

Pre-Registration

How does the lottery work?

The General Plan: All students are first assigned a random position within their category (LL.M., 3L, 2L). Based on the position in their group, student selections are considered in the following order.

- a. Each LL.M. student obtains two choices (limited only by the competition of other LL.M. students and by a percentage limit, described below).
- b. Each 3L student obtains two choices (limited only by the competition of other 3L students and the preceding LL.M. preference).
- c. Each 2L student obtains one choice (in competition with other 2L students).
- d. Each LL.M. obtains a third choice.
- e. Each 3L obtains a third choice.
- f. Each LL.M. obtains a fourth choice.
- g. Each 3L obtains a fourth choice.
- h. Each 2L obtains second, third and fourth choices.

How do I pre-register for my externship/clinic?

Students cannot pre-register for externships or clinics. If you were accepted into an externship, Social Justice Initiatives will confirm your enrollment with our office during the Add/Drop period (August 21 – September 11). If you were accepted into a clinic, the Clinics Office will confirm your enrollment with our office during the Add/Drop period (August 21 – September 11).

Can I pre-register for non-law course?

Non-law courses are not part of the pre-registration process. Students need to submit a [Petition Form](#) to apply to take a non-law course.

If I want to take 16 points, can I petition to do so before the lottery is run?

The lottery will not register you for more than 15 points. [Petition Forms](#) for 16 points will not be processed by our office until the start of the Add/Drop period.

I have pre-registered in the past, is the process the same?

There are 3 changes:

1. You cannot list any course twice, either as primary or alternate choice.
2. a) 3Ls and LL.Ms can choose 6 primary and alternate choices
b) 2Ls can choose 8 primary and alternate choices.
3. There will also be a second chance to make changes to your pre-registration after the initial window (June 5 to June 19) closes. This second window is July 27 to July 31.

I have a hold on my account. What should I do?

You can view your hold information by logging into SSOL. Only the office that places the hold can remove it. Therefore, if you have an account balance, you should contact [Student Financial Services](#).

Does it matter when I complete my Pre-Registration?

Pre-registration is not time sensitive, so students can enter their choices at any point during the pre-registration period and not be disadvantaged.

Does it matter when I complete Professional Responsibility (PR)registration?

Registration for Professional Responsibility (PR) courses is time sensitive, as spaces will be on a first come/ first served basis. Registration for PR is only available for 3Ls and LLMs. 2Ls can pre-register for PR courses.

I want to pre-register for a course with a co-requisite, but the system won't let me. How do I add it?

You will need to contact our office via email at registrar@law.columbia.edu and we will add it on your behalf.

Can I take a pre-requisite for a course as a co-requisite instead? How do I arrange this?

This is possible but you must contact the professor directly for permission. The professor can write to registrar@law.columbia.edu and we can place the course that requires the pre-requisite on your Pre-Registration list.

How do I pre-register for Negotiation Workshop?

Only Negotiation Workshop, section 1 is available to list among your pre-registration selections. Once you have added section 1, another window listing all the sections will appear and you can rank each section according to your preference. Please note that you must rank the sections in order to be placed in any Negotiation Workshop section. More information about Negotiation Workshop registration can be found here in the course description in the Curriculum guide.

How do I pre-register for Major/Minor Writing, Supervised Research, Unpaid Faculty Assistant, Teaching Fellow?

Research and writing registrations cannot be entered on your pre-registration ranking. You will need to complete a [JD Research and Writing Registration Form](#) and submit to our office no later than the end of the Add/Drop period.

When will I find out the results of the lottery?

Student schedules will be released in LawNet on Tuesday, August 15th.

Add/Drop/Registration

What does "Seat Reserved" mean in LawNet?

This means you are being offered a seat in a course off the waitlist. You will need to take action to claim this seat and resolve any conflicts.

I'm being offered a seat in a course off the waitlist but I want to wait until I can attend the course. Can I extend my waitlist decision period?

The waitlist is an automated process and you will have 12 hours to make a decision if you are offered a seat. For reasons of fairness to your classmates who are also on the waitlist, it is not possible to extend this window.

I'm not a law student. How do I take a law course?

Non-law students can apply to take a law course by completing this [form](#) and submitting it to Registration Services. Registration Services makes the final enrollment decision (not the instructor) and law students receive priority.

I want to drop an externship/clinic/course that required instructor permission but LawNet will not allow me. How do I drop it?

If you needed instructor permission to register, you will need instructor permission to drop the course. Our office will need an email confirmation and will manually remove the course from your record.

I don't see an answer to my particular question, what do I do?

If you have a question not covered here, please feel free to contact our office either via email at registrar@law.columbia.edu or phone at 212-854-2668.