Add/Drop: Spring 2023

This handbook provides guidance on the process for making changes to your schedule, including registering for research and writing offerings as well as courses at other divisions of the University.

Handbook Outline:

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3. Registration Changes
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    - Professional Responsibility
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    - Permission Courses
    - Clinics and Externships
4. Waitlists
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5. Registration Forms for Non-Regularly Scheduled Courses
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6. Legal Methods II and 1L Electives
7. NYU Law Courses
8. Cross-Registration at other Columbia University schools
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        - SIPA
    - Language Courses
9. Changes after Add/Drop closes

1. Add/Drop Timeline

Dates	Description
Monday, November 21 at 12:00 p.m. EST - Tuesday, December 6 at 10:00 p.m. EST	Phase One of Add/Drop: Upper-Year students can add or drop courses and waitlisted courses for January 2023 and Spring 2023
Tuesday, November 22 at 12:00 p.m. EST - Tuesday, November 29 at 12:00 p.m. EST	1Ls: Legal Methods II Switch Request Period
Friday, December 2 at 5:00 p.m. EST	1Ls: Legal Methods II Switch Requests Completed
Wednesday, January 4 – Monday January 9	Upper-Year J-Term Add/Drop Period
Monday, January 9 - Friday, January 13	J-Term
Tuesday, January 10 at 12:00 p.m. EST - Monday, January 23 at 10:00 p.m. EST	Phase Two of Add/Drop: Upper-Year students can add or drop courses and waitlisted courses
Tuesday, January 17	First Day of Spring 2023 classes in term-long Law School courses
Tuesday, January 17 at 2:00 p.m. EST	First Day of action required on waitlist notifications
Tuesday, January 17 at 8:00 a.m. EST through Wednesday, January 18 at 8:00 a.m. EST	Law School Cross Registration Application Period for Business School courses
Tuesday, January 17 at 12:00 p.m. EST - Thursday, January 19 at 12:00 p.m. EST	1Ls: 1L Elective Switch Request period
Thursday, January 19 at 8:00 a.m. EST through Friday January, 20 8:00 a.m. EST	Law School Cross-Registration Application Period (Not SIPA or Business School)
Friday, January 20 at 5:00 p.m. EST	1Ls: 1L Elective Switch Requests Completed
Monday, January 23 at 2:00 p.m. EST	Final Day of action required waitlist notifications
Monday, January 23 at 10:00 p.m. EST	Add/Drop closes
Monday, January 23 to Friday, January 27	Law School Cross Registration Application Period for School of International and Public Affairs (SIPA) Courses
Wednesday, January 25 at 12:00 p.m. EST	Digital Forms due
Wednesday, February 1	LL.M. Writing Project Forms Due
Tuesday, January 24 - Wednesday, February 15	Withdrawal from classes permitted; the notation of W will be recorded on the transcript

2. Registration Holds

Please ensure that you do not have any holds on your student account as these can prevent you from participating in Add/Drop.

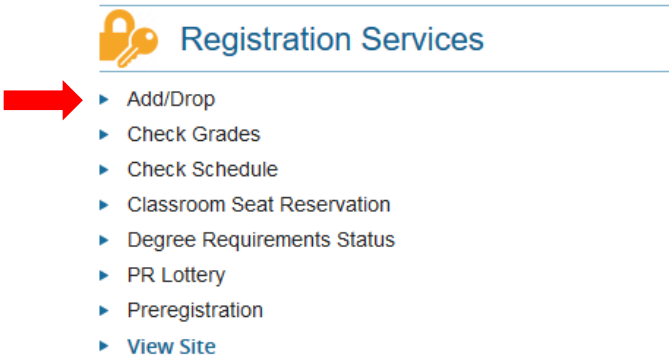
Check your hold status via Student Services Online (SSOL), where you will find guidance on the four types of holds that will prevent registration when placed on a student's record:

The University reserves the right to withhold the privilege of registration for the following reasons:	Name of Hold:	Only the office that placed the hold may remove it.
Unpaid debt to the University	Financial Hold	Student Financial Services Phone: 212-854-4400
An academic issue	Dean's Hold	CLS Registration Services Email: registrar@law.columbia.edu
Immunization Non-Compliance	Immunization Hold	Health Services Phone: 212-854-7210
Compliance Hold	Sexual Respect	communitycitizenship@columbia.edu

NB: Registration Services, Student Services, and the Office of Graduate Degree Programs cannot remove Financial or Immunization holds.

3. Registration Changes

Once you log into LawNet, select 'Add/Drop' under the 'Registration Services' menu.



The Add/Drop application is where you can:

- review your class schedule
- register for new classes
- drop classes
- make changes to classes for which you are waitlisted

➢ Review schedule

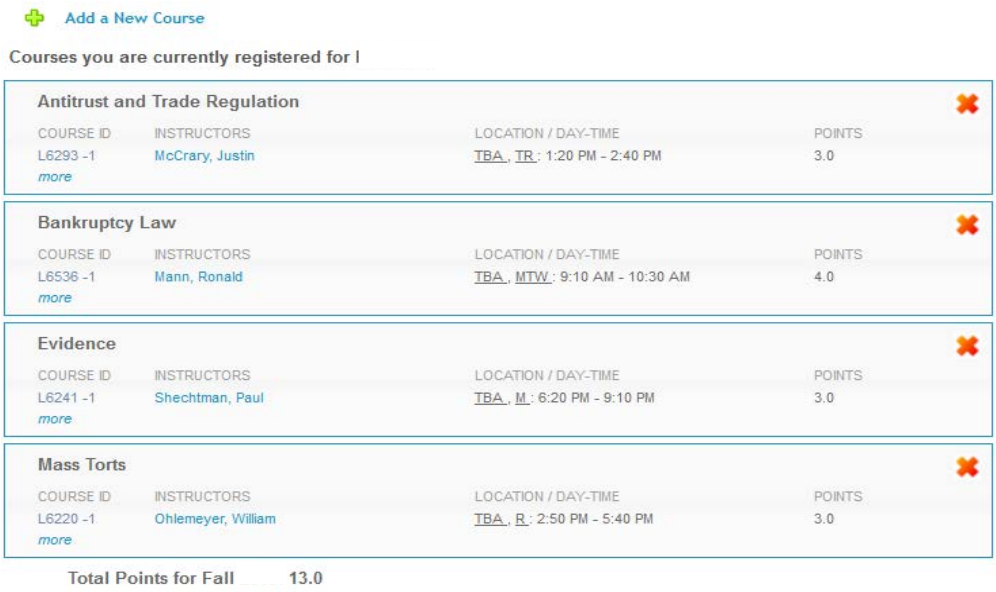
The application is broken up into two tables:

Registered Courses

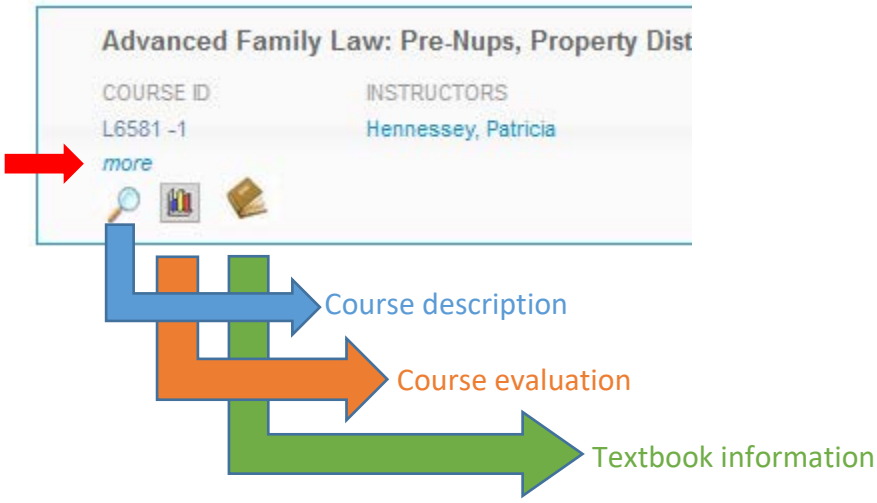
Waitlisted Courses

Registered Courses

The courses in which you are enrolled are listed in this table.



Click on 'more' under the course number to access more information about the course.



Waitlisted Courses

The courses that you are waitlisted for are listed in this table and organized with the same information as registered courses plus additional information about your waitlist position.

Waitlist status

Closed – Course is full and you cannot register

Seat Reserved – You can register as long as you resolve conflicts

Courses you are currently waitlisted for:

S. Private Capital

COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	STATUS	CONFLICTS
L8415 -1 *more*	Talley, Eric	TBA , T : 6:20 PM - 8:10 PM	2.0	**Closed** Wait List #1 8 registered 1 waitlisted	Class is full; Missing Prerequisites: Corporations; Missing Corequisites: Corporations

S. Trial Practice

COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	STATUS	CONFLICTS
L9175 -1 *more*	Heathe		3.0	**Seat Reserved** 8 registered 3 seats reserved 0 waitlisted	Time conflict with LAW -L6581 -001(Wednesday); Missing Prerequisites: Evidence

Enrollment Information

Number of students registered

Number of seats reserved

Number of waitlisted students

Registration Conflicts

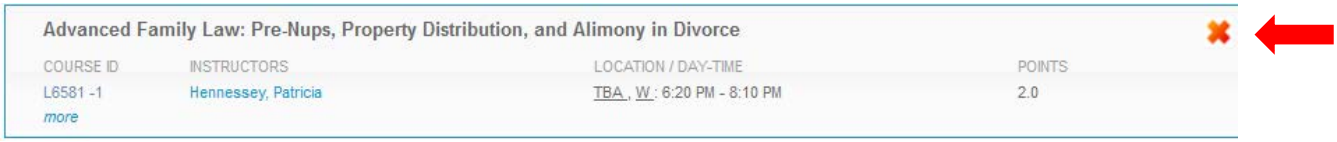
Reasons you are waitlisted

If you are unsure why you were not registered or waitlisted for a course for which you pre-registered, please review "How the Lottery Works" in the Spring 2023 Pre-Registration Handbook on the Resources page.

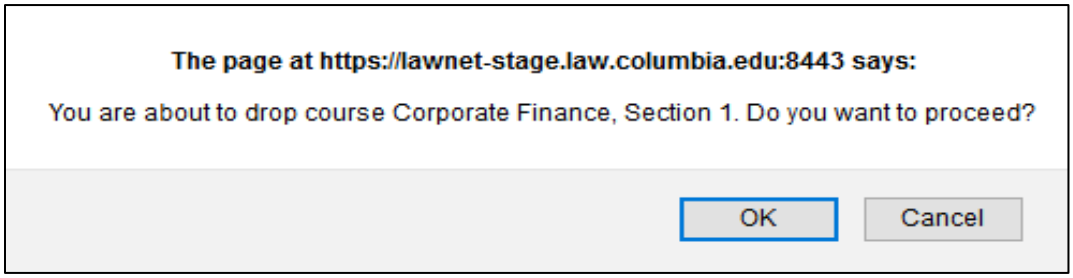
➢ Adding and Dropping Courses

Dropping Courses

To drop a course, click on the red X button in the top right-hand corner of the course.



You will see a pop message to confirm the course you are dropping:

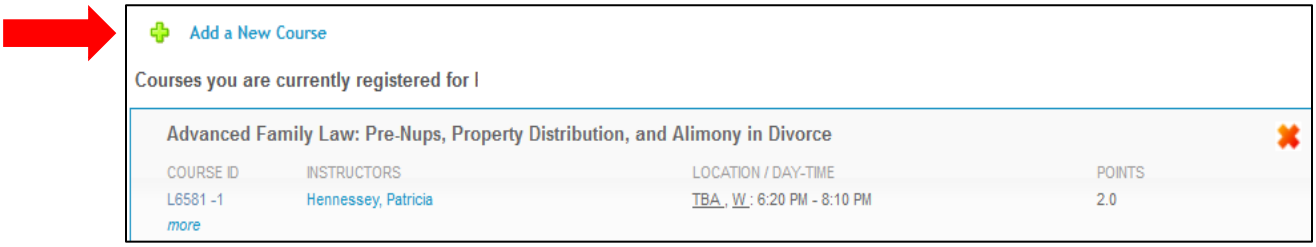


- ✓ You are responsible for ensuring that you remain in full-time status:
  - o J.D.s may register for no fewer than 12 points
  - o LL.M.s may register for no fewer than 11 points

- ✓ If you do not see a red X, you are not able to drop that course on LawNet.
  - o This is the case for:
    - **Externships** – email the Externships Office and CC the Director Externships and Field-Based Learning;
    - **Clinics** – email the Clinics Office;
    - **Permission Courses** – email the instructor for permission to drop and forward the instructor's reply to Registration Services.

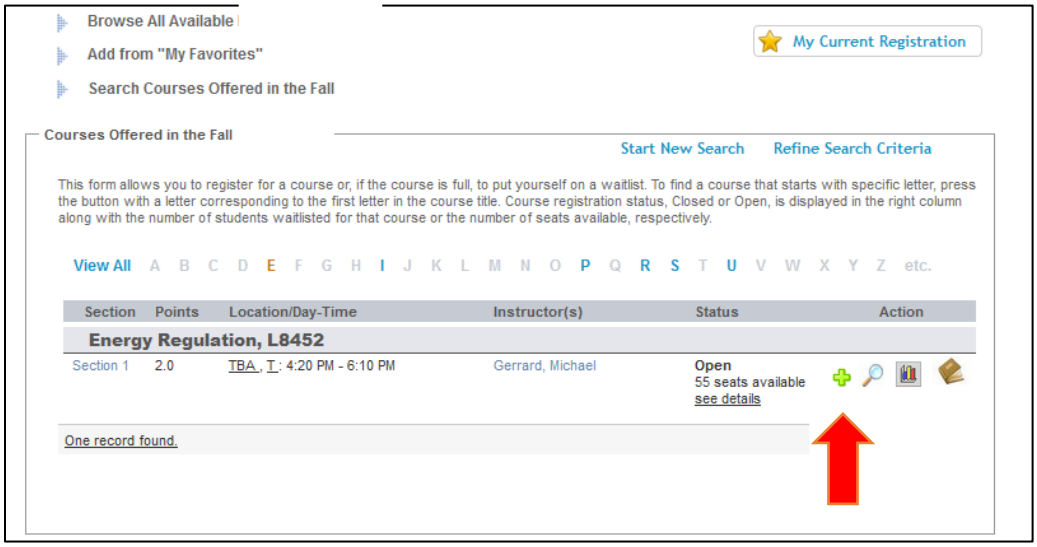
Adding Courses

To register for a new course, click on the green plus button or the "Add a New Course" link at the top of the page.

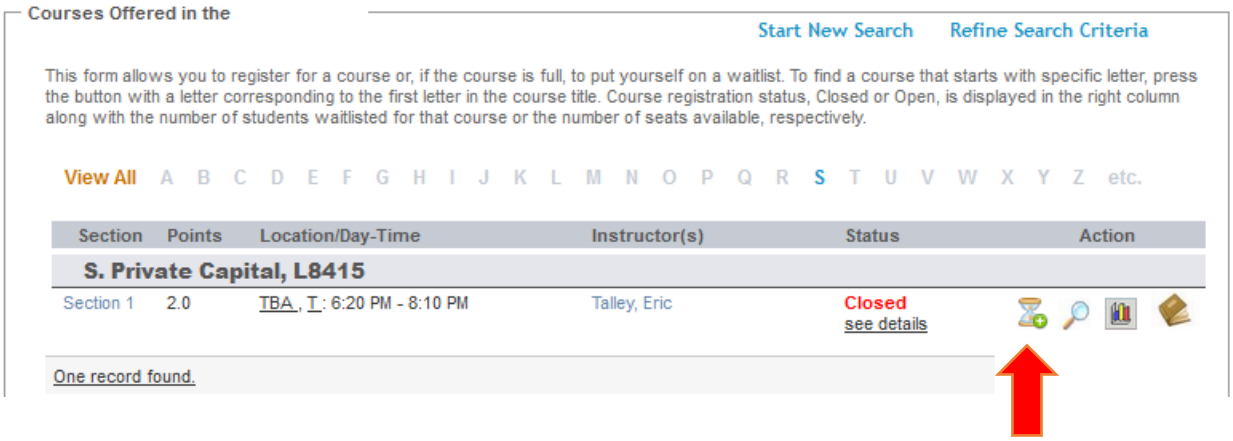


You will then be able to search for courses using the same functionality and search criteria used to search for courses during pre-registration.

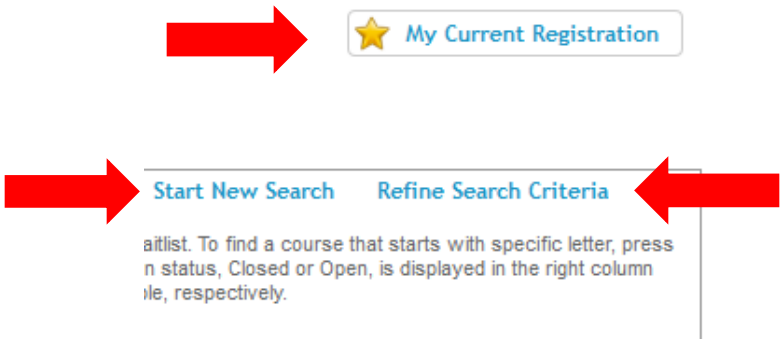
If your selected course has available seats, click on the green plus sign to add yourself to the class:



To add yourself to the waitlist of a course that is closed (i.e. does not currently have any available seats), click on the hourglass.



You can start a new search or refine your search criteria by clicking on the buttons at the top. If you would like to return to your registration list to view your current schedule, you can click on "My Current Registration" at any time.



Because there is considerable movement in waitlists and available seats throughout the Add/Drop period, you are strongly encouraged to frequently visit the LawNet Add/drop application to monitor changes in available courses.

➢ Professional Responsibility Course Changes – 3Ls and LLMs

3Ls and LLMs can make changes to Spring 2023 PR courses just like any other spring course.

➢ Legislation and Regulation Course Changes – 3Ls

3Ls can make changes to Spring 2023 LegReg courses just like any other spring course.

➢ Permission Courses

Permission courses cannot be added or dropped on LawNet.

Application instructions can be found in the course description. If no instructions are listed, contact the instructor.

In order to drop a permission course, you will need to contact the instructor for permission and forward the email to Registration Services (registrar@law.columbia.edu).

➢ Clinics and Externships

Clinics and Externships cannot be added or dropped on LawNet.

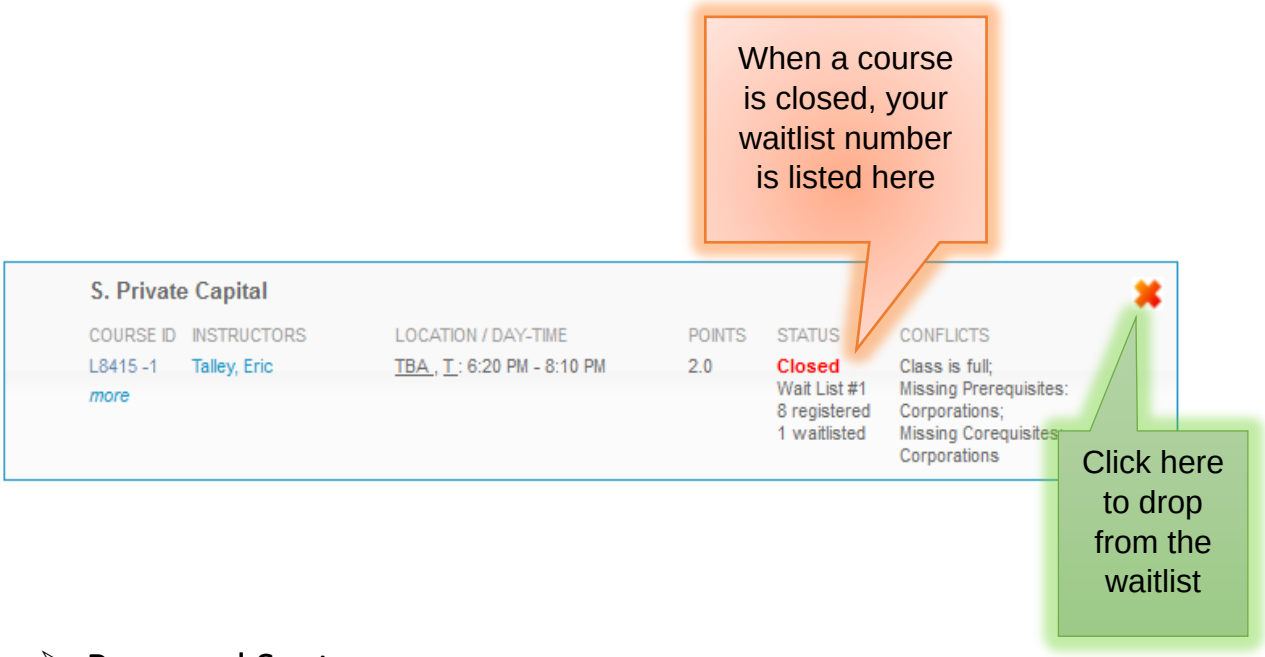
To make registration changes for Externships, email the Externships Office (externships@law.columbia.edu) and CC the Director of Externships and Field-Based Learning (lv2493@columbia.edu).

To make registration changes for Clinics, email the Clinics Office (clinicstaff@law.columbia.edu)

4. Waitlists

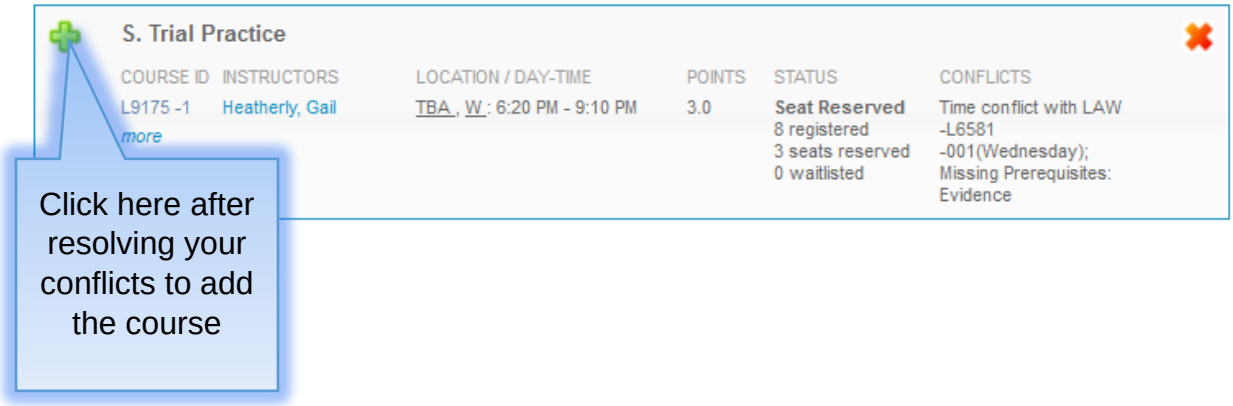
➢ Waitlisted Seats

- ➢ If the Lottery cannot assign you a seat, it will assign you either a waitlist seat or a reserved seat.



➢ Reserved Seats

When you have a reserved seat, it means that a spot is being held for you but you will need to resolve a registration conflict.



➢ Waitlist Notification

You will be notified by Columbia email of eligibility to enroll in a class for which you are waitlisted.

In order to enroll in the class, you are required to accept the seat within 12 hours, which may require resolution of any of the following conflicts:

- Time – drop a class with a schedule conflict
- Section – drop a different section of the same class
- Points – drop another class to make room for the waitlisted course or request permission to register for up to 16 points (LLMs may only exercise the 16 point option in extenuating circumstances, upon consultation with their academic advisor)
- Pre-requisites – request faculty permission to register without formal completion of pre-requisites

Notifications will be sent twice each business day, starting on **Tuesday, January 17 at 2:00 p.m. EST with the last notification taking place on Monday, January 23 at 2:00 p.m. EDT**

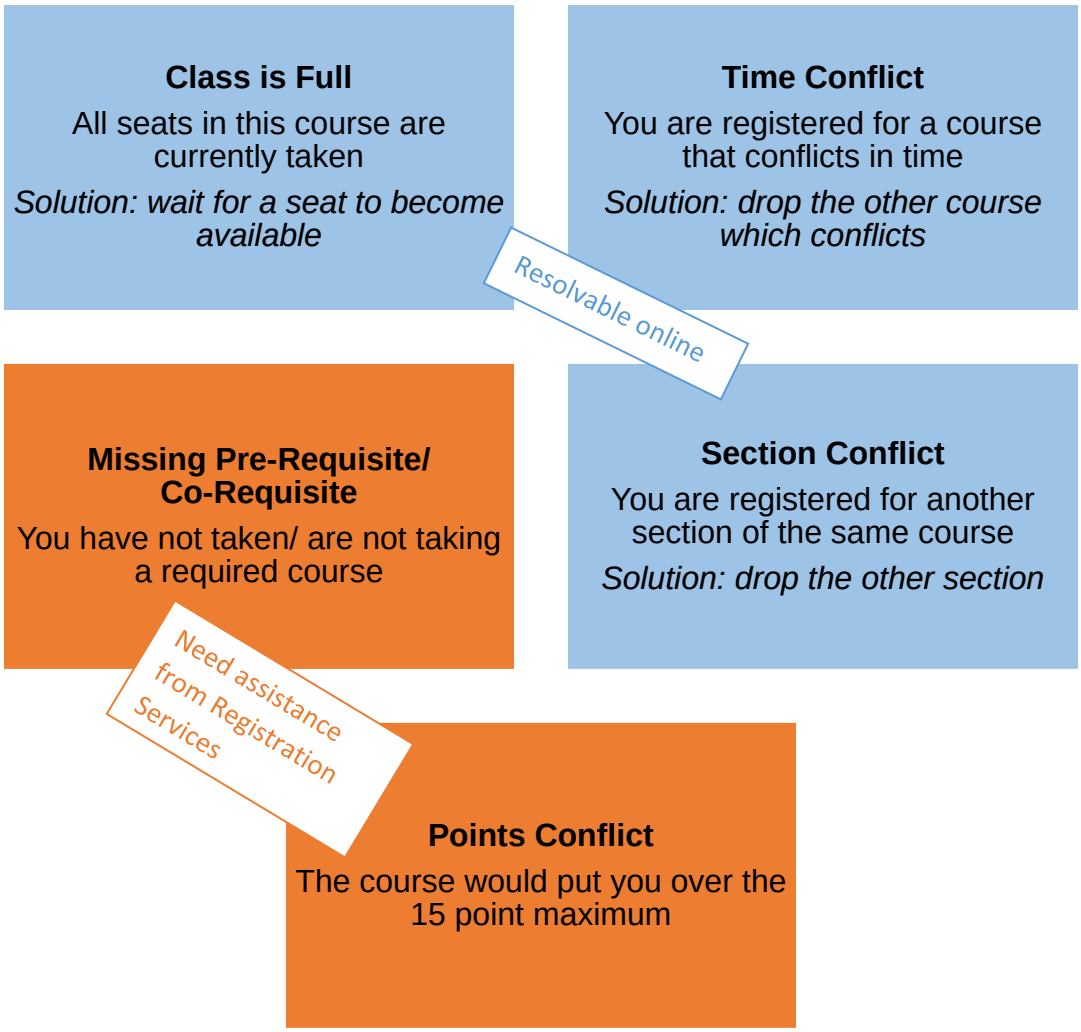
- There are no notifications on Saturdays, Sundays and/or University holidays i.e. Labor Day
- On **January 23** you will have 8 hours to respond to the 2:00 p.m. notification

If no action is taken within the 12-hour window you are allotted (either before 2:00 p.m. or before 2:00 a.m.), you will lose your place on the waitlist and your seat will be offered to the next student on the waitlist.

- The waitlist system is automated and the 12 hour window cannot be extended.
- If you lose your seat on the waitlist because you did not act on a notification, you will have to add yourself to the bottom of the list.

You are urged to monitor your place on wait lists, and to check your email frequently during the Add/Drop period or you may miss an opportunity to register for a class.

➢ Resolving Registration Conflicts



For solutions that require assistance from Registration Services

- ✓ ***Pre-Requisite conflicts:*** If you feel you have the necessary background to waive a pre-requisite, you can contact the instructor to request permission to enroll. Forward their permission to registrar@law.columbia.edu and Registration Services and will be able to register you.
- ✓ ***Co-Requisite conflicts:*** Write to registrar@law.columbia.edu and Registration Services will be able to register you.
- ✓ ***Points Conflicts:*** If registering for a course will bring you over the 15 point maximum, you can petition for 16 points. **LL.M. students should consult with their academic advisor before exercising this option.** Submit the digital petition form on LawNet by **Wednesday, January 25 at 12:00 p.m. EST.**

5. Registration Forms for Non-Regularly Scheduled Courses

➢ Digital Forms

Registration Services and CLS IT have partnered to develop digital registration forms for J.D.s and LL.M.s which are accessible through LawNet for the following:

Points Petition
JD Teaching Fellow
JD Research Assistant
JD Minor Writing
JD Major Writing
JD Supervised Research Paper
Supervised JD Experiential Study
LL.M. Writing Project
LL.M. Supervised Research Paper
LL.M. Research Assistant/Teaching Fellow

To submit a digital registration form, you will need to login to LawNet and follow these steps:

1. Select Registration Services and click Submit Digital Form
2. Select registration form
3. Complete registration form
4. Submit form

Please read the Registration Forms Guide on the Resources page for detailed instructions and informations.

Spring 2023 forms are open from Thursday, November 3 at 12:00 p.m. EDT to Wednesday, January 25 at 12:00 p.m. EST

LL.M. Writing Project Forms are due on Wednesday, February 1

Most forms will NOT be actionable until lotteries are run and schedules are released, since they are course related.

NOTE: Wednesday, January 25 at 12:00 p.m. EST is the deadline for students to submit registration forms. Professors, Office of Graduate Degree Programs, and Registration Services approve forms on a rolling basis.

PDF Forms

Extension Form
Joint Degree Form
Year Course Grade Form
Withdrawal Form

- ✓ Available on the Registration Services' Registration Forms website.
- ✓ Can be submitted by email;
- ✓ Your instructor can send an email confirmation as approval;
- ✓ Be sure to review the specific rules on the form as your signature confirms that you understand and agree to abide by them.

6. Legal Methods II and 1L Electives

Although there is no formal provision (such as Add/Drop) to change your Legal Methods II and 1L Electives classes, there may be opportunities to switch, depending on seat availability. Please note that no changes can be made to your pre-assigned cohort classes.

- If you wish to request a change to your Legal Methods II registration, please complete and submit the Legal Methods II Switch Request form from **Tuesday, November 22 at 12:00 p.m. EST - Tuesday, November 29 at 12:00 p.m. EST**
- You will be notified of our ability to grant your request to switch your Legal Methods II registration by **Friday, December 2 at 5:00 p.m. EST**
- If you wish to request a change to your 1L Elective registration, please complete and submit the 1L Elective Switch Request form from **Tuesday, January 17 at 12:00 p.m. EST - Thursday, January 19 at 12:00 p.m. EST.**
- You will be notified of our ability to grant your request to switch your 1L Elective registration by **Friday, January 20 at 5:00 p.m. EST.**

No change is guaranteed but all changes, if made, are final.

7. NYU Law Courses

In 2023-2024, Columbia Law and NYU Law will allow a limited number of students to take courses at each other's schools. Approximately 20 students from each school will be eligible for this opportunity this academic year.

Law students can take **one (1)** course at NYU Law School through the Columbia/NYU Exchange program.

Students must use the **online request form** to apply.

Spring 2023 Application Timeline	
Application Period Begins	**December 22 at 12:00 p.m. EST**
Deadline to Submit Online Application	**January 9 at 10:00 a.m. EST**
Notification sent to Accepted Students	**January 11**

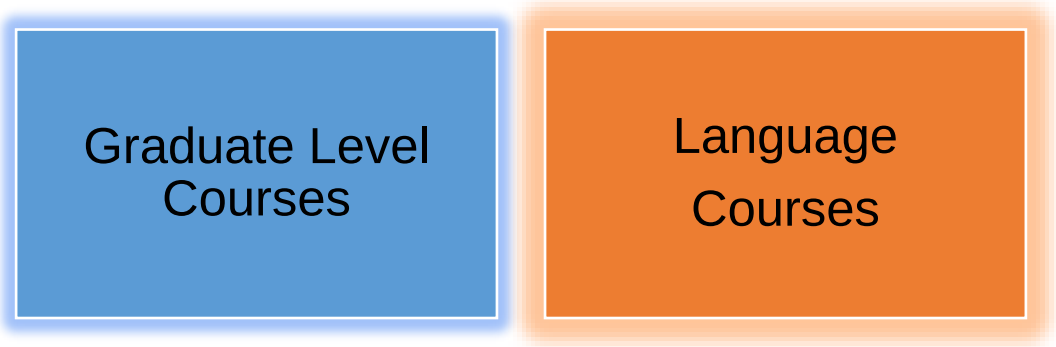
Columbia Law students interested in taking a class at NYU Law should review the **list of available courses**, as well as the course descriptions and schedules, before completing the request form.

Additional information can be found on the **Columbia/NYU Exchange website**.

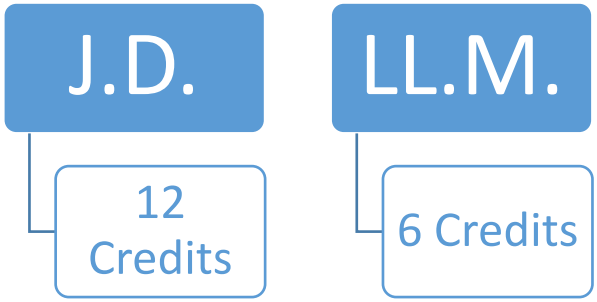
8. Cross-Registration at other Columbia University schools

In the interest of broadening educational opportunities, Law students are permitted to register for courses outside the Law School at other divisions of the University.

Approved for degree credit:



There are limitations on the number of non-Law credits that can be applied toward the Law degree:



In addition, you should be aware that it is possible that not all the points of academic credit you earn at another CU school will be applied toward your J.D. or LL.M. degree.

- ✓ Each academic point applied to the CLS degree and earned for non-Law courses must represent at minimum a 50-minute classroom meeting each week throughout the term.
- ✓ Law School credit cannot exceed the number of scheduled class hours per week regardless of non-Law point value. For example, a 3-point class that meets for two hours per week will be worth 2 Law points.

➢ Graduate Courses

To cross-register for a non-law course, you must complete a Cross-registration request form. Cross-registration Request Forms will be available on the Cross Registration for Law Students website. The application will be open **for 24 hours on Thursday, January 19 at 8:00 a.m. EST through Friday January, 20 8:00 a.m. EST.**

PLEASE NOTE: The cross-registration form will **ONLY** be open during this time: **Thursday, January 19 at 8:00 a.m. EST through Friday January, 20 8:00 a.m. EST.** We cannot accept applications after the deadline because of the Add/Drop timeline and billing deadlines.

Registration Services will inform you of the enrollment decision by **Monday, January 23.**

If you wish to receive law credit, you must explain how the course relates to your legal training.

The form will require you to attach a course description.

If instructor permission is required, you will need to attach that as well.

There are special registration processes for the following two graduate schools:

Business School

Students who wish to take a Business School course **ONLY** need to apply through **the Business School registration request form***. Available courses will be published on the Business School's Cross-Registration for Non-MBA Students website on January 6.

Law students can ONLY participate in the priority round of Cross-registration on **Tuesday, January 17 at 8:00 a.m. EST through Wednesday, January 18 at 8:00 a.m. EST for 24 hours** by filling out **the Business School request form*.**

If approved by the Business School, the Law School Registration Services team will email you to notify you of acceptance in which you will have the opportunity to accept or decline registration.

SIPA (School of International and Public Affairs)

Students who wish to take a SIPA course **ONLY** need to apply through the SIPA Cross-registration website.

The SIPA Cross-registration website lists the courses that are **never open** to non-SIPA students. Courses will be added and/or removed to this list throughout the Add/Drop period, beginning in September 2022. Please continue to check the site for newly added courses.

- **The SIPA registration request form** opens on **Monday, January 23.**
- Students will be notified of their registration from **Monday, January 23 to Friday, January 27.**
- **Students must have a full time course load registered with the Law School**. Please do not count on registering for a course at another school to bring you to full time status.

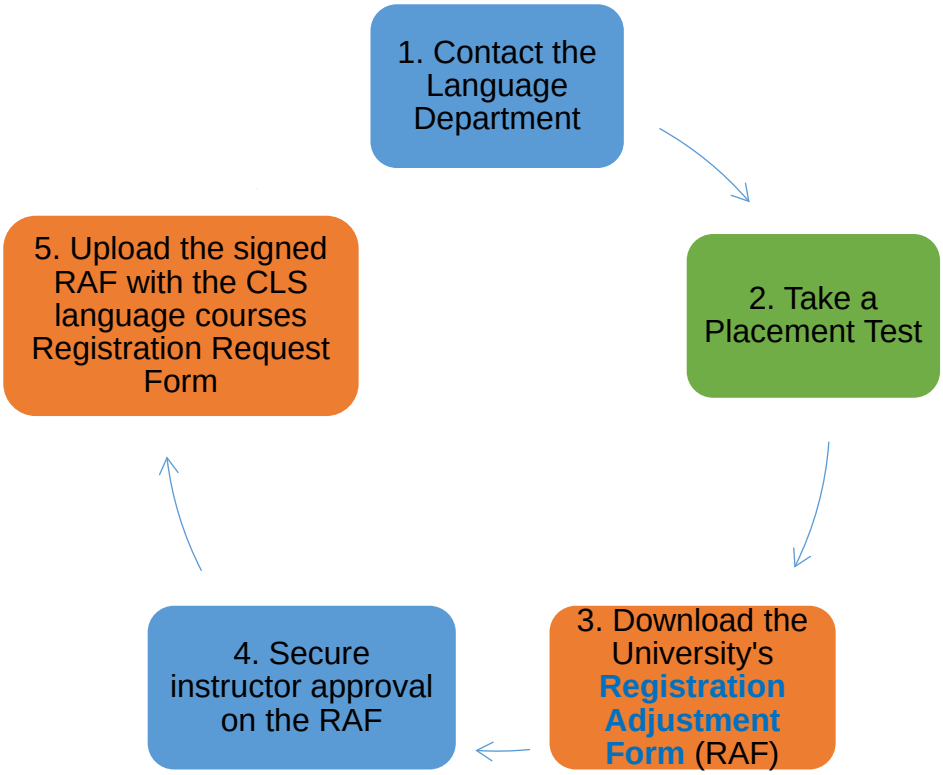
Students will not be permitted to add or drop courses after **Monday, January 23** pursuant to Law School rules.

Link will be added once available.

➢ Language Courses

The procedure for cross-registering for a language course is different to that for other CU courses, because each language instruction department has its own rules regarding application, approval, and placement. As a result, there is a separate online Cross-registration Request Form available on our Cross-Registration for Law Students website.

Follow these steps to request permission to register for a language instruction class:



NOTE: LL.M. students cannot take language courses for Law School credit.

9. Changes after Add/Drop closes

It is not possible to make changes to your academic program after Add/Drop has closed. If you wish to request a change and can demonstrate extenuating circumstances (e.g. medical or family emergency), you must petition the Faculty Rules Committee.