ADDENDUM A: REGISTERING FOR FIRST-YEAR FOUNDATION COURSES, PERMISSION OFFERINGS, JOURNALS, MOOT COURT, AND FOR RESEARCH AND WRITING CREDITS

FIRST-YEAR FOUNDATION COURSES

Online pre-registration/registration is not available for First-Year Foundation courses. You must submit a petition form to be considered for a seat in a First-Year Foundation course, and you are advised to list the various sections in order of your preference. We will make every effort to accommodate your request, but availability of these classes (or of some sections) is limited, and we may not be able to register you for the course or section you request. LLM candidates wishing to register for First-Year Foundation courses must secure the written permission of Dean Polo, Ms. Casal, or Ms. Zalk before submitting their request to Registration Services. Submit your request immediately.

CLINICS, EXTERNSHIPS, AND OTHER COURSES REQUIRING INSTRUCTOR PERMISSION

Online pre-registration/registration is not available for offerings that require an application (e.g., clinics, externships) or instructor permission to enroll. You must follow the application directions or contact the instructor(s) directly and obtain permission to be registered. For course requirements, limitations, and application instructions, make sure to check course descriptions in the online Course Guide (www.law.columbia.edu/courses/search). Information on applying for permission courses usually is listed in the “Limitations” field of a course’s online description, and frequently in the body of the course description. If you are admitted to a clinic, externship, or other offering that requires an application or instructor permission, Registration Services will enroll you once the instructor sends us a list of admitted students.

JOURNALS AND MOOT COURT

Online pre-registration/registration is not available for journal or moot court listings. If you are a member of a journal or plan to participate in an upper-year moot court, your editor-in-chief or moot court director will inform Registration Services of your participation and you will be registered for the offering. Refer to Rules 1.11 and 1.13 for information pertaining to journal and moot court activities. LLM students who wish to work on one of the Law School’s journals should contact the editor of the journal. (Please note that the Columbia Law Review does not accept LLM candidates.) LLM students do not receive academic credit for editorial or administrative journal duties, but may complete the LLM Writing Project requirement as well as earn academic credit for published articles. Because publication is difficult to ensure, we strongly recommend that you plan to do any such writing under the supervision of an appropriate faculty member.

RESEARCH & WRITING CREDITS AND INDEPENDENT INTERNSHIPS

Online pre-registration/registration is not available for research and writing credits. Register for any of the following between now and the end of the Law School’s Fall 2015 Change of Program (“ADD/DROP”) period on September 18.

JD RESEARCH AND WRITING CREDITS: To be registered for any of the following, you must complete the JD Research & Writing Registration Form, have your supervising instructor(s) sign the form, and submit it to Registration Services. You cannot be registered for these listings without the signature approval of your supervising instructor (exception for Minor Writing Credit in some cases, see below). The form is available at www.law.columbia.edu/academics/registrar/Reg_Forms and in the Office of Registration Services. Completed forms will be accepted anytime between now and the end of the Law School’s Fall 2015 Add/Drop period on September 18.

(L6675) Major Writing Credit - must be registered by the last day of the Add/Drop period of your fifth semester, and must be initiated by the beginning of your fifth semester. For students graduating in May or October 2016, the first draft is due by no later than February 1, 2016 if the paper is related to a course or research registered in Fall 2015. If your Major Writing paper is related to a course or research registered in the 2014-15 academic year, the first draft is due by no later than the October 15, 2015 deadline for all work
from the prior academic year. The final draft of the Major Writing paper is due by no later than April 1, 2016. Once you have satisfied the Major Writing requirement, your supervising instructor will enter CR (for credit) in LAWNET to confirm completion.

(L6672) Minor Writing Credit - may be completed at any time before graduation, but must be registered with Registration Services by no later than the last day of the Add/Drop period of your final term at the Law School. If you plan on fulfilling this requirement by taking a course or seminar that indicates in the online course description that Minor Writing Credit is granted automatically, you do not need the instructor’s signature to complete your registration. However, you still must register your Minor Writing Credit with Registration Services - simply list the course number, name, and instructor on the form JD Research & Writing Registration Form. Once a course grade is recorded for you, your instructor also will enter CR for your Minor Writing registration to confirm completion. For courses/research that do not indicate that Minor Writing Credit is awarded automatically, the instructor’s signature is required on the registration form, and the instructor will need to record your Minor Writing completion once you have satisfied this requirement (s/he will enter CR for credit in LAWNET to confirm completion).

(L6822) Teaching Fellow* - 1 to 4 pts, but not more than the number of credits of the course for which you are serving as a Teaching Fellow. Use this category if you are a Teaching Fellow for a Columbia Law School lecture course only. Special permission must be obtained to serve as a Teaching Fellow for a Law seminar (check with Registration Services).

*NOTE: Points earned as a Teaching Fellow are in the category of non-course/seminar work, and count against the maximum of 19 such points allowed toward the 83 points required for the JD degree. Graded Credit/Fail.

LIMITS: Cannot earn JD point credit for Teaching Fellow service more than once in the same course, or for more than two (2) courses during your JD studies.

(L6683) Supervised Research Paper**- up to 3 pts in a term, but not more than 4 pts in an academic year

**NOTE: Points earned for a Supervised Research Paper are in the category of non-course/seminar work, and count against the maximum of 19 such points allowed toward the 83 points required for the JD degree (see Rule 1.5). Letter grade or Credit/Fail option available, upon consultation with the supervising instructor; grading option must be indicated at the time of registration. To earn credit for any research registration, a significant written product on a legal topic and substantial oversight from the faculty supervisor is required.

INDEPENDENT INTERNSHIPS: If you plan on undertaking an independent internship (i.e., not listed as an official Columbia Law School offering), please note that academic credit is not available for such internships. However, you may earn some academic credit in conjunction with your independent internship by registering for a Supervised Research Paper (usually for one or two points) under the direction of a Columbia Law School faculty member and meeting all the requirements for this registration as specified in Rule 1.5 of the Rules for the JD Degree. You cannot receive academic credit otherwise for the internship itself, or for writing a paper about your internship experience. Your paper must be a scholarly work on a topic approved by the faculty supervisor and related to legal issues encountered in the work you will be undertaking during your internship. Also, the paper must consist entirely of original work not submitted to the employer. To earn credit for any research registration, a significant written product on a legal topic and substantial oversight from the faculty supervisor is required.

(L6689) Supervised Research Paper: Course Related: Use this category to register additional credits associated with a course or seminar (i.e., earning one additional point for writing a longer paper for a seminar). For LLM's the paper must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-evaluative grades are not permitted.

(L6685) Service as Unpaid Faculty Research Assistant*** - J.D. candidates may earn 1 or 2 pts per term, but not more than 2 pts in an academic year for service as an unpaid faculty research assistant (CLS faculty only).

***NOTE: Points earned for Service as an Unpaid Faculty Research Assistant are in the category of non-course/seminar work, and count against the maximum of 19 such points allowed toward the 83 points required for the JD degree. Letter grade or Credit/Fail option available, upon consultation with the supervising instructor; grading option must be indicated at the time of registration.
LLM RESEARCH and WRITING CREDITS: If you intend to register for any type of supervised research for the LLM degree (LLM Essay or Research for the LLM Degree), Registration Services will complete your registration once you submit a completed “LLM Research & Writing Registration Form” that includes the signature of the professor who has agreed to supervise your work and the signature approval of Dean Polo. Ms. Casal, or Ms. Zalk. Research registration must be completed by the end of the “Add/Drop” period (September 18). The registration form is available in the Office of Registration Services and at www.law.columbia.edu/academics/registrar/Reg_Forms.

Detailed information on LLM supervised research can be found online at www.law.columbia.edu/current_student/GLS/llm and in the "Master of Laws (LLM) Degree Requirements" section of the Graduate Legal Studies New Student Handbook.

LLM WRITING PROJECT REGISTRATION: LLM candidates must register for the “LLM Writing Project” (L6694) by completing the LLM Research and Writing Registration Form by October 15 for writing projects to be completed during the Fall term. The signature of the professor and of Dean Polo. or Ms. Casal, or Ms. Zalk is required on the form, as well as a detailed description of the paper to be written (including anticipated length).

(L6691) Supervised Research [Register under “Research for the LLM Degree]: Students can earn LLM Writing Project credit by writing a research paper independently of any course with a professor who agrees to supervise the work and to read and grade the paper. The final research paper must be based on the student’s original legal research and must be worth at least 2 points of academic credit in order to yield Writing Project credit. The paper must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-evaluative grades are not permitted.

INDEPENDENT INTERNSHIPS: If you plan on undertaking an independent internship (i.e., not listed as an official Columbia Law School offering), please note that academic credit is not available for such internships. However, you may earn some academic credit in conjunction with your independent internship by registering for a Research for the LLM Degree (usually for one or two points) under the direction of a Columbia Law School faculty member and meeting all the requirements for this registration as specified on the LLM Degree Requirements (see www.law.columbia.edu/current_student/GLS/llm). You cannot receive academic credit otherwise for the internship itself, nor for writing a paper about your internship experience. Your paper must be a scholarly work on a topic approved by the faculty supervisor and related to legal issues encountered in the work you will be undertaking during your internship. Also, the paper must consist entirely of original work not submitted to the employer. To earn credit for any research registration, a significant written product on a legal topic and substantial oversight from the faculty supervisor is required.

(L6689) Supervised Research Paper: Course Related: Use this category to register additional credits associated with a course or seminar (i.e., earning one additional point for writing a longer paper for a seminar). For LLM’s the paper must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-evaluative grades are not permitted.

(L6692) LLM Essay: An LLM candidate may, but need not, earn the required Writing Project credit by writing a satisfactory Master’s Essay. The number of academic points to be granted for a Master’s Essay depends upon the scope and nature of the topic and is determined, in advance of registration, by the appropriate faculty advisor. Up to eight (8) points of academic credit can be granted for the research and writing involved. The LLM Essay must be placed before the faculty supervisor well in advance of the final due date so that it can be reviewed and revised before the final version is submitted. A copy of the final Essay is deposited in the Law School Library, and its title appears on the final student transcript. The Master’s Essay must be graded on the A-B-C-F scale; Credit (Pass)/Fail or other non-evaluative grades are not permitted.

(L6685 – Section 3) LLM Service as Unpaid Faculty Research Assistant*** - LLM candidates are allowed to earn one (1) credit toward the degree for service as an Unpaid Faculty Research Assistant (CLS faculty only). This credit is graded on a Pass/Fail basis (i.e., Credit/Fail).