REGISTRATION FOR FALL 2016 UPPERYEAR COURSES

ALL UPPERYEAR STUDENTS MUST SELECT THEIR FALL 2016 LOTTERY COURSES between 12 noon EST on Wednesday, June 15, and 5 pm EST on Wednesday, June 29

REGISTRATION TIMELINE

Beginning at 12 noon EST on Wednesday, June 15, rising 2Ls and 3Ls will be able to use LAWNET to make their selections for Fall 2016 lottery courses. Also, during this time rising 3Ls who did not satisfy in their 2L year the professional responsibility (PR) requirement for the JD degree will be able to register (not pre-register) for one of the 2016-17 PR offerings (see Step 1, below).

Online registration for the 2016-17 professional responsibility courses (rising 3Ls only), and rising 2L and 3L pre-registration for Fall 2016 lottery courses will be available 24 hours a day, 7 days a week, until 5 pm EST on Wednesday, June 29, except for periods when the IT Department needs to bring down the system for upgrades or servicing. DO NOT LEAVE YOUR COURSE SELECTION FOR THE LAST DAY. Extensions cannot be granted if you are unable to finalize your course selection because of last-minute technical or other difficulties. Also, make sure to print a copy of your final pre-registration selections for your records since you will not be able to access this information in LAWNET after 5 pm EST on June 29.

Course selection will be at least a 2-step process for rising 3Ls who need to satisfy the JD professional responsibility requirement. All rising 2Ls and 3Ls must follow Step 2.

STEP 1 ALL 3Ls WHO HAVE NOT COMPLETED A PROFESSIONAL RESPONSIBILITY COURSE AT COLUMBIA LAW SCHOOL: From 12 noon EST on June 15 until 5 pm EST on June 29, use LAWNET to REGISTER (i.e., enroll) in one (and only one) of the 2016-17 professional responsibility (PR) offerings: one of the Fall 2016 PR offerings, or one of the Spring 2017 PR offerings. REGISTRATION IS TIME SENSITIVE for 3Ls who need to select a PR course and is on a FIRST-COME FIRST-SERVED BASIS. Seats are limited, so make sure to register early. Registration for the PR courses will close when all seats are taken or at 5 pm EST on Wednesday, June 29, whichever comes first. You will be able to view your enrollment in LAWNET immediately, and you can add or drop a 2016-17 PR course anytime during the June 15-June 29 enrollment period.

Log on to LAWNET and select “Register for a PR Course” under the “My Services” pull down tab. You will be able to REGISTER (i.e., enroll) for one of the 2016-17 PR offerings if you have not already fulfilled this requirement at Columbia Law School. If you already fulfilled the CLS PR requirement, you will not be able to register for any of the 2016-17 PR courses, but you can pre-register for a Fall 2016 PR offering so that it might be included in the course lottery. Note that you cannot earn degree credit for more than one PR course, so check the online course descriptions for limitations and make sure you intend to pre-register for a PR course even though you will not receive degree credit.

STEP 2 ALL UPPERYEAR STUDENTS (rising 2Ls and 3Ls): From 12 noon EST on June 15 until 5 pm EST on June 29, use LAWNET to make your selections (i.e., pre-register) for Fall 2016 courses that will be part of the course lottery. Lottery courses are Fall 2016 courses that begin on/after Tuesday, September 6, and that do not require an application or instructor permission. Pre-registration for lottery courses is not time-sensitive within the June 15-June 29 period, and you can adjust your selections at any time before 5 pm EST on Wednesday, June 29. See “Online Pre-Registration Using LAWNET,” below, for details.

See Addenda for information on registering for the following offerings: clinics, externships, courses requiring instructor permission, first year foundation courses, research, writing, moot court, journals, courses at other divisions of Columbia University, and courses at NYU Law School offered as part of the Columbia-NYU Exchange.
COURSE LOTTERY: The course lottery will be run toward the beginning of August and results will be released by the week of August 15. An e-mail notification will be sent once the lottery results are available in LAWNET. See Addendum B for an explanation of the course lottery system.

FAILING TO MAKE YOUR COURSE LOTTERY SELECTIONS (PRE-REGISTER): Students who for any reason do not pre-register during the designated period will have to register for Fall 2016 classes during the Law School’s Add/Drop period (August 29-September 13) and will need to select from classes that remain available at that time.

CHANGE OF PROGRAM (“ADD/DROP”) PERIOD: The Law School’s Fall 2016 Change of Program period (Add/Drop) will open on Monday, August 29, and will close promptly at 5 pm on Tuesday, September 13. See Addendum F for details. During this period you can make changes to the courses that were assigned to you by the course lottery, add new courses to your schedule if seats are available, and add your name to course wait lists.

FIRST DAY OF FALL 2016 LAW CLASSES: Tuesday, September 6, 2016

IMPORTANT INFORMATION

ADDENDA: Please review this memorandum carefully, including the information in the addenda starting on page 5 for:

ADDENDA

A. Courses/Seminars with Anticipated High Demand; Year-Long Courses (pages 5-6)
B. Faculty Resolution on the Allocation of Scarce Resources (how the lottery works) (pages 6-7)
C. Registering for First Year Foundation Courses, Clinics, Externships, Permission Courses, Journals, and Moot Court (page 7)
D. Registering for Research and Writing Credits and for Independent Internships (pages 7-8)
E. Registering for Courses at other Columbia University Divisions and at NYU Law School (pages 8-10)
F. Fall 2016 Change of Program Period (August 29-September 13) (page 10)
G. Petitions for an Exception to the Registration Rules (pages 10-11)
H. Reminders (Academic Integrity; Auditing Courses; Class Attendance & Preparation; Grade Submission dates; Extensions on Written Work & Academic Year Honors; Holds; Degree Application; Bar Exam (pages 11-12)
I. Important Fall 2016 dates (page 13)

Also, visit the following sites for more information, and make certain to check your graduation requirements:

www.law.columbia.edu/courses/search (Course Guide) for course descriptions and the latest course schedule. Note that the day/time schedules for Spring 2017 courses will not be available in the Course Guide until October 2016.

http://web.law.columbia.edu/registration/current-registration/fall-2016-pre-registration for a PDF document listing the 2016-17 Law courses. This document includes the preliminary Spring 2017 day/time course schedules.

www.law.columbia.edu/academics/rules for the rules that apply to your degree program

www.law.columbia.edu/academics/registrar/Reg_Forms for the forms mentioned in this memorandum (they also are available in the Law School’s Registration Services Office).
ONLINE PRE-REGISTRATION USING LAWNET

Online pre-registration (and 3L registration for 2016-17 PR courses) will be available 24 hours a day, 7 days a week, from 12 noon EST on Wednesday, June 15, until 5 pm EST on Wednesday, June 29, except for periods when the IT Department needs to bring down the system for upgrades or servicing. **DO NOT LEAVE PRE-REGISTRATION FOR THE LAST DAY.** Extensions cannot be granted if you are unable to pre-register/register because of last-minute technical or other difficulties. Also, make sure to print a copy of your final pre-registration selections for your records since you will not be able to access this information in LAWNET after 5 pm EST on June 29.

- Select courses from the Fall 2016 Curriculum Schedule that you wish to include in the course lottery. You will not be able to include permission courses, clinics, externships, first-year foundation courses, or non-Law courses in your pre-registration since these offerings are not included in the course lottery. See Addenda C and E for information on registering for these offerings. **Please note that you will not be permitted to register for courses whose schedules conflict or overlap by even a few minutes.**

- **Primary Choices and Alternate Choices:** List the Law School lottery courses and seminars you want to take in your priority order. List your Primary Choice and an Alternate for each Primary Choice to maximize your chances in the course lottery. **NOTE:**
  - Your Alternate may be assigned to you if your Primary Choice course is over-enrolled. In this event, you will be placed on the wait list for your Primary Choice.
  - If both your Primary Choice and its Alternate are over-enrolled, you will be placed on the wait list ONLY for your Primary Choice course. The lottery will not place you on the wait list of an Alternate course.
  - If you would like an opportunity to register for a course you listed as an Alternate to a Primary Choice, you must list the Alternate as a Primary Choice as well. You may list the same course as either a Primary Choice or as an Alternate to a higher-ranked Primary Choice (e.g., your Alternate to your First Primary Choice can be listed as your Second Primary Choice as well), and should do so if you would like to enroll in both courses.
  - The lottery will not place you on the wait list of courses that have a time conflict with higher-ranked courses to which you were admitted. During the Add/Drop period you can add your name to the wait list of courses that conflict in time with your registered courses.
  - **The course lottery does not guarantee you enrollment for a certain number of points.** Be careful when ranking your selections, and make sure to maximize your chances by listing several Primary Choices and Alternates to your Primary Choices. **DO NOT list the same course as a Primary Choice several times** – if you are not admitted to a course that you ranked as a Primary Choice, it means that a seat is not available for you, no matter how many times you list it as a Primary Choice.
  - Beginning on August 29 when Add/Drop opens, you can add your name to the wait list of any course that you are considering taking and that does not require an application or instructor permission. You also can add your name to the class roster of any course that has available seat and that does not require instructor permission to register.

- **High Demand Courses:** Refer to the list of “Courses/Seminars with Anticipated High Demand” (Addendum A) for help in determining the priority of your course selections. You should assign higher priority to popular seminars and courses, and assign lower priority to those courses for which there has been less demand in recent years, or which have multiple sections. 2Ls should keep in mind that 3Ls and LLM’s will be given preference for high-demand courses and should rank these courses as their first or second choice to improve their chances of admission.

- **Time Conflicts:** Law School rules prohibit even the slightest time overlap between classes, so if you are interested in taking two classes whose schedules overlap at all, even if only by 5 minutes, you will have to choose one of the two classes. If you are interested in two courses that conflict in time, consider listing one as a Primary Choice and the other as its Alternate to enhance your chances of being admitted to one; you also can list both courses as a Primary Choice.

- **Co- and Pre-Requisites:** You should note that several courses stipulate either a co- or a pre-requisite course (see online course descriptions). On occasion, these requirements may be waived or satisfied concurrently (i.e., co-requisite) with the permission of the instructor. Such determinations are made on a case-by-case basis, and you should consult the instructor directly. The instructor will need to notify Registration Services of any exceptions to the course requirements. Students who have not satisfied a pre-requisite at Columbia Law School, or who wish to register for courses that are co-requisites, will need to complete a paper pre-registration form and submit it to Registration Services for processing before 5 pm EST on Wednesday, June 29. The form is available in the Registration Services Office and at www.law.columbia.edu/academics/registrar/Reg_Forms
• **Negotiation Workshop Pre-registration Process:** Only Section 1, which is not associated with an instructor, will be available for pre-registration, and you should rank this section along with all your other course selections. Once you have selected Section 1 you will have opportunity to prioritize different sections, each associated with a particular professor. Your preferences will be included as part of the course lottery and the system will register you or will put you on the wait lists for the Negotiation Workshop as it would for other sections. **If the course lottery assigns you to one of the Workshop sections you will be removed from the wait lists of all other Negotiation sections.** You will be able to add your name to Negotiation wait lists during the Add/Drop period. This information also is available in the online course description.

**REGISTRATION FOR OTHER FALL 2016 OFFERINGS**

See the following addenda for information on registering for:

- **Addendum C:** First Year Foundation Courses
- **Addendum C:** Clinics, Externships, and Other Courses Requiring Instructor Permission
- **Addendum C:** Journals and Moot Court
- **Addendum D:** Research and Writing Credits
- **Addendum D:** Independent Internships
- **Addendum E:** Courses at Other Columbia Divisions and at NYU Law School

**ACADEMIC COUNSELING**

If you need academic advice, or have academic concerns at any time, you should make an appointment to meet with one of the academic counselors who can assist you with course selection, explain degree requirements, and help you manage your academic work.

JD students should contact the counselors in Student Services: Anne Green, Director of Academic Counseling and Judicial Programming ([anne.green@law.columbia.edu](mailto:anne.green@law.columbia.edu)), Joel Kosman, Director of Academic Counseling and Student Organizations ([joel.kosman@law.columbia.edu](mailto:joel.kosman@law.columbia.edu)), or Yadira Ramos-Herbert, Director of Academic Counseling and Student Outreach ([yramos-herbert@law.columbia.edu](mailto:yramos-herbert@law.columbia.edu)). Students considering joint degree programs are especially encouraged to make an appointment early in their studies.

If you have any questions regarding registration or other academic matters that are not answered in these materials, please give us a call, e-mail us, or visit our office in Room 500 William & June Warren Hall.

**Alice P. Rigas**  
Dean of Registration and Financial Services

**Kristine Chua**  
Director of Registration Services & Curriculum Scheduling

**Christy M. Pastore**  
Director of Registration Services & Student Records

**Justin Dalbo**  
Registration Services Officer

**Jennifer Cassone**  
Registration Services Administrative Assistant

**LOCATION**  
Suite 500, William and June Warren Hall (WJW 500)  
115th Street and Amsterdam Avenue  
New York, NY

**MAILING ADDRESS**  
Office of Registration Services  
Columbia Law School  
Box A-25  
435 West 116th Street  
New York, NY 10027

**Hours:** Monday through Friday, 9:00 a.m. to 5:00 p.m.  
**E-mail address:** registrar@law.columbia.edu  
**Telephone:** 212-854-2668  
**Fax:** 212-854-1135
ADDENDA

A. Courses/Seminars with Anticipated High Demand; Year-Long Courses (pages 5-6)
B. Faculty Resolution on the Allocation of Scarce Resources (how the lottery works) (pages 6-7)
C. Registering for First-Year Foundation Courses, Clinics, Externships, Permission Courses, Journals, and Moot Court (page 7)
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I. Important Fall 2016 dates (page 13)

ADDENDUM A - COURSES/SEMINARS WITH ANTICIPATED HIGH DEMAND

To maximize your chances of being assigned your most desired classes in the lottery program, it might be helpful to know which 2015-16 courses had high demand and which had a wait list at the end of the Add/Drop period. Of course, it is impossible to predict which courses actually will have high demand in any given term. Most seminars have a limit of 18 registrants while lecture courses normally have a larger enrollment. If you are interested in any of these classes, you should consider listing them as your first or second choice and assigning lower priority to other courses.

The expected high demand classes that will be offered in the 2016-17 academic year are listed below. We are listing both Fall and Spring term offerings to help you plan your course selections.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW -L6106</td>
<td>American Contract Law (LLMs only)</td>
</tr>
<tr>
<td>LAW -L6293</td>
<td>Antitrust and Trade Regulation</td>
</tr>
<tr>
<td>LAW -L6231</td>
<td>Corporations</td>
</tr>
<tr>
<td>LAW -L6238</td>
<td>Criminal Adjudication</td>
</tr>
<tr>
<td>LAW -L6107</td>
<td>Deals</td>
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<tr>
<td>LAW -L6241</td>
<td>Evidence</td>
</tr>
<tr>
<td>LAW -L6256</td>
<td>Federal Income Tax</td>
</tr>
<tr>
<td>LAW -L6205</td>
<td>Financial Statement Analysis and Interpretation</td>
</tr>
<tr>
<td>LAW -L6229</td>
<td>Ideas of the First Amendment</td>
</tr>
<tr>
<td>LAW -L8180</td>
<td>Private Investment Funds</td>
</tr>
<tr>
<td>LAW -L6274</td>
<td>Professional Responsibility</td>
</tr>
<tr>
<td>LAW -L6362</td>
<td>Professional Responsibility Issues in Business Practice</td>
</tr>
<tr>
<td>LAW -L6363</td>
<td>Professional Responsibility Issues in Public Interest Practice</td>
</tr>
<tr>
<td>LAW -L6423</td>
<td>Securities Regulation</td>
</tr>
<tr>
<td>LAW -L9303</td>
<td>Strategic International Commercial Transactions</td>
</tr>
<tr>
<td>LAW -L8137</td>
<td>S Advanced International Commercial Arbitration</td>
</tr>
<tr>
<td>LAW -L8671</td>
<td>S Art, Cultural Heritage and the Law</td>
</tr>
<tr>
<td>LAW -L9080</td>
<td>S Black Letter Law/White Collar Crime</td>
</tr>
<tr>
<td>LAW -L8231</td>
<td>S Capital Markets: Development, Structure, and Policies</td>
</tr>
<tr>
<td>LAW -L9331</td>
<td>S Church and State</td>
</tr>
<tr>
<td>LAW -L8603</td>
<td>S Class Actions</td>
</tr>
<tr>
<td>LAW -L8238</td>
<td>S Corporations in Court: Strategic Decision-Making in Major Litigation</td>
</tr>
<tr>
<td>LAW -L9253</td>
<td>S Deals Workshop</td>
</tr>
<tr>
<td>LAW -L9377</td>
<td>S Enforcing International Law</td>
</tr>
<tr>
<td>LAW -L8245</td>
<td>S Entrepreneurship</td>
</tr>
<tr>
<td>LAW -L8031</td>
<td>S Foreign Direct Investment and Public Policy</td>
</tr>
<tr>
<td>LAW -L8879</td>
<td>S Internal Investigations</td>
</tr>
<tr>
<td>LAW -L9065</td>
<td>S International Banking and Financial Law</td>
</tr>
</tbody>
</table>
YEAR-LONG CLASSES

These are year-long classes, and students must register for both terms. Some require instructor permission.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Type</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>L9233</td>
<td>CLN</td>
<td>Human Rights Clinic</td>
</tr>
<tr>
<td>L6656</td>
<td>EXT</td>
<td>Externship: Community Defense</td>
</tr>
<tr>
<td>L8049</td>
<td>SEM</td>
<td>S. Legal Theory Workshop</td>
</tr>
</tbody>
</table>

ADDITIONUM B: FACULTY RESOLUTION ON THE ALLOCATION OF SCARCE INSTRUCTIONAL RESOURCES

(OR HOW THE COURSE LOTTERY WORKS)

In May 1991 the Faculty adopted the following procedures for a computerized scheduling system to provide students with a fair opportunity to register for Law courses and seminars. In May 2007 the Faculty approved a modification to the Change of Program (“Add/Drop”) period that resulted in a 12-hour Wait-List notification period (see #8, below).

1. 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.

2. The Lottery: Within any category, competitive positions will be determined by the computer randomization (separate groups will be formed for LL.M., 3L and 2L students). Lottery positions will be reversed in the spring, so that persons with low numbers in the autumn will have high numbers in the spring and vice-versa. The lottery positions are also reversed on succeeding rounds, so that students who picked early for first offerings will pick late for second offerings with further reversals in succeeding rounds.

3. LL.M. Students: LL.M. students get first priority, subject to a single limitation. No more than 33% of the openings in a class can be filled by LL.M. students during the early rounds of the lottery. If the instructor wishes to allow a larger percentage of LL.M. students in a particular offering, she or he may do so by notifying the Office of Registration Services.

4. Upper-class J.D. Students: Next preference goes to 3Ls. For the most part, 2L selections are subordinated to LL.M. and 3L selections. The exception is that 2Ls receive a single selection in the third pass.

5. Alternatives: For each selection, students may offer an alternative to be used if the first choice is unavailable. If the first choice cannot be scheduled, the student will be put on the wait list for it and scheduled into the alternate, if possible.
6. **Conflicts:** The computer will not schedule a student into two classes that meet at the same time. Students will be put into the first class that the computer schedules.

7. **Scope:** The allocation procedure will apply to all courses and seminars except: (a) clinical seminars (which are subject to allocation by clinicians); (b) other seminars to which admission is allocated by instructors (subject to prior faculty approval); (c) Foundation courses.

8. **Wait List:** Students on wait lists will be promptly notified of openings for which they have priority. They will be given 12 hours after notification to register for the offering or the option will be automatically revoked and the class offered to the next student on the wait list. Notification will be by e-mail.

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**ADDENDUM C: REGISTERING FOR FIRST-YEAR FOUNDATION COURSES, CLINICS, EXTERNSHIPS, PERMISSION COURSES, JOURNALS, AND MOOT COURT**

**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.

**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. The application period for clinics and externships closed in April, and admitted students were notified already, but some seats may still be available. Contact the instructor directly if you are interested in applying now for a clinic or an externship. For other offerings requiring instructor permission, 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](http://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 students who have been admitted to the offering.

**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 upperyear moot court, your editor-in-chief or moot court director will inform Registration Services of your participation and you will be registered. Refer to Rules 1.11 and 1.13 for information pertaining to journal and moot court activities.

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**ADDENDUM D: REGISTERING FOR RESEARCH & WRITING CREDITS AND FOR INDEPENDENT INTERNSHIPS**

Online 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 2016 Change of Program (“Add/Drop”) period on Tuesday, September 13:

**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](http://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 2016 Add/Drop period on Tuesday, September 13.

- **(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 2017, the first draft is due no later than February 1, 2017, if the paper is related to a course or research registered in Fall 2016. If your Major Writing paper is related to a course or research registered in the 2015-16 academic year, the first draft is due by the October 15, 2016, deadline for all work from the prior academic year. The final draft of the Major Writing paper is.
due no later than April 1, 2017. 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 any time before graduation, but must be registered with Registration Services 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. However, you still must register your Minor Writing Credit with Registration Services. Simply list the course number, name, and instructor on the 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. For details refer to Rule 1.5 of the Rules for the JD Degree. Letter grade or Credit/Fail option available, upon consultation with the supervising instructor 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, 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.

(L6685) Service as Unpaid Faculty Assistant*** - 1 or 2 pts per term, but not more than 2 pts in an academic year. ***NOTE: Points earned for Service as an Unpaid Faculty 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 is available, upon consultation with the supervising instructor; grading option must be indicated at the time of registration.

ADDENDUM E: REGISTERING FOR COURSES AT OTHER COLUMBIA UNIVERSITY DIVISIONS AND AT NYU LAW SCHOOL

Law students are permitted to register for graduate-level non-Law courses and for some language courses at Columbia University and to receive credit toward the Law degree up to the limit specified by their degree program. To cross-register for a Fall 2016 non-Law course you must petition for it by completing a Petition Form (available at Registration Services and at www.law.columbia.edu/academics/registrar/Reg_Forms) and submitting it to Registration Services by no later than Tuesday, September 13 (close of Law School Add/Drop). LLM students must obtain the signature approval of Dean Polo, Ms. Casal, or Ms. Zalk before submitting their petition form to Registration Services. If you wish to receive credit toward your Law degree for the non-Law course, you must include a statement explaining how the non-Law course relates to your legal training. Please note that you will not be permitted to register for courses whose schedules conflict or overlap by even a few minutes. In addition, there must be adequate travel time between classes.
Columbia University Directory of Classes: Access the University’s Directory at www.columbia.edu/cu/bulletin/uwb. Some offerings require instructor or departmental approval. There is a separate registration process for Columbia Business School and for NYU Law courses, and we will e-mail you that information as soon as it is available in mid-August.

When to Submit a Petition for a Columbia University non-Law Course: To allow Registration Services adequate time to review your petition for non-Law courses, we strongly encourage you to submit your Petition Form well before the first day of classes on September 6. We will review petitions and will notify you by e-mail whether or not your petition has been approved and whether we were able to register you for the class. Please make sure to include a statement explaining how the non-Law course relates to your legal training if you wish to receive credit toward your Law degree. If Law degree credit is not approved, you still may register for the non-Law course for zero (0) Law points.

Point Limitations: JD students should note that 16 is the maximum number of points for which they can be registered in a term. Some exceptions can be made for additional points registered for courses such as dance, piano, etc. Up to 12 points in non-Law courses can count toward the JD degree requirements, provided that the courses relate to the student’s legal training. These points 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. LLM students are permitted to register for up to 6 points of graduate-level courses in other departments of Columbia University when such work is deemed appropriate and relevant to their academic program. However, credits earned in foreign language courses do not count toward the 24 points required for the LLM degree.

Academic points for non-CLS courses: Courses in other divisions of the University may not carry full point value toward the Law degree (JD or LLM). The number of points that will be accepted cannot exceed the number of scheduled hours the class meets each week, regardless of how much work the course requires. (Example: a 3-point non-Law class that meets for two hours per week will be worth 2 Law points; a 4-point non-Law class that meets for 5 hours will be worth 4 Law points.) 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. Such study must be evaluated by written examination or term paper. Therefore, studio classes and conversational language courses will not be approved for point credit toward the Columbia Law degree. Students may register for such courses for zero (0) Law points.

Tuition and Fee Charges for Courses at Other Columbia Divisions: Each student is responsible for tuition and fee charges associated with non-Law classes even if the student is not receiving Law degree credit for the non-Law course. For full-time students, Law School tuition is charged at a flat rate for registration from 10 to 19 points. Therefore, you will be charged extra tuition if you are registered for more than 19 points with the University even if you are receiving Law degree credit for 15 or 16 points. Keep in mind the point limitations for your degree (see “Points Limitations,” above). Note that the policies of the host school apply for courses taken outside the Law School and that you may incur charges for a late withdrawal from a non-Law course. Check the policies of the particular Columbia division.

Point Limitations: Language courses: Language courses frequently have high demand, so early registration is recommended. Conversation language offerings cannot be counted toward the Law School residency requirement (including academic points for the JD degree). LLM students may register for language courses, but they will not receive credit toward the degree.

School of International & Public Affairs (SIPA) courses: Check SIPA’s online cross-registration information for that school’s Fall 2016 courses. The Law School’s Office of Registration Services will handle Law student registration in SIPA courses.

Grading for non-CLS courses: All courses taken outside the Law School must be graded on the A-B-C-F scale. Credit (Pass)/Fail grades are not permitted. Degree credit will be awarded for the satisfactory completion of courses in which a grade of C or better is earned (with the exception that LLM candidates do not receive degree credit for language courses). Grades earned in other divisions of the University, or as part of the CLS-NYU Exchange Program, will not be factored into CLS honors calculations nor will they appear in LAWNET. Also, for LLM candidates, grades in courses taken outside Columbia Law School will not be factored into the LLM GPA or the preponderance of B or better grades. LLM degree candidates who fail more than one course or seminar may not graduate, and their degree candidacy will be terminated automatically. Grades earned in other divisions of Columbia University will be reflected on the Columbia University transcript and in Student Services Online (SSOL), but grades earned for courses taken at NYU Law School, or at another law school (transfer students), will not. Registration as an Auditor is not permitted for any course at CLS or at any other division.

Dropping a course taken outside Columbia Law School: So that your academic records can be updated promptly you must notify Registration Services if you decide to drop a Columbia non-Law course or an NYU Law course. Keep in mind that the policies of the host school apply for courses taken outside the Law School and that you may incur charges for a late withdrawal from a non-Law course. Check the policies of NYU Law School or the particular Columbia division offering the course.

COLUMBIA BUSINESS SCHOOL & NYU LAW COURSES: These schools have a separate application process, and registration for classes at both schools is restricted to the list of available courses each school will provide us. We will send e-mail notification to upper-year students sometime in mid-August, once we receive the list of available courses and application instructions from each school.

Columbia Business School courses: All require authorization through the Business School Cross-Registration Application process. You are permitted to register for only one Business course per term.
NYU Law courses: You are permitted to register for only one NYU Law offering during your time as a Columbia Law student. Please note that NYU Law Fall 2016 classes start on Wednesday, August 31. IMPORTANT: Students can be registered for an NYU Law course only if there is ample travel time between their Columbia classes and the NYU class.

YOU MUST CONTACT THE LAW SCHOOL REGISTRATION SERVICES OFFICE TO ADD or DROP AN OFFERING TAKEN OUTSIDE COLUMBIA LAW SCHOOL (OTHER CU DIVISION OR NYU LAW)

ADDENDUM F: FALL 2016 CHANGE OF PROGRAM PERIOD (August 29-September 13)

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 Fall term schedule during the Law School’s Change of Program (“Add/Drop”) period (August 29 -September 13). 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.

August 29 -September 6: 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 and/or add their name to a course wait-list.

September 6-13: 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.

September 13 (Tuesday), 5 pm: End of Change of Program 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 1.2.8.5).

September 14-October 15: In accordance with CLS Faculty rules, withdrawal from a course is allowed after the close of the official Add/Drop period, and through October 15 in the Fall term (through February 15 in the Spring 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 www.law.columbia.edu/academics/registrar/Rules. NOTE: The rules regarding late withdrawals from a course apply to all degree candidates.

WAIT LIST NOTIFICATION SYSTEM: Starting Friday, September 2, you will be notified by e-mail (to your CLS e-mail account) if you become eligible to enroll in a class for which you were wait listed. Notifications sent on Friday, September 2, will have an expiration time of 2 pm on Tuesday, September 6 (the first day of classes). Thereafter, notification e-mails 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 before adding the class (see Addendum G, “Petitions for an Exception to the Registration Rules”). It is your responsibility to check your e-mails and to respond within the specified period.

Additional information will be sent to students when the Fall 2016 student schedules are released the week of August 15.

ADDENDUM G: PETITIONS FOR AN EXCEPTION TO THE REGISTRATION RULES

To adjust your Law School program for the reasons stated below, you need to petition the Rules Committee. You are advised to submit your petition form as early as possible, especially if you are petitioning to take more than the maximum number of credits or to register for a non-Law class. We will review petitions as they are received and will notify you by e-mail whether or not your petition has been approved. LLM students must obtain the signature approval of Dean Polo, Ms. Casal, or Ms. Zalk before submitting their petition form to Registration Services.

- permission to cross-register for a non-Law class or to register for a First-Year Foundation Law course: complete the Law School Petition Form.
- permission to exceed the maximum number of points allowed per term (note that 16 points is the term maximum allowed for JD students): complete the Law School Petition Form.
- permission to take fewer than the minimum number of points allowed per term (12 points for JD candidates or 11 points for LLM candidates): complete the Law School Petition Form.
- permission to ADD a course after the end of the official Law School Add/Drop period (September 13 for Fall 2016 courses). After September 13, students may be allowed to 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 1.2.8.5). Secure the approval
permission to DROP a course after October 15 in the Fall term must be requested by petition to the Rules Committee, and will be considered only for exceptional and compelling reasons (e.g., serious illness). See Rule 1.2.8.4. Secure the approval of the course instructor, address your letter of petition to the Rules Committee, and submit it to Registration Services by e-mail (registrar@law.columbia.edu). The rules regarding late withdrawals from a course apply to all degree candidates. No course may be dropped from a student’s schedule after the last meeting of the class for the term.

ADDENDUM H: REMINDERS

ACADEMIC INTEGRITY

The Law School expects students to maintain the highest standards of academic integrity. Plagiarism — the use of quotations or extensive paraphrasing from other works, including materials available on the Internet, without attribution — and any other form of academic dishonesty (e.g., collaborating with other students during examinations or on assignments which are supposed to be completed individually, self-plagiarism, etc.) may result in expulsion from the program.

AUDITING COURSES

Registration as an Auditor is not permitted for any course at Columbia Law School or for Law students at other Columbia divisions or at other schools. In limited cases, an instructor may allow a student to sit in on one or two meetings of a course without the benefit of formal registration (you cannot actively participate in the course).

CLASS ATTENDANCE AND PREPARATION

Regular attendance is expected of every student at all meetings of the courses in which he or she is registered. This is generally defined as attendance in at least 80% of class sessions, although some courses do not allow absence in more than one or two sessions. Instructors may establish stricter or other attendance requirements and may factor absences into the final grade if a student has more than two or three unexcused absences (i.e., for illness). Adequate preparation of assignments and informed participation in class discussion are expected of every student. The quality of a student's preparation and of the in-class discussion participation may be considered by the instructor, without special notice, in determining the student's grade in the course. If a student has excessive absences in a course, academic credit cannot be earned, and a final grade of Failure may be recorded.

GRADE SUBMISSION DATES

Below are the grade due dates for the 2016-17 academic year.

**FALL 2016 COURSES**

January 13, 2017 (the Friday before the start of the spring semester) is the due date for grades in all Fall 2016 courses (January 25 for classes with 150 or more students).

**SPRING 2017 COURSES**

For May 2017 degree candidates, all grades are due no later than Friday, May 12, 2017, the Friday before Commencement. For continuing students, all Spring 2017 grades are due by June 15 (June 25 for classes with 150 or more students).

**EXTENSIONS ON WRITTEN WORK and HONORS CALCULATION**

Unless the instructor assigns an earlier due date for written work, the submission deadline normally is the last day of the final exam period each term (see exceptions below). If you request and are granted an extension of time to complete your written work, please pay careful attention to the deadlines for submitting such work. Extensions for incomplete work cannot exceed the stated limits, which require us to record a grade of Failure if work is submitted after the specified deadlines.

**May 2017 degree candidates:** The deadline to submit outstanding Fall 2016 written work is April 1 if the instructor granted you an extension beyond the end of the Fall 2016 term. For Spring 2017 written work, the deadline is April 26, the last day of Spring 2017 classes, unless the instructor specifies an earlier due date.
Continuing students graduating February 2018 or later: October 15, 2017, is the absolute deadline for continuing students to submit outstanding written work from the 2016-17 academic year for which the instructor granted an extension. Keep in mind that students cannot carry more than one incomplete grade into the following academic year. Thus, students who have more than one outstanding grade by late August will not be permitted to register for the fall term and a hold will be placed on their registration unless the instructor confirms that the written work was completed and the grade will be forthcoming. **NOTE TO OCTOBER 2017 DEGREE CANDIDATES:** The due date to submit outstanding 2016-17 work is September 1 and the deadline for grade submission is October 1.

**CALCULATION OF ACADEMIC HONORS FOR THE ACADEMIC YEAR:** For students graduating in May, honors determinations are made a week or two after Commencement. For 1Ls and 2Ls, honors calculations are made in late June or early July, once all grades have been submitted. To capture late grade submissions, a final honors calculation for the academic year just ended is made during the last week in July. Students cannot receive academic honors for a year that includes a grade of incomplete, so students who submit work after July or in the fall term will not be eligible for honors for the prior academic year. **Note that students must be in full-time on-site residence at the Law School for the entire academic year (fall and spring terms) in order be eligible for Kent and Stone honors.**

**HOLDS**

The University reserves the right to withhold the privilege of registration or any other University privilege from any person and does so predominantly for the following reasons: an unpaid debt to the University (tuition, fees, housing, etc.), an academic issue, missing required documents, or a lack of immunization compliance with Health Services. In such cases, a hold is placed on a student’s registration, transcript, records, and diploma. Students on hold may not be able to pre-register for courses, will not receive a registration schedule, cannot be included in the class lottery, may lose their place on the wait-list for classes (classes will be released to other students on the wait-list), and will not have access to financial aid funds. Since registration for a subsequent term will not be permitted for students on hold, you may lose all rights and privileges as a Columbia University student. **Only the office that applies the hold may remove it.** You may check your hold status by visiting Student Services Online (SSOL) at [www.columbia.edu/cu/students](http://www.columbia.edu/cu/students). Contact the corresponding holding office to remove or dispute the hold or to address any error you believe may have occurred.

**DEGREE APPLICATION CANDIDATES FOR OCTOBER 2016, FEBRUARY 2017, AND MAY 2017 DEGREES**

All candidates for a Columbia degree must file a degree application with the University Registrar or with the Law School’s Office of Registration Services by these dates:

- **October 2016 candidates:** file by September 1, 2016
- **February 2017 candidates:** file by November 1, 2016
- **May 2017 candidates:** file by December 1, 2016

You cannot graduate without having filed a degree application. For the degree application form and additional information, see [http://registrar.columbia.edu/registrar-forms/application-degree-or-certificate](http://registrar.columbia.edu/registrar-forms/application-degree-or-certificate). **The degree application form is available also at** [http://www.law.columbia.edu/academics/registrar/Req_Forms](http://www.law.columbia.edu/academics/registrar/Req_Forms).

**BAR INFORMATION AND APPLICATION**

It is very important that you familiarize yourself with the requirements of the state bar exam you wish to take. While you may not need to request bar certification until several months before the actual exam, some states have specific course and other requirements, and others may offer preferential rates on fees to students who register early in their law school studies. Pay careful attention to specific requirements of the various state bars, including filing deadlines. For general bar exam information, visit [www.abanet.org](http://www.abanet.org) (American Bar Association) or [www.ncbex.org](http://www.ncbex.org) (National Conference of Bar Examiners). For information on NY Bar exam requirements, visit [www.nybarexam.org](http://www.nybarexam.org).
ADDENDUM I: IMPORTANT FALL 2016 DATES

• June 15-June 29: 2L and 3L Pre-Registration for Fall 2016 lottery classes (closes at 5 pm EST on Wednesday, June 29)
• Mid-August: Course lottery is run; lottery results (student course schedules) posted in LAWNET the week of August 15.
• August 15-16: Orientation for 1L students
• August 16: Orientation for LL.M. students
• August 17- September 2: Introduction to American Law course (LL.M.’s only) (Final exam on September 23).
• August 17- September 2: 1L courses in Legal Methods and Legal Practice Workshop I. Legal Methods final exam on Friday, September 23.
• August 29: Change of Program (Add/Drop) period begins for upperyear courses (only voluntary changes until September 6)
• September 1: Last day for October degree candidates to submit outstanding work from 2015-16.
• September 5: Labor Day. No classes
• September 6: First day of Fall term-long Law courses. First day of classes at other divisions of the University
• September 6-13: Change of Program (“Add/Drop”) period continues for upperyear courses. Students on wait-lists will be notified by e-mail if an opening becomes available and must act on the notification within 12 hours; otherwise they will be dropped from the wait list. Voluntary changes also can be made. Add/Drop period closes at 5 pm on Tuesday, September 13. After this time, changes to program may be made only with permission of the Rules Committee upon petition
• September 13: Deadline for 3Ls to register for Major Writing Credit. Add/Drop closes at 5 pm.
• September 14-October 15: Late withdrawal period for Law courses. Written permission of the instructor is required, and the grade of “W” (indicating withdrew) will be entered into the student’s official transcript for such late drops.
• September 23 (Friday): Final exam for Introduction to American Law (LL.M. course), and for 1L Legal Methods exam
• October 15: Last day to withdraw from a Law course without receiving a failing grade. The grade of “W” is recorded for all withdrawals from September 14 through October 15.
• October 15: Final deadline for submission of outstanding written work from the 2015-16 academic year. NOTE: Only one incomplete course from 2015-16 may be carried into the Fall 2016 term, and written work must be submitted by October 15. Grades for work submitted by October 15 are due by November 15.
• October 19: Conferral of October 2016 degrees.
• November 1: Deadline for February 2016 degree candidates to file application for degree
• Mid-November: Pre-registration for Spring 2017 lottery courses
• November 24-25: Thanksgiving Holiday. No Classes
• December 1: Deadline for May 2017 degree candidates to file application for degree
• December 2 (Friday): Last day of 1L classes
• December 9 (Friday): Last day of upper-year Law classes
• December 9-21: 1L exams
• December 12: Last day of classes at other divisions of the University
• December 12-21: Upper-year exams
• December 21: Last day of Fall 2015 final exam period
• December 21: Due date for submission of Fall 2016 written work
• December 22: Release of Spring 2017 course schedules
• December 31: Deadline for submission of all work for the February 2017 degree

END OF FALL 2016 PRE-REGISTRATION MEMORANDUM