

**Columbia Law School**  
**Office of Registration Services**

*William and June Warren Hall, 1125 Amsterdam Ave., 5<sup>th</sup> Floor Suite 500*  
*registrar@law.columbia.edu*      *office: (212) 854-2668*      *fax: (212) 854-1135*

## CROSS-REGISTRATION APPLICATION for NON-LAW STUDENTS

### POLICIES & PROCEDURES

Law School offerings are open only to **FULL-TIME Columbia University graduate degree candidates**. Full-time graduate degree candidates may take no more than 2 (two) Law courses per term and no more than 4 (four) Law courses during their entire Columbia course of study. First-year foundation, legal writing, research, clinical, and externship offerings are NOT open to non-Law students. **REGISTRATION AS AN AUDITOR IS NOT PERMITTED FOR ANY LAW COURSE and informal auditing of more than one or two class sessions is not allowed. All registered students are expected to sit for scheduled Law exams; failure to complete an exam will result in an automatic grade of F. All Law School classes must be taken for a letter grade, which are A, B, (both with plus and minus) C, and F, and will be assigned to all students.**

The Law School's Office of Registration Services will accept requests for cross-registration beginning in June and up to Monday, September 11, 2017. Requests will be processed during the Law School Change of Program period (August 28 – September 11) and you will be sent an email notifying you whether or not you are registered for a Law course. No Law course can be added after September 11. The notation of W (withdrawal) will be recorded for withdrawals between September 12 and October 14, and the grade of F (failure) will be recorded for withdrawals after October 14. Follow the steps below to complete your request for a Law course.

- Complete **sections 1, 2 and 3** and return to the Law School's Office of Registration Services.
- **Section 3** requires the Instructor's signature. Instructor's approval **does not** guarantee a seat in the course.
- Decisions and processing of all cross-registration applications will be made on a first-come-first-serve basis.
- By the end of the Law School's Add/Drop period Registration Services will send you e-mail notification of the decision made on your cross-registration application. Every effort will be made to notify you in a timely manner.

#### Section 1: Student Information (to be completed by the student)

CHECK HERE IF YOU HAVE EVER REGISTERED FOR A COLUMBIA LAW SCHOOL COURSE

<hr/>	<hr/>	<hr/>	<hr/>
<i>Last Name (Print)</i>	<i>First Name</i>	<i>MI</i>	<i>SSN or CUID</i>
<hr/>	<hr/>	<hr/>	<hr/>
<i>School/Division</i>	<i>Degree</i>	<i>Expected Award Date</i>	
<hr/>	<hr/>	<hr/>	
<i>E-mail Address</i>	<i>Telephone #</i>	<i>Date of Birth (MM/DD/YY)</i>	
<hr/>	<hr/>	<hr/>	
<i>Student's signature</i>	<i>Date Submitted</i>		
<hr/>	<hr/>		

#### Section 2: Requested Law School Offering (to be completed by the student)

Title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course # \_\_\_\_\_ Sec: \_\_\_\_\_ Academic Pts. \_\_\_\_\_

#### Section 3: Instructor's Approval (to be completed by the Instructor)

Please be aware that approval is subject to availability of seats in the course, and that priority will be given to Law students.

<hr/>	<hr/>
<i>Instructor's Signature</i>	<i>Date</i>

#### Section 4: Enrollment Approval (to be completed by the Office of Registration Services at Columbia Law School)

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<i>Signature or stamp of designated Office of Registration Services official</i>	<i>Date</i>

#### Section 5: Finalize Registration

**APPROVED** applicants will receive a copy of this form and proof of their registration in the Law class.

**AFTER** you have been registered at the Law School, you must submit this form and proof of Law registration to your degree-granting division and/or official. Only your home school can register you in the University's database.

**TO DROP A LAW CLASS:** You must notify both your home school and the Law School's Office of Registration Services. The notation of W (withdrawal) will be recorded for withdrawals between September 12 and October 14, and the grade of F (failure) will be recorded for withdrawals after October 14.