REGISTRATION FOR SPRING 2016 UPPER-YEAR COURSES

ALL UPPER-YEAR JD AND LLM STUDENTS MUST SELECT THEIR SPRING 2016 COURSES from 10 am EST on Tuesday, November 10, until 5 pm EST on Monday, November 23

REGISTRATION TIMELINE:

PRE-REGISTRATION: Beginning at 10 am EST on Tuesday, November 10, 2L’s, 3L’s, and LLM’s will be able to use LAWNET to make their selections for Spring 2016 lottery courses. Lottery courses are Spring 2016 upper-year courses that do not require an application or instructor permission. Pre-registration for lottery courses is not time-sensitive within the November 10-23 period, and you can adjust your selections at any time before 5 pm EST on Monday, November 23. However, REGISTRATION for 3L’s and LLM’s in Spring 2016 Professional Responsibility courses is time sensitive.

TIME SENSITIVE FOR 3L’s and LLM’s: REGISTRATION (not pre-registration) for Spring 2016 Professional Responsibility (PR) courses. During the pre-registration period 3L’s and LLM’s will have the opportunity to register for a Spring 2016 PR offering if they did not register for a course that satisfies the professional responsibility requirement in Fall 2015 or in an earlier term. If you are a 3L or an LLM who is currently registered for a Spring 2016 PR course or who has not taken a PR course in an earlier term you will be able to register for a PR course or make changes to your Spring 2016 PR registration during the November 10-23 pre-registration period. However, you cannot register for a PR course and also pre-register for a PR course. You will be able to add your name to wait lists of PR courses during the Add/Drop period. REGISTRATION IS TIME SENSITIVE for 3L’s and LLM’s in PR courses as some have very few available seats.

Online pre-registration will be available 24 hours a day, 7 days a week, until 5 pm EST on Monday, November 23, 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 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 may not be able to access this information in LAWNET after 5 pm on November 23.

COURSE LOTTERY: The course lottery will be run in December and results will be released at the end of the December exam period, by December 23. 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.

CHANGE OF PROGRAM (“ADD/DROP”) PERIOD: The Law School’s Spring 2016 Change of Program period (Add/Drop) will open on Monday, January 11, and will close promptly at 5 pm EST on Tuesday, January 26 (one week after the January 19 start of classes). 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 SPRING 2016 LAW CLASSES: Tuesday, January 19

IMPORTANT INFORMATION

Please review this memorandum carefully, including the information in the addenda starting on page 4. Also, visit the following sites for more information, and make certain to check your graduation requirements:

- [http://web.law.columbia.edu/courses/search](http://web.law.columbia.edu/courses/search) (Course Guide) for course descriptions and the latest course schedule
- [http://web.law.columbia.edu/academic-rules](http://web.law.columbia.edu/academic-rules) for the rules that apply to your degree program
- [http://web.law.columbia.edu/registration/forms](http://web.law.columbia.edu/registration/forms) for the forms mentioned in this memorandum (also available in the Law School’s Registration Services Office)
ONLINE PRE-REGISTRATION USING LAWNET

Online pre-registration (and 3L & LLM registration for Spring 2016 PR courses) will be available 24 hours a day, 7 days a week, from 10 am EST on Tuesday, November 10, until 5 pm EST on Monday, November 23, 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.

- Select the Spring 2016 courses 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 Addendum C 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 or an Alternate to a higher-ranked 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 January 11, 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 seats and that does not require instructor permission.

- 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. 2L’s should keep in mind that 3L’s 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 Monday, November 23. The form is available in the Registration Services Office and at http://web.law.columbia.edu/registration/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.

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 Spring 2016 classes during the Law School's Add/Drop period (January 11-26) and will need to select from classes that remain available at that time.

REGISTRATION FOR OTHER SPRING 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

JD students needing academic advice should contact one of the Academic Counselors in Student Services: Joel Kosman, Director of Academic Counseling and Student Organizations (joel.kosman@law.columbia.edu), Yadira Ramos-Herbert, Director of Academic Counseling and Student Outreach (yramos-herbert@law.columbia.edu), or Anne Green, Director of Academic Counseling and Judicial Programming (anne.green@law.columbia.edu).

LLM students needing academic advice should contact Sylvia Polo, Dean of Graduate Legal Studies (spolo@law.columbia.edu), Jill Casal, Director of Graduate Legal Studies (jcasal@law.columbia.edu), or Marissa Zalk, Assistant Director of Graduate Legal Studies (mzalk@law.columbia.edu).

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

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

MAILING ADDRESS
Office of Registration Services  
Columbia Law School  
Box A-25  
435 West 116th Street  
New York, NY 10027
ADDENDUM A: COURSES/SEMINARS WITH ANTICIPATED HIGH DEMAND and YEAR-LONG COURSES

To maximize your chances of being assigned your most desired classes in the lottery program, it might be helpful to know which 2014-15 courses had high demand and had a wait list at the end of the ADD/DROP period. These classes that will be offered in the Spring 2016 are listed below. 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.

<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 -L6341</td>
<td>Copyright Law</td>
</tr>
<tr>
<td>LAW -L6233</td>
<td>Corporate Reorganization and Bankruptcy</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>
</tr>
<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 1st Amendment</td>
</tr>
<tr>
<td>LAW -L6936</td>
<td>Investment Banking</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 -L8603</td>
<td>S Class Actions</td>
</tr>
<tr>
<td>LAW -L8894</td>
<td>S Congress in American Foreign and Defense Policy</td>
</tr>
<tr>
<td>LAW -L8862</td>
<td>S Constitutional War Powers</td>
</tr>
<tr>
<td>LAW -L9253</td>
<td>S Deals Workshop</td>
</tr>
<tr>
<td>LAW -L8245</td>
<td>S Entrepreneurship</td>
</tr>
<tr>
<td>LAW -L8879</td>
<td>S Internal Investigations</td>
</tr>
<tr>
<td>LAW -L8115</td>
<td>S Negotiation Workshop</td>
</tr>
<tr>
<td>LAW -L9274</td>
<td>S Professional Responsibility: Becoming a Lawyer</td>
</tr>
<tr>
<td>LAW -L8107</td>
<td>S Technology and Venture Capital</td>
</tr>
</tbody>
</table>
YEARS-LONG CLASSES

These are year-long classes, and students who were registered in Fall 2015 will be registered automatically for Spring 2016.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Type</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>L9205</td>
<td>CLN</td>
<td>Adolescent Representation Clinic</td>
</tr>
<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>L6791</td>
<td>EXT</td>
<td>Externship: Constitutional Rights Enforcement in Capital, Habeas, and Prison Cases</td>
</tr>
<tr>
<td>L8608</td>
<td>SEM</td>
<td>S. Comparative Consumer Contracts and Consumer Law</td>
</tr>
<tr>
<td>L8049</td>
<td>SEM</td>
<td>S. Legal Theory Workshop</td>
</tr>
</tbody>
</table>

ADDENDUM 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 (LLM, 3L, 2L). Based on the position in their group, student selections are considered in the following order.
   a. Each LLM student obtains two choices (limited only by the competition of other LLM 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 LLM preference).
   c. Each 2L student obtains one choice (in competition with other 2L students).
   d. Each LLM obtains a third choice.
   e. Each 3L obtains a third choice.
   f. Each LLM 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 LLM, 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. **LLM Students:** LLM students get first priority, subject to a single limitation. No more than 33% of the openings in a class can be filled by LLM students during the early rounds of the lottery. If the instructor wishes to allow a larger percentage of LLM students in a particular offering, she or he may do so by notifying the Office of Registration Services.

4. **Upper-class JD Students:** Next preference goes to 3Ls. For the most part, 2L selections are subordinated to LLM 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.

---

**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. 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 by November 23.**

**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** (http://web.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.

---

**ADDENDUM D: REGISTERING FOR RESEARCH & WRITING CREDITS AND FOR 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 Spring 2016 Change of Program (“ADD/DROP”) period on January 26.

**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 [http://web.law.columbia.edu/registration/forms](http://web.law.columbia.edu/registration/forms) and in the Office of Registration Services. Completed forms will be accepted anytime between now and the end of the Law School’s Spring 2016 Add/Drop period on January 26.

**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 was due...
by 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.

(L672) 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).

(L682) 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.

(L683) 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.

(L689) 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.

(L685) 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 (January 26). The registration form is available in the Office of Registration Services and at [http://web.law.columbia.edu/registration/forms](http://web.law.columbia.edu/registration/forms).

Detailed information on LLM supervised research can be found online at [www.law.columbia.edu/current_student/GLS/llm](http://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. If you did not register in Fall 2015, you must register your LLM Writing Project by February 1 for writing projects to be completed during the Spring term. The signature of the professor and of Dean Polo or Ms. Casal, or Ms. Zaik 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 instruction 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).

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 Spring 2016 non-Law course you must petition for it by completing a Petition Form (available at Registration Services and at http://web.law.columbia.edu/registration/forms and submitting it to Registration Services by no later than Tuesday, January 26 (close of Law School Add/Drop). LLM students must obtain the signature approval of Dean Polo, Ms. Casal, or Ms. Zaik 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 becomes available in December or early January.

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 January 19. 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 is scheduled to meet 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 fewer 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 offering the course.

**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 Spring 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 email notification to upper-year students 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 (NOTE START DATE):** You are permitted to register for only one NYU Law offering during your time as a Columbia Law student. Please note that NYU Law Spring 2016 classes start on Tuesday, January 19, the same start date as Columbia Law classes. **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: 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.

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 (January 26 for Spring 2016 courses). After January 26 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 1.2.7.5). Secure the approval of the course instructor, address your letter of petition to the Rules Committee, and submit it to Registration Services by email (registrar@law.columbia.edu).
- permission to DROP a course after February 15 in the Spring 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 1.2.7.4. Secure the approval of the course instructor, address your letter of petition to the Rules Committee, and submit it to Registration Services by email (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.

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. 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.

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 more meetings of a course without the benefit of formal registration (you cannot actively participate in the course).

GRADE SUBMISSION DATES

Below are the grade due dates for the 2015-16 academic year.

FALL 2015 COURSES

January 15, 2016 (the Friday before the start of the spring semester) is the due date for grades in all Fall 2015 courses (January 25 for classes with 150 or more students).

SPRING 2016 COURSES

For May 2016 degree candidates, all grades are due by not later than Friday, May 13, 2016, the Friday before Commencement. For continuing students, all Spring 2016 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 the grade of Failure (F) to be recorded if work is submitted after the specified deadlines.

May 2016 degree candidates: The deadline to submit outstanding Fall 2015 written work is April 1 if the instructor granted you an extension beyond the end of the Fall 2015 term. For Spring 2016 written work, the deadline is April 27, the last day of Spring 2016 classes, unless the instructor specifies an earlier due date.

Continuing students graduating February 2017 or later: October 15, 2016 is the absolute deadline for continuing students to submit outstanding written work from the 2015-16 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 2016 DEGREE CANDIDATES: The due date to submit outstanding 2015-16 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 1L’s and 2L’s, honors calculations are made in late June or early July, once all grades have been submitted. To capture late grade submissions for continuing students, 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 ON REGISTRATION AND RECORDS

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, and 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. 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 MAY, OCTOBER, AND FEBRUARY 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. For May candidates, the degree application must be filed by December 1; for October candidates, by September 1; and for February candidates by November 1.

Please note that 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. The degree application form is available also at http://web.law.columbia.edu/registration/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. Normally, the bar exam filing deadlines are November 30 for the February bar exam, and April 30 for the July bar exam. However, deadlines may vary from state to state, so make sure to check. For general bar exam information, visit www.abanet.org (American Bar Association) or www.ncbex.org (National Conference of Bar Examiners). For information on NY Bar exam requirements, visit www.nybarexam.org and note the information that you will need to provide.

For information on the Multistate Professional Responsibility Examination (MPRE) visit http://www.ncbex.org/exams/mpre/

LLM candidates from non-common law countries who wish to take the New York bar exam are advised to pay careful attention to rules regarding course requirements when planning their schedules. Visit www.nybarexam.org for information and speak with Dean Polo, Ms. Casal, or Ms. Zalk if you have questions.

NEW YORK STATE BAR EXAMINATION – JULY 26 AND 27, 2016
BAR EXAM APPLICATION PERIOD: April 1-30; DEADLINE TO FILE is April 30, 2016

SEE NEXT PAGE FOR IMPORTANT SPRING 2016 DATES
ADDENDUM I: IMPORTANT SPRING 2016 DATES

- November 10-23: Pre-registration for Spring 2016 upper-year lottery courses
- November 26-27: Thanksgiving Holiday. No Classes
- December 1: Deadline for May 2016 degree candidates to file application for degree
- December 4: Last day of 1L classes
- December 11: Last day of upper-year Law classes
- December 11-22: 1L exams (Civil Procedure, Constitutional Law, Contracts, Property, Torts)
- December 14-22: Fall 2015 Upper-Year Final Exam Period (Monday, December 14-Tuesday, December 22)
- December 14: Last day of classes at other divisions of the University
- December 22 (Tuesday): Last day of Fall 2015 final exam period; End of Fall 2015 term
- December 22 (Tuesday): Due date for submission of Fall 2015 written work
- December 23: Spring 2016 course schedules will be released in LAWNET by this date.
- December 31: Final deadline for submission of all work for the February 2016 degree; Last day to file final copy of LLM Essay in Graduate Legal Studies Office for February degree.
- January 11-26: Spring 2016 Change of Program ("Add/Drop") period begins on January 11; only voluntary changes to course schedules until January 19
- January 19-26: Change of Program ("Add/Drop") period continues. 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. Add/Drop closes at 5 pm on Tuesday, January 26. After this time changes to program may be made only with permission of the Rules Committee, upon petition
- January 19 (Tuesday): First day of Spring 2016 classes at the Law School and at most other Columbia University divisions
- January 26 (Tuesday): Close of Add/Drop at 5 pm. After this time changes to program may be made only with permission of the Rules Committee, upon petition.
- January 26 (Tuesday): Deadline for 3L’s to register for Minor Writing Credit;
- January 27-February 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.
- February 1: Major Writing Credit: deadline for 3L’s to submit first draft of paper; deadline for LLM candidates to complete LLM Writing Project registration for Spring 2016 papers.
- February 15: Last day to withdraw from a Law course without receiving a failing grade. The grade of “W” is recorded for all withdrawals between January 27 and February 15.
- March 14-18: Spring Recess. No classes.
- April 1: Major Writing Credit: deadline for May 2016 JD candidates to submit final draft of paper
- April 1: Graduating students: deadline for submission of outstanding Fall 2015 written work that was granted an extension.
- April 27 (Wednesday): Graduating students: deadline for submission of Spring 2016 written work; Last day to file final copy of LLM Essay in Graduate Legal Studies Office for May degree.
- April 27 (Wednesday): Last day of Spring 2016 Law School classes
- May 2 (Monday): Last day of classes at other divisions of the University
- May 2-13: Spring 2016 Upper-year Final Exam Period (Monday, May 2-Friday, May 13)
- May 4-13: First Year Final Exam Period (Wednesday, May 4-Friday, May 15)
- May 13 (Friday): Last day of exams for all Law courses
- May 13 (Friday): End of Spring 2016 term
- May 18 (Wednesday): University Commencement
- May 19 (Thursday): Law School Graduation Ceremony
- May: Calculation of Kent and Stone 2015-16 academic year honors for May graduates
- Late May-June (dates TBA): Pre-registration for Fall 2016 classes
- June 15: Grades due for all 1L’s and 2L’s
- June: Calculation of Kent and Stone 2015-16 academic year honors for rising 2L’s and 3L’s
- July 20 (week of): Final calculation of Kent and Stone 2015-16 academic year honors for rising 3L’s; all 2015-16 work must be submitted and grades recorded in LAWNET to be eligible for academic year honors.
- September 1: Deadline for October 2016 degree candidates to submit all outstanding 2015-16 written work that was granted an extension by the instructor beyond April 1.
- October 15, 2016: Deadline for submission of 2015-16 written work that was granted an extension by the instructor beyond April 1 (continuing students only). NOTE: Only one incomplete grade for a 2015-16 registration may be carried into the Fall 2016 term, and written work must be submitted by October 15. Grades for these late submissions are due by November 15.
- November 15, 2016: Grade submission due date for 2015-16 written work for which the instructor granted an extension to October 15 (continuing students only).

END OF SPRING 2016 PRE-REGISTRATION MEMORANDUM