CROSS-REGISTRATION APPLICATION for NON-LAW STUDENTS

POLICIES & PROCEDURES

Law School offerings are open only to FULL-TIME Columbia University graduate degree candidates. Full-time graduate degree candidates may take no more than 2 (two) Law courses per term and no more than 4 (four) Law courses during their entire Columbia course of study. First-year foundation, legal writing, research, clinical, and externship offerings are NOT open to non-Law students. REGISTRATION AS AN AUDITOR IS NOT PERMITTED FOR ANY LAW COURSE and informal auditing of more than one or two class session is not allowed. All registered students are expected to sit for scheduled Law exams; failure to complete an exam will result in an automatic grade of F. All Law School classes must be taken for a letter grade, which are A, B, (both with plus and minus) C, and F, and will be assigned to all students.

The Law School’s Office of Registration Services will accept requests for cross-registration beginning in December and up to Tuesday, January 26, 2016. Requests will be processed during the Law School Change of Program period (January 11-26) and you will be notified by e-mail regarding our ability to register you for a Law course. No Law course can be added after January 26. The notation of W (withdrawal) will be recorded for withdrawals between January 27 and February 15, and the grade of F (failure) will be recorded for withdrawals after February 15. Follow the steps below to complete your request for a Law course.

- Complete sections 1, 2 and 3 and return to the Law School’s Office of Registration Services.
- Section 3 requires the Instructor’s signature. Instructor’s approval does not guarantee a seat in the course.
- Decisions and processing of all cross-registration applications will be made on a first-come-first-serve basis.
- By the end of the Law School’s Add/Drop period Registration Services will send you e-mail notification of the decision made on your cross-registration application. Every effort will be made to notify you in a timely manner.

### Section 1: Student Information (to be completed by the student)

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<th>Last Name (Print)</th>
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School/Division: __________________________ Degree: __________________ Expected Award Date: __________/________/____

E-mail Address: __________________________ Telephone #: __________________ Date of Birth (MM/DD/YY): __________/________/____

Student’s signature: ______________________ Date Submitted: __________/________/____

### Section 2: Requested Law School Offering (to be completed by the student)

Title: __________________________

Instructor: __________________________ Course #: __________ See: __________ Academic Pts.: __________

### Section 3: Instructor’s Approval (to be completed by the Instructor)

Please be aware that approval is subject to availability of seats in the course, and that priority will be given to Law students.

Instructor’s Signature: __________________________ Date: __________/________/____

### Section 4: Enrollment Approval (to be completed by the Office of Registration Services at Columbia Law School)

Signature or stamp of designated Office of Registration Services official: __________________________ Date: __________/________/____

### Section 5: Finalize Registration

APPROVED applicants will receive a copy of this form and proof of their registration in the Law class.

AFTER you have been registered at the Law School, you must submit this form and proof of Law registration to your degree-granting division and/or official. Only your home school can register you in the University’s database.

TO DROP A LAW CLASS: You must notify both your home school and the Law School’s Office of Registration Services. The notation of W (withdrawal) will be recorded for withdrawals between January 27 and February 15, and the grade of F (failure) will be recorded for withdrawals after February 15.