ADDENDUM F: SPRING 2016 CHANGE OF PROGRAM PERIOD (January 11-26)

CHANGE OF PROGRAM (“ADD/DROP”) PERIOD: The Law School’s 2-phase Change of Program period starts one week before the first day of classes and ends one week after the first day of classes each term. All LLM and upper-year students can make changes to the courses listed on their Spring term schedule during the Law School’s Change of Program (“Add/Drop”) period (January 11-26). The results of the course lottery may place you on a wait list for one or more of the classes you listed at pre-registration.

January 11-19: Voluntary changes to course schedules only. Students will be able to: drop a course on their schedule for which they are registered or wait-listed; add a course if seats are available; add their name to a course wait-list.

January 19-26: Students on wait-lists will be notified by e-mail if an opening becomes available, and must act on the notification within 12 hours or else they will be dropped from the wait list. Voluntary changes also can be made.

January 26 (Tuesday), 5 pm: End of Add/Drop period. After this date, students may add a course to their academic program only with the permission of the instructor and upon petition to the Rules Committee, and only in exceptional circumstances and where the student can demonstrate compliance with the ABA attendance rules (see Rule 1.2.7.5).

January 27-February 15: In accordance with CLS Faculty rules, withdrawal from a course is allowed after the close of the official Add/Drop period, and through February 15 in the Spring term (through October 15 in the Fall term), with the instructor’s permission. However, for these late withdrawals from a course a grade of “W” (indicating withdrew) will be entered into the student’s official transcript. For details, see Rules for the JD Degree at http://web.law.columbia.edu/academic-rules.

NOTE: The rules regarding late withdrawals from a course apply to all degree candidates.

WAIT LIST NOTIFICATION SYSTEM: Starting Friday, January 15, you will be notified by email (to your CLS email account) if you become eligible to enroll in a class for which you were wait listed. Notifications sent on Friday, January 15, will have an expiration time of 2 pm on Tuesday, January 19 (the first day of classes). Thereafter, notification emails will be sent twice each school day, at 2 am and at 2 pm, and you will have 12 hours to act on the offer of a seat in a wait listed class. You must resolve any time, section, and/or points conflict(s) (e.g., drop a class with a conflicting schedule before adding the wait listed class) as well as any pre- or co-requisite issues. If you wish to take more than the maximum number of points allowed per semester, you must petition to do so before adding the class (see Addendum G, “Petitions for an Exception to the Registration Rules”). It is your responsibility to check your emails and to respond within the specified period.

Additional information will be sent to students when the Spring 2016 student schedules are released – by December 23.