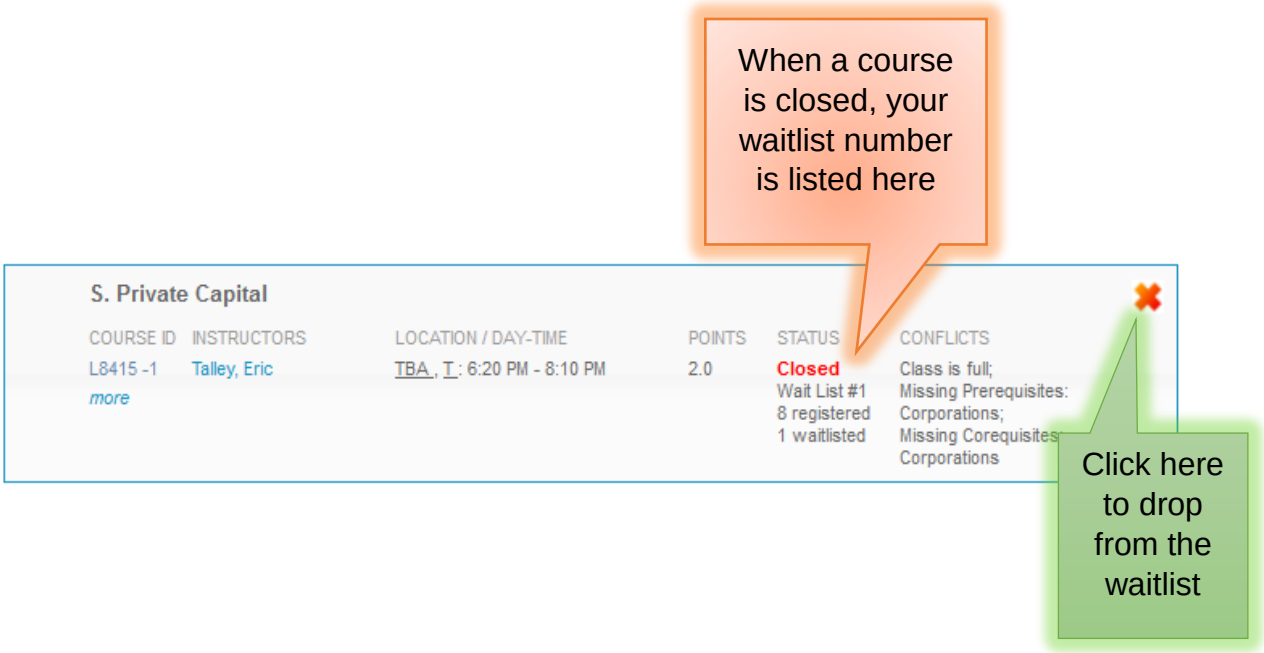
To make registration changes for Externships, contact Prof. Philip Genty at pgenty@law.columbia.edu

To make registration changes for Clinics, contact the Clinics Office at clinicstaff@law.columbia.edu

3. Waitlists

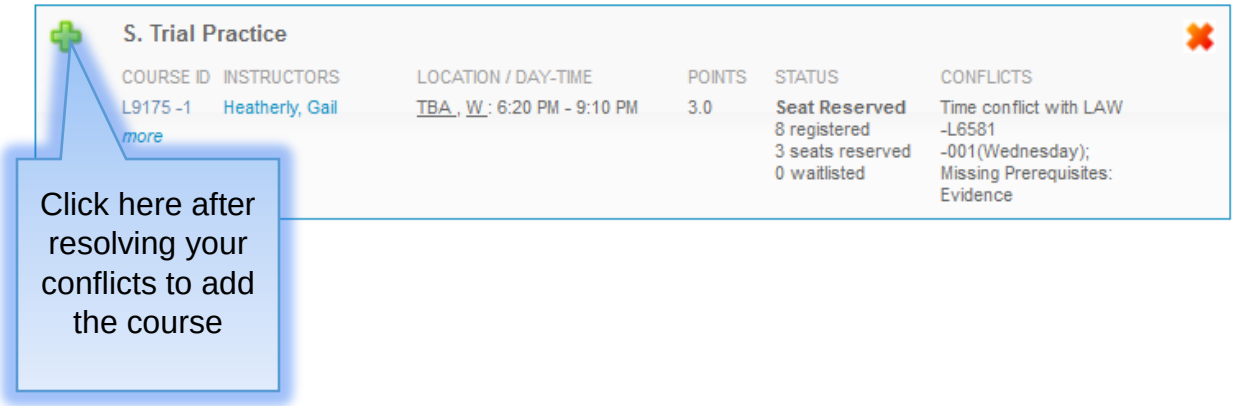
➢ Waitlisted Seats

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



➢ Reserved Seats

When you have a reserved seat, it means that a spot is being held for you but you will need to resolve a registration conflict.



➢ Waitlist Notification

You will be notified by Columbia email of eligibility to enroll in a class for which you are waitlisted.

In order to enroll in the class, you are required to accept the seat within 12 hours, which may require resolution of any of the following conflicts:

- Time – drop a class with a schedule conflict
- Section – drop a different section of the same class
- Points – request permission to register for up to 16 points or drop another class
- Pre-requisites – request faculty permission to register without formal completion of pre-requisites

Notifications will be sent twice each business day, starting at **2:00 p.m. EST on Tuesday, January 18 with the last notification taking place at 2:00 p.m. EST on Monday, January 24.**

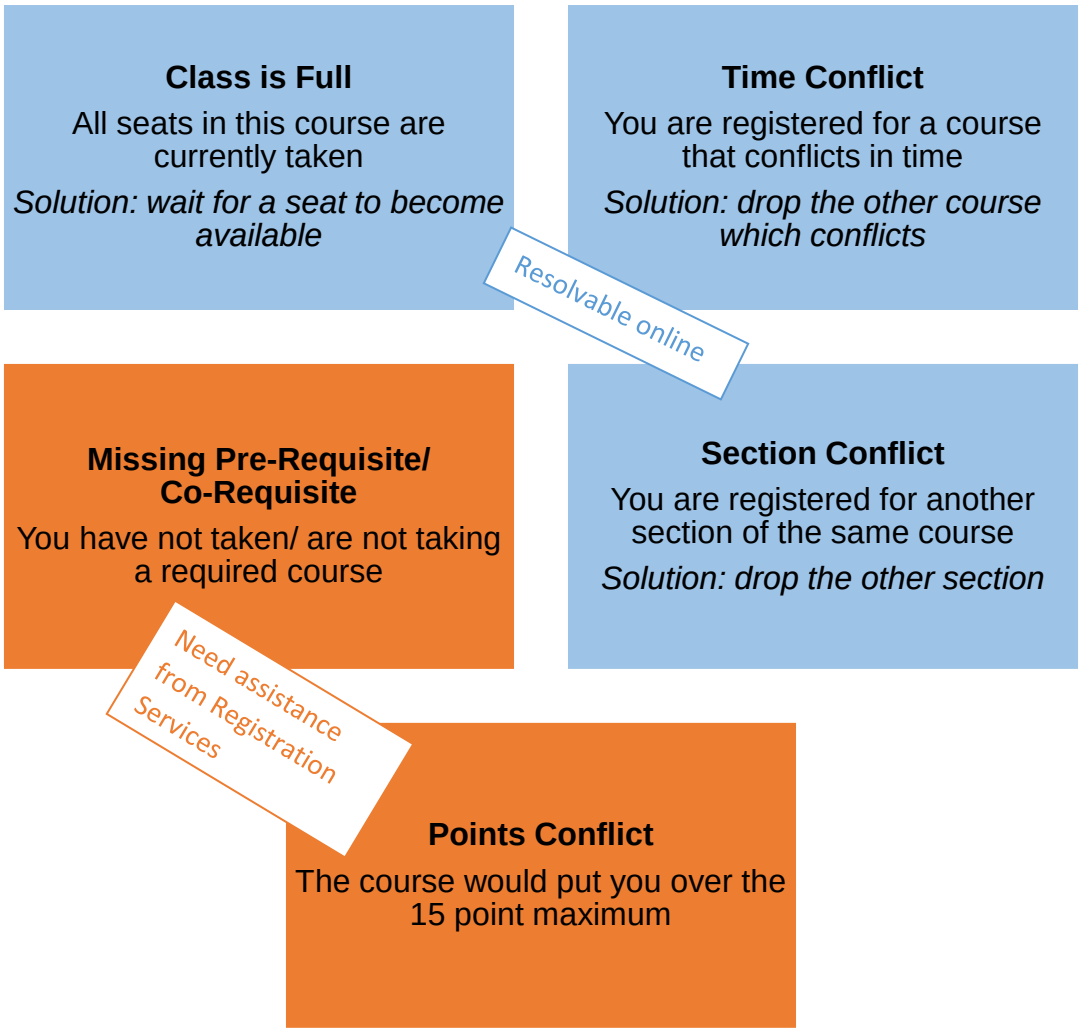
- there are no notifications on Saturdays, Sundays and/or University holidays
- On the 24th you will have 9 hours to respond to the 2:00 pm notification

If no action is taken within the 12-hour window you are allotted (either before 2:00 p.m. or before 2:00 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.

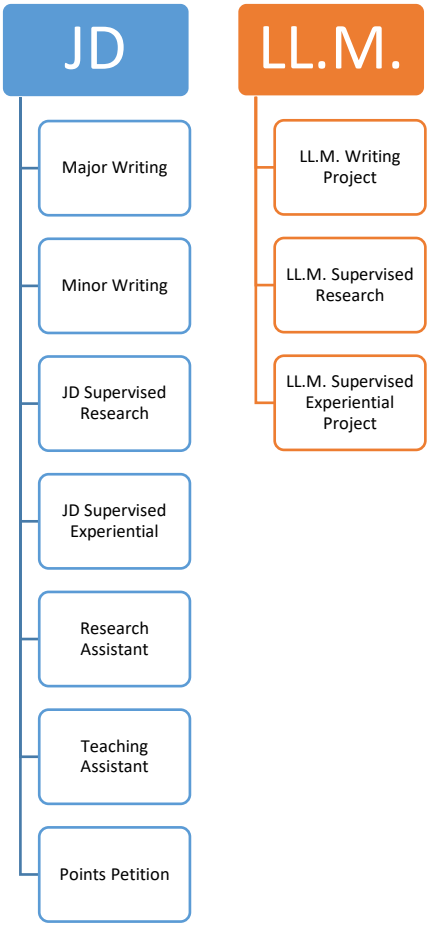
➢ Resolving Registration Conflicts



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 registrar@law.columbia.edu and Registration Services and will be able to register you.
- ✓ ***Co-Requisite conflicts:*** Write to registrar@law.columbia.edu and Registration Services will be able to register you.
- ✓ ***Points Conflicts:*** If registering for a course will bring you over the 15 point maximum, you can petition for 16 points. Submit this petition no later than the end of Add/Drop (Monday, January 24).

4. Registration for Non-Regularly Scheduled Courses



➢ Instructions for Digital Forms

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

Points Petition
JD Teaching Fellow
JD Research Assistant
JD Minor Writing
JD Major Writing
JD Supervised Research Paper
LL.M. Writing Project
LL.M. Supervised Research Paper
Supervised JD Experiential Study
Supervised LLM Experiential Study

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

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

Digital forms for JDs and LL.M.s are now open

Open: Monday, November 22 at 12:00 p.m. EST	Close: Tuesday, February 1 at 3:00 p.m. EST

NOTE: Tuesday, February 1 at 3:00 p.m. EST is the deadline for students to submit registration forms. Professors, Office of Graduate Degree Programs, and Registration Services approve forms on a rolling basis. We strive to have all forms approved by Friday, February 18.

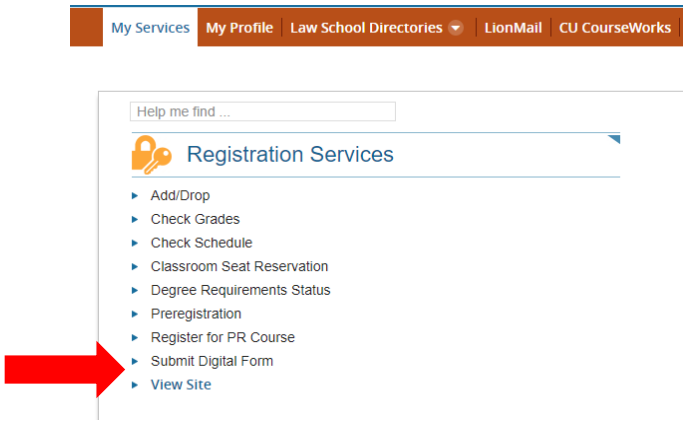
PDF Forms

These forms are not yet available on LawNet:

JD Cross-Registration Request Form
LL.M. Cross-Registration Request Form
Cross-Registration Request Form for Language Courses
Extension Form
Joint Degree Form
Year Course Grade Form
Withdrawal Form

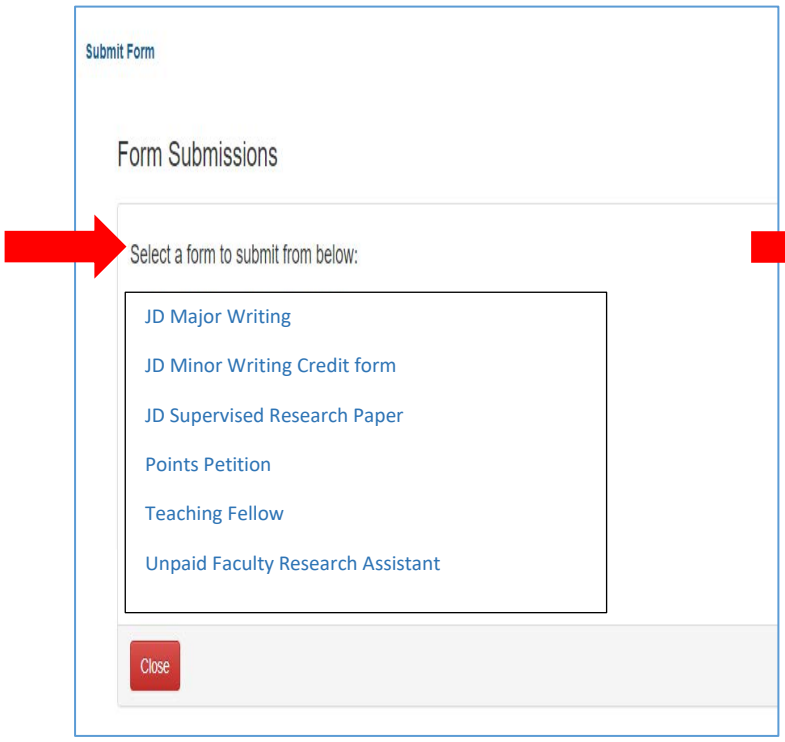
- ✓ Available on the Registration Services' Registration Forms website.
- ✓ Can be submitted by email
- ✓ Your instructor can send an email confirmation as approval
- ✓ Be sure to review the specific rules on the form as your signature confirms that you understand and agree to abide by them.

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

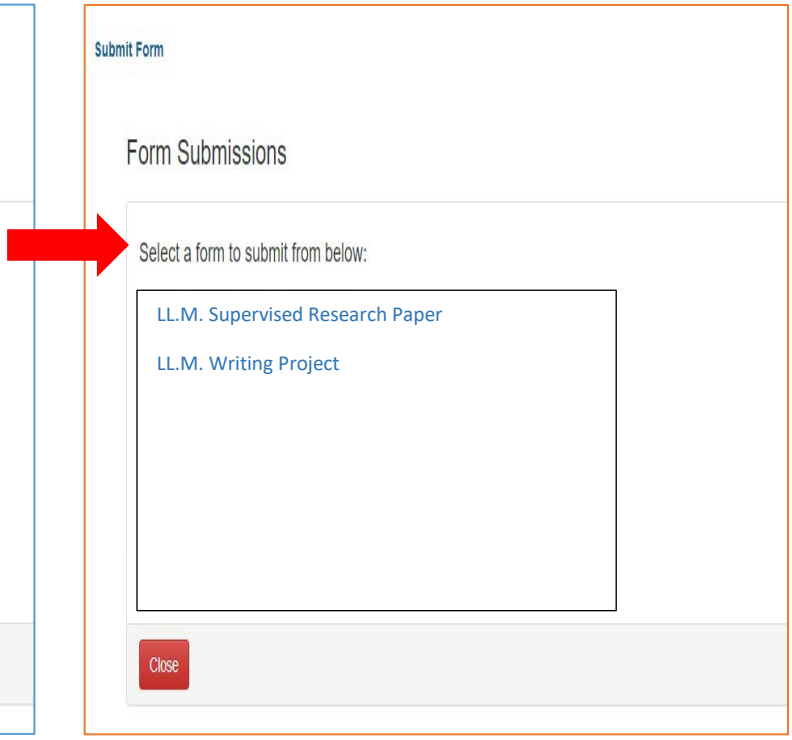


2. Select the registration form of your choice:

JD Forms



LL.M. Forms

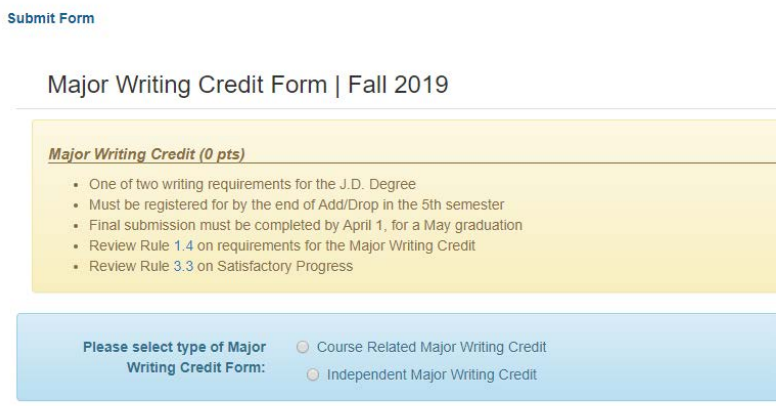


3. Complete form

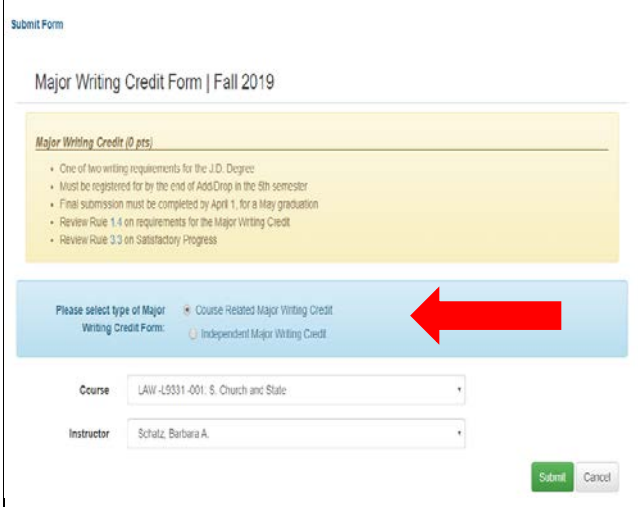
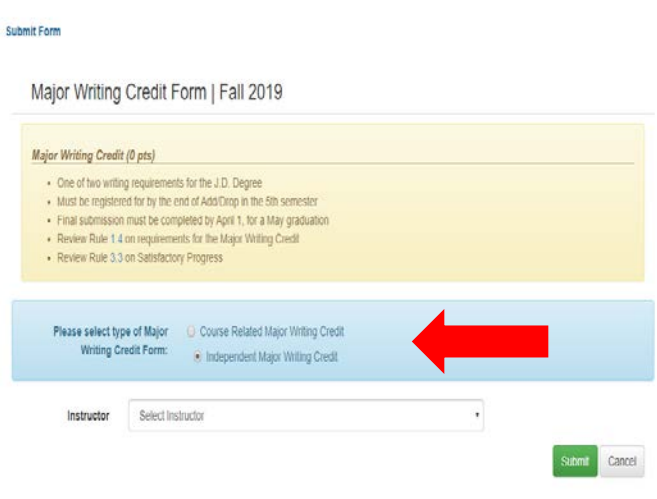
Each form provides the Faculty Rule governing each registration and each has specific instructions, depending on the choices available to you.

<u>JD Major Writing</u>

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

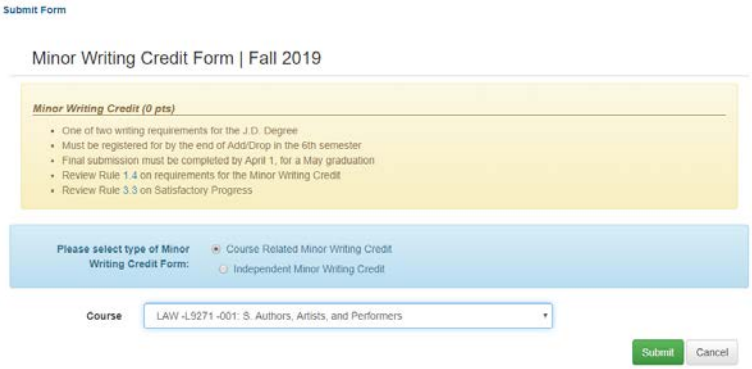
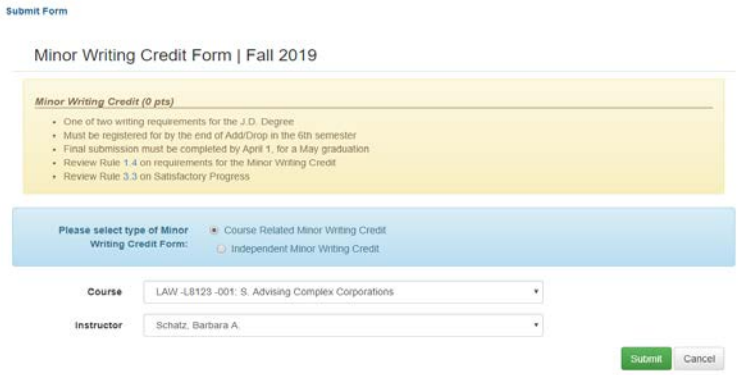


Before progressing, you will have to confirm if you plan to earn *course related* or *independent* Major Writing credit:

Course Related	Independent
e.g. you are taking a seminar which permits Major Writing. This form provides the option to select which course and supervising faculty, from the list of courses in which you are currently enrolled:	e.g. you plan to complete the requirement with either a supervised research or a journal note. The form will then give you the option of selecting your supervising faculty:
	

JD Minor Writing

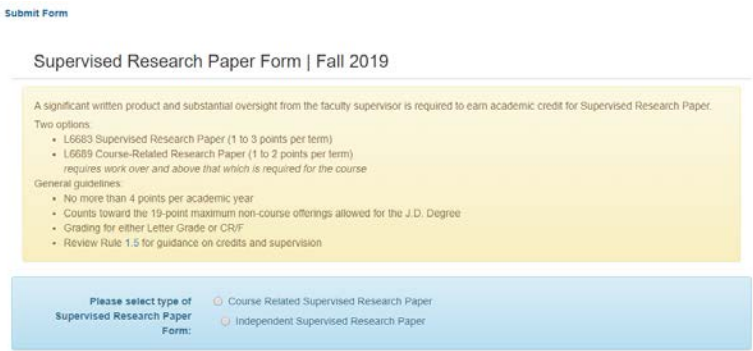
The Minor Writing registration form requires you to confirm if you plan to earn *course related* or *independent* credit:

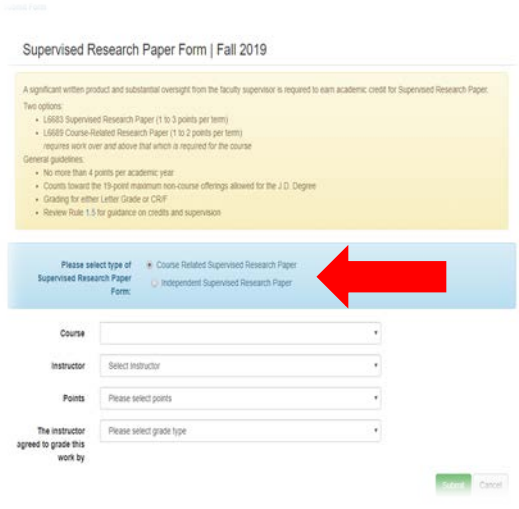
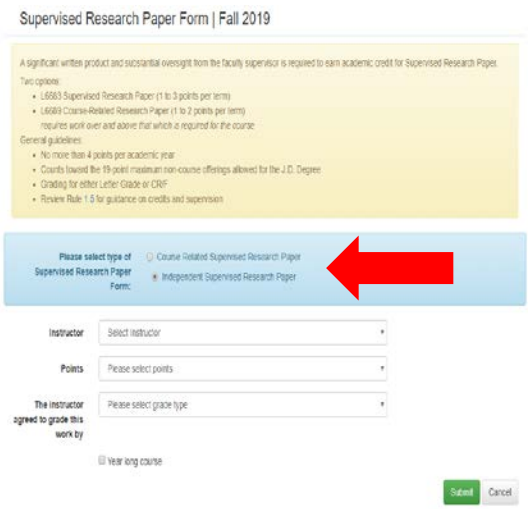
Credit mode	Form
If you plan to complete the credit through a course which offers **Automatic Minor Writing Credit**, no faculty approval is required	
If you plan to complete the credit through a course which offers **Minor Writing Credit upon consultation**, a faculty supervisor needs to be additionally selected	

If you plan to earn Minor Writing Credit **independent** of a specific class, you will be required to confirm the name of the supervising faculty.	

<u>JD Supervised Research</u>

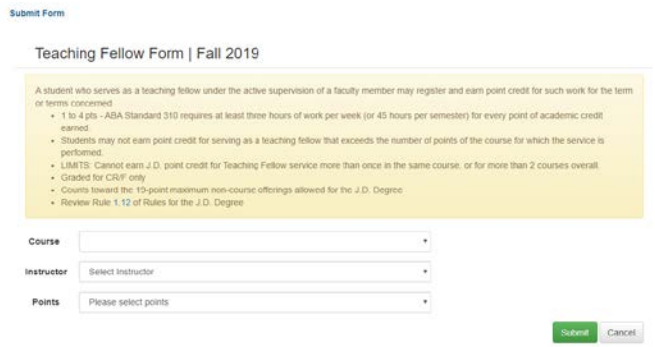
You will be required to confirm whether or not your supervised research is *independent* or *course related*:



Course Related	Independent
You will have the opportunity to select from the courses in which you are already enrolled. You will also identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.	You will be required to identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.
	

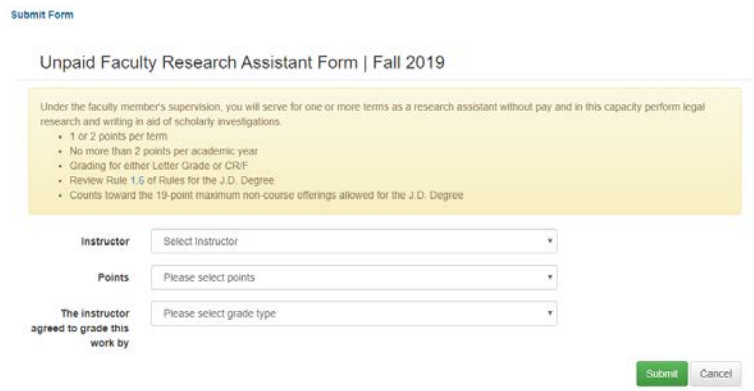
JD Teaching Fellow

This form requires you to confirm the course for which you will be serving as a TA, the instructor, and the number of points of academic credit you will earn:



JD Research Assistant

This forms requires you to identify the supervising faculty, the number of points of academic credit you have agreed with them, and the grading mode:

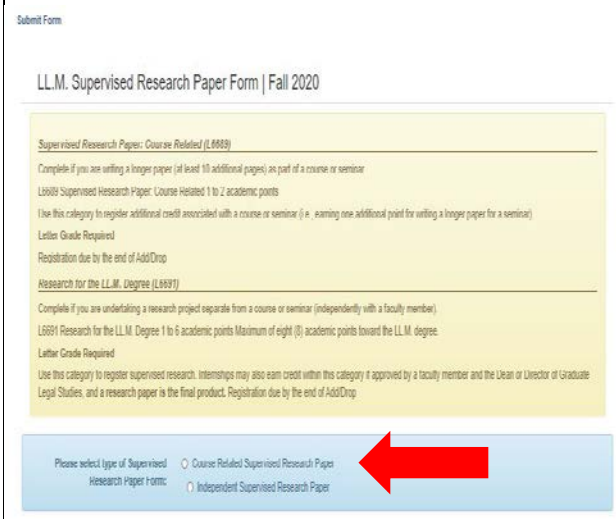


JD Points Petition

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

LL.M. Supervised Research

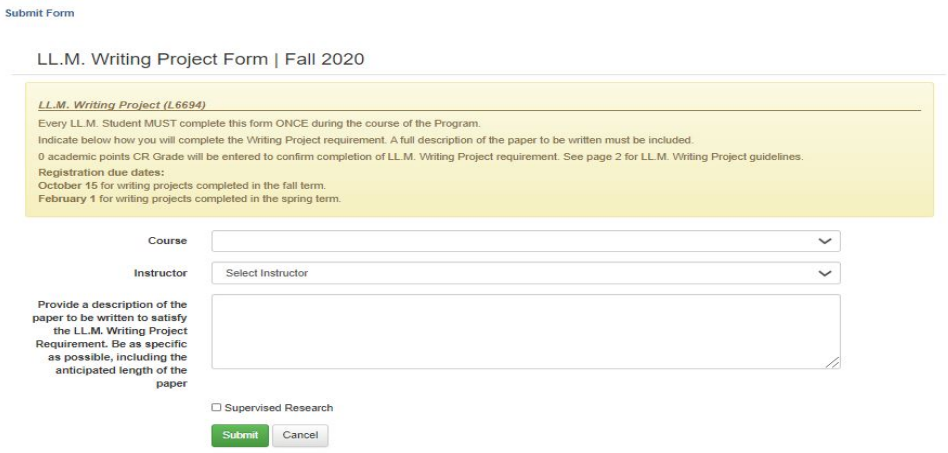
You will be required to confirm whether or not your supervised research is *independent* or *course related*:

Course Related	Independent
You will have the opportunity to select from the courses in which you are already enrolled. You will also identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.	You will be required to identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.
	

LL.M. Writing Project

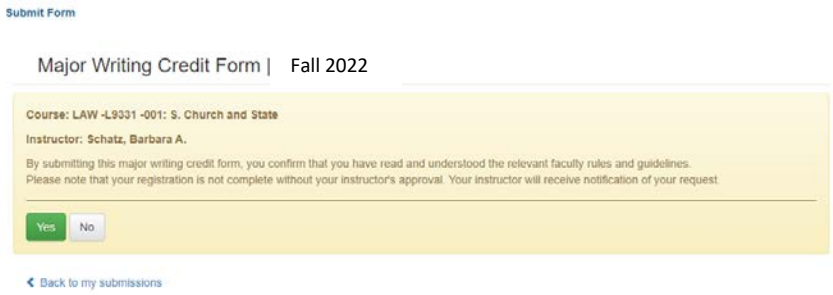
When you select this form, you will see the following:

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

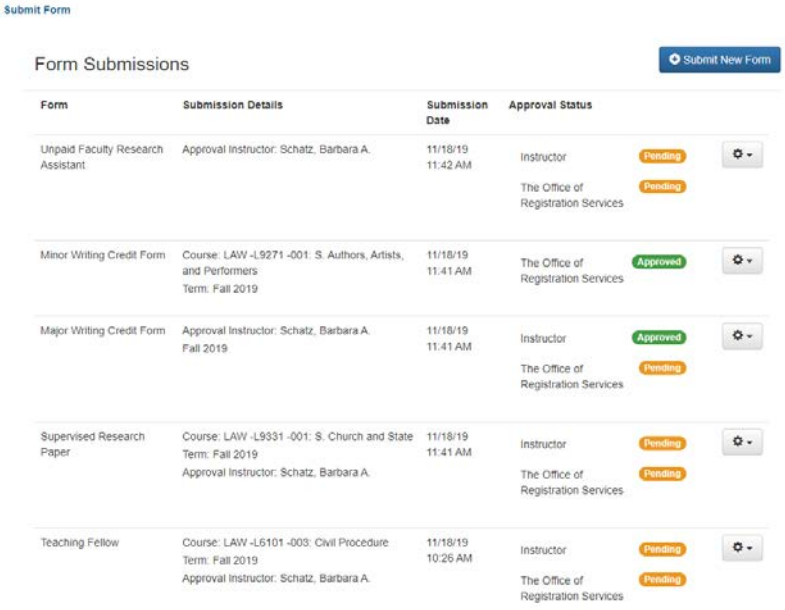


4. Submit form

The final step in all forms is to confirm submission. Once you click submit, you will be required to affirm that you have read and understood the Faculty Rules and the registration process. For example:



Once you have submitted a digital form, you will be able to view the status of your pending forms by returning to the digital forms landing page. For example:



Submit Form

Form Submissions

Submit New Form

Form	Submission Details	Submission Date	Approval Status	
Unpaid Faculty Research Assistant	Approval Instructor: Schatz, Barbara A.	11/18/19 11:42 AM	Instructor The Office of Registration Services	Pending Pending
Minor Writing Credit Form	Course: LAW -L9271 -001: S. Authors, Artists, and Performers Term: Fall 2019	11/18/19 11:41 AM	The Office of Registration Services	Approved
Major Writing Credit Form	Approval Instructor: Schatz, Barbara A. Fall 2019	11/18/19 11:41 AM	Instructor The Office of Registration Services	Approved Pending
Supervised Research Paper	Course: LAW -L9331 -001: S. Church and State Term: Fall 2019 Approval Instructor: Schatz, Barbara A.	11/18/19 11:41 AM	Instructor The Office of Registration Services	Pending Pending
Teaching Fellow	Course: LAW -L6101 -003: Civil Procedure Term: Fall 2019 Approval Instructor: Schatz, Barbara A.	11/18/19 10:26 AM	Instructor The Office of Registration Services	Pending Pending

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.
- Tuesday, February 1 at 3:00 p.m. EST is the <u>deadline for students</u> to submit registration forms. Professors, Office of Graduate Degree Programs, and Registration Services approve forms on a rolling basis. We strive to have all forms approved by Friday, February 18.

Take Note:

- ### Major Writing
  This registration carries no academic points. If you are writing a paper (for example, a Journal note) and wish to additionally earn academic points, you must also submit a registration form for a Supervised Research Paper.

- ### Minor Writing
  A course that offers Automatic Minor Writing Credit means instructor permission is not required. It does not mean the registration happens automatically. If you wish to earn Minor Writing credit, you must register for it.

- ### LL.M. Writing Project
  You need both instructor and OGP approval, and must submit your registration form no later than Tuesday, February 1.

- ### Supervised Research
  You can register for one or two semesters of supervised research. If you register for two semesters, you will receive the notation of YC (Year Credit) for your fall work until the spring grade is submitted, at which point the same grade will be recorded for the fall.

- ### Supervised Experiential Project
  - ✓ JD and LL.M. students need to complete a Memorandum of Understanding in addition to the form.
  - ✓ LL.M. students need OGP 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

5. Legal Methods II and 1L Electives

Although there is no formal provision (such as Add/Drop) to change your Legal Methods II and 1L Electives classes, there may be opportunities to switch, depending on seat availability. Please note that no changes can be made to your pre-assigned cohort classes.

- If you wish to request a change to your Legal Methods II registration, please complete and submit the Legal Methods II Switch Request form. Requests must be submitted no later than **3:00 p.m. EST on Tuesday, November 30.**
- You will be notified of our ability to grant your request to switch your Legal Methods II registration on or before December 8.
- If you wish to request a change to your 1L Elective registration, please complete and submit the 1L Elective Switch Request form. Requests must be submitted no later than **3:00 p.m. EST on Tuesday, November 30.**

No change is guaranteed but all changes, if made, are final.

6. NYU Law Courses

In 2021-2022, Columbia Law and NYU Law will allow a limited number of students to take courses at each other's schools. Approximately 20 students from each school will be eligible for this opportunity this academic year.

Law students can take **one (1)** course at NYU Law School through the Columbia/NYU Exchange program.

Students must use the online request form to apply. **For Spring 2022, the application period opens on Wednesday, December 22, 2021 at 5:00 p.m. EST and closes on Monday, January 11, 2022 at 3:00 p.m. EST.**

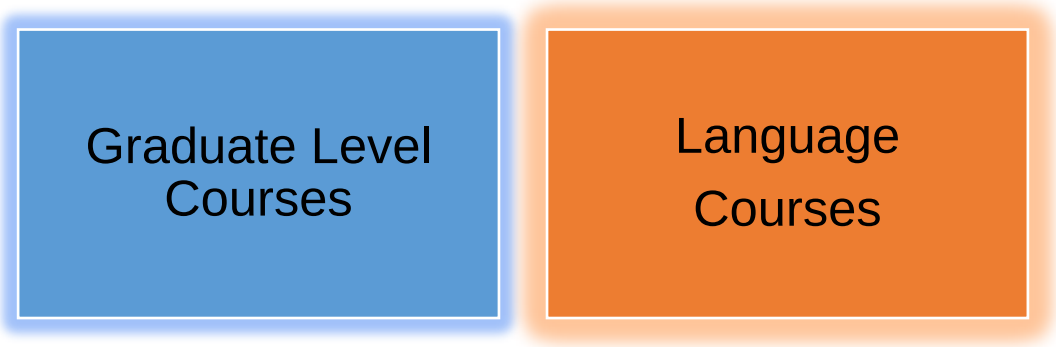
Columbia Law students interested in taking a class at NYU Law should review the list of available courses, as well as the course descriptions and schedules, before completing the request form.

Additional can be found on the Columbia/NYU Exchange website.

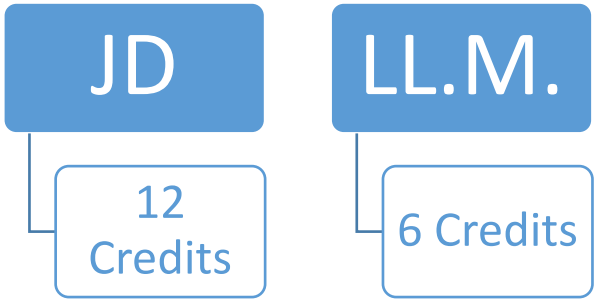
7. Cross-Registration at other Columbia University schools

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:

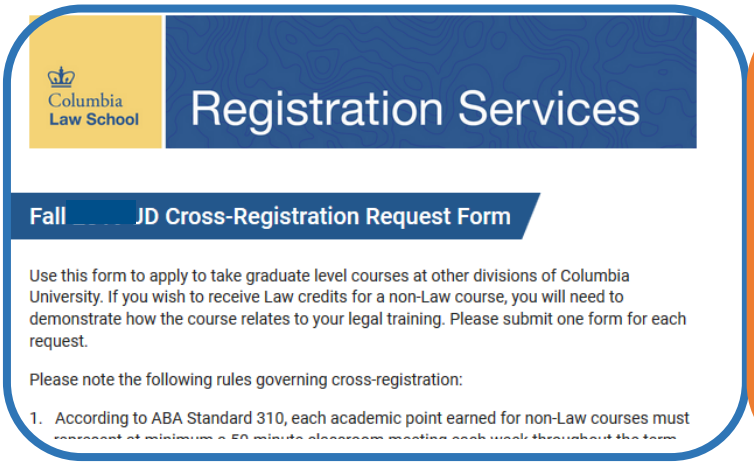


In addition, you should be aware that it is possible that not all the points of academic credit you earn at another CU school will be applied toward your JD or LL.M. degree.

- ✓ Each academic point applied to the CLS degree and earned for non-Law courses must represent at minimum a 50-minute classroom meeting each week throughout the term.
- ✓ Law School credit cannot exceed the number of scheduled class hours per week regardless of non-Law point value. For example, a 3-point class that meets for two hours per week will be worth 2 Law points.

➢ Graduate Courses

To cross-register for a non-law course, you must complete a Cross-registration request form. Cross-registration Request Forms will be available on our [Registration Forms page] and open on **Friday, January 21, 2022.**


Columbia Law School

Registration Services

Fall [redacted] JD Cross-Registration Request Form

Use this form to apply to take graduate level courses at other divisions of Columbia University. If you wish to receive Law credits for a non-Law course, you will need to demonstrate how the course relates to your legal training. Please submit one form for each request.

Please note the following rules governing cross-registration:

1. According to ABA Standard 310, each academic point earned for non-Law courses must

Columbia Law School

Registration Services

Fall [redacted] LL.M. Cross-Registration Request Form

Use this form to apply to take graduate level courses at other divisions of Columbia University. If you wish to receive Law credits for a non-Law course, you will need to demonstrate how the course relates to your legal training. Please submit one form for each request.

Please note the following rules governing cross-registration:

1. According to ABA Standard 310, each academic point earned for non-Law courses must represent at minimum a 50-minute classroom meeting each week throughout the term, as is similarly required of Law offerings. Students should understand that courses taken

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

The form will require you to attach a course description.

If instructor permission is required, you will need to attach that as well.

There are special registration processes for the following two graduate schools:

Business School

Students who wish to take a Business School course need to apply through the CBS online Cross-registration application. Available courses will be published in January 2022.

Once approved by the Business School, you must submit the relevant CLS Cross-registration Request form to ensure your registration is finalized.

SIPA (School of International and Public Affairs)

The SIPA Cross-registration website lists the courses that are never open to non-SIPA students. Courses will be added and/or removed to this list throughout the change of program period, beginning in January 2022. Please continue to check the site for newly added courses.

- SIPA's registration request form opens on **Tuesday, January 11.**
- Students will be notified of their registration from **Monday, January 24 - Friday, January 28.**

Student must have a full time course load registered with the Law School. Please do not count on registering for a course at another school to bring you to full time status.

Students will not be permitted to add or drop courses after Monday, January 24 pursuant to Law School rules.

➢ Language Courses

The procedure for cross-registering for a language course is different to that for other CU courses, because each language instruction department has its own rules regarding application, approval, and placement. As a result, there is a separate online Cross-registration Request Form available on our Cross-registration website.

Columbia Law School

Registration Services

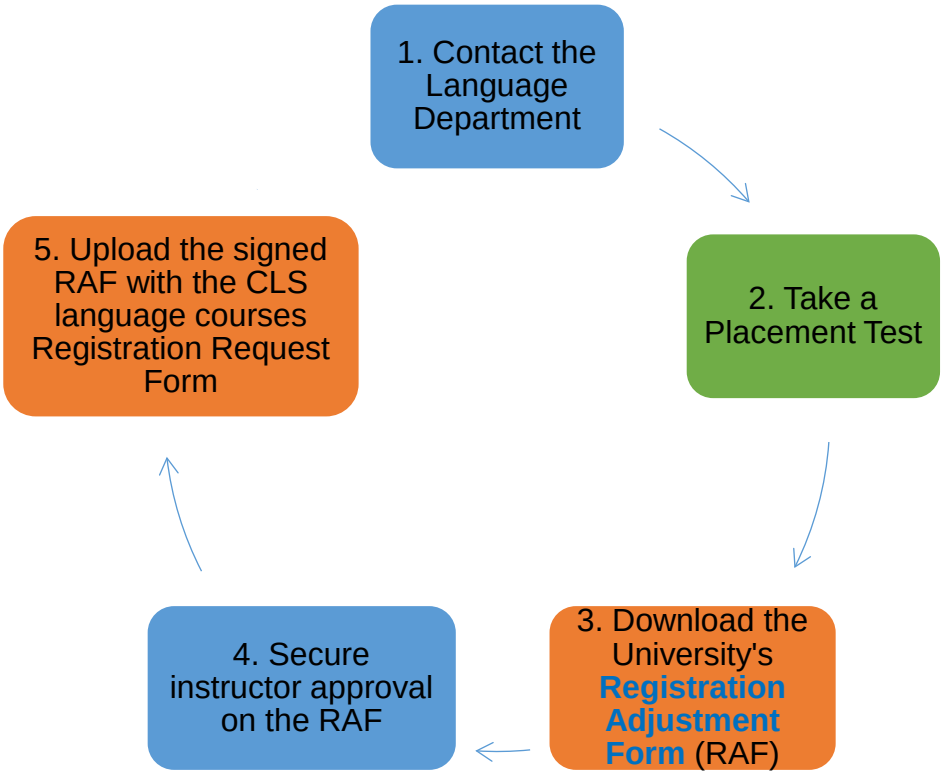
Fall [redacted] Cross-Registration Request Form: Language Courses

Use this form to apply to take a language course at other divisions of Columbia University. Faculty and/or Departmental approval is required for all language course petitions.

J.D. students:
If you wish to receive Law credits for a language course, you will need to demonstrate how the course relates to your legal training. Please submit one form for each request. The total number of non-Law School points that may be used toward the J.D. degree is 12.

L.L.M. students:

Follow these steps to request permission to register for a language instruction class:



NOTE: LL.M. students cannot take language courses for Law School credit.

8. 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.

9. January and Spring 2022 Add/Drop Timeline

Monday, November 22 at 12:00 p.m. EST - Thursday, December 9 at 12:00 p.m. EST

Phase One of Add/Drop: Upper-Year students can add or drop courses and waitlisted courses for January 2022 and Spring 2022

↓

Monday, November 22 at 12:00 p.m. EST

Digital forms for Upper-Year JDs will open via LawNet

↓

Monday, November 22 at 12:00 p.m. EST - Tuesday, November 30 at 3:00 p.m.

1Ls: Legal Methods II and 1L Electives switch request period

↓

Monday, January 3 at 12:00 p.m. EST - Monday, January 10 at 11:00 p.m. EST
Add/Drop for Upper-Year J-Term courses

↓

Monday, January 10 at 12:00 p.m. EST - Tuesday, January 18 at 12:00 p.m. EST

Phase Two of Add/Drop: Upper-Year students can add or drop courses and waitlisted courses

↓

Tuesday, January 18 at 2:00 p.m. EST

Action required on waitlist notifications

↓

Friday, January 21 at 2:00 p.m. EST

Final action required waitlist notifications are sent

↓

Monday, January 24 at 11:00 p.m. EST

Add/Drop closes

↓

Tuesday, February 1 at 3:00 p.m. EST

Digital Forms due