

Add/Drop: Spring 2024

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.

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1. Add/Drop Timeline

Dates	Description
Tuesday, November 21 at 12:00 p.m. EST - Monday, December 4 at 12:00 p.m. EST	Phase One of Add/Drop: Upper-Year students can add or drop courses and waitlisted courses for January 2024 and Spring 2024
Tuesday, November 21 at 12:00 p.m. EST - Tuesday, November 28 at 12:00 p.m. EST	1Ls: Legal Methods II Switch Request Period
Friday, December 1 at 5:00 p.m. EST	1Ls: LawNet will be updated with Legal Methods II Switch Request Results
Wednesday, January 3 - Monday January 8	Upper-Year J-Term Add/Drop Period
Monday, January 8 - Friday, January 12	J-Term
Tuesday, January 9 at 12:00 p.m. EST - Monday, January 22 at 10:00 p.m. EST	Phase Two of Add/Drop: Upper-Year students can add or drop courses and waitlisted courses
Tuesday, January 16	First Day of Spring 2024 classes in term-long Law School courses
Tuesday, January 16 at 2:00 p.m. EST	First Day of action required on waitlist notifications
Wednesday, January 17 at 9:00 a.m. EST through Thursday January, 18 at 9:00 a.m. EST	Law School Cross Registration Application Period for Business School courses
Tuesday, January 9 at 12:00 p.m. EST - Wednesday, January 17 at 5:00 p.m. EST	1Ls: 1L Elective switch request period in LawNet
Thursday, January 18 at 8:00 a.m. EST through Friday January, 19 at 8:00 a.m. EST	Law School Cross-Registration Application Period (Not SIPA or Business School)
Monday, January 22 at 2:00 p.m. EST	Final Day of action required waitlist notifications
Monday, January 22 at 10:00 p.m. EST	Add/Drop closes and Digital Forms due
Monday, January 22 to Friday, January 26	Law School Cross Registration Application Period for School of International and Public Affairs (SIPA) Courses
Thursday, February 1	LL.M. Writing Project Forms Due
Tuesday, January 23 - Thursday, February 15	Withdrawal from classes permitted; the notation of W will be recorded on the transcript

2. Registration Changes

Professional Responsibility Course Changes – 3Ls and LLMs

3Ls and LLMs can make changes to Spring 2024 PR courses just like any other spring course.

Legislation and Regulation Course Changes – 3Ls

3Ls can make changes to Spring 2024 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)

3. Waitlists

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 from when the email was sent, 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 16 at 2:00 p.m. EST with the last notification taking place on Monday, January 22 at 2:00 p.m. EST**

- There are no notifications on Saturdays, Sundays and/or [University holidays](#)
- On **January 22** 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. You will have to add yourself back to the bottom of 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 waitlists in LawNet, 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

On Lawnet:

- **Class is Full** - All seats in this course are currently taken
 - *Solution: add yourself to the waitlist, and wait for a seat to **potentially** become available during Add/Drop*
- **Time Conflict** - You are registered for a course that conflicts in time
 - *Solution: drop the other course which conflicts in LawNet*
- **Section Conflict** - You are registered for another section of the same course
 - *Solution: drop the other section in LawNet*

By contacting Registration Services (registrar@law.columbia.edu):

- **Pre-Requisite conflicts for J.D.s:** If you feel you have the necessary background to waive a pre-requisite, please contact the instructor to request permission to enroll. Forward their permission to registrar@law.columbia.edu and Registration Services will be able to either register you or add you to the waitlist if there is a waitlist.
- **Co-Requisite conflicts for J.D.s:** Write to registrar@law.columbia.edu and Registration Services will be able to either register you or add you to the waitlist if there is a waitlist.
- **Points Conflicts:** **LL.M. students should consult with their academic advisor before exercising this option.** Submit the digital points petition form on LawNet.

You must email Registration Services before waitlist notifications begin so that we can ensure timely response before the notification expires.

4. Registration Forms for Non-Regularly Scheduled Courses

PDF Registration Forms (available on the [Registration Forms page](#))

- [Year Course Grade Form](#) (due on January 24, 2024 at 12:00 p.m. EST)

Digital Registration Forms

Digital registration forms for J.D.s and LL.M.s which are accessible through [LawNet](#) are available for the following:

Points Petition
J.D. Teaching Fellow
J.D. Research Assistant
J.D. Minor Writing
J.D. Major Writing
J.D. Supervised Research Paper
Supervised J.D. Experiential Study
LL.M. Writing Project
LL.M. Supervised Research Paper
LL.M. Supervised Experiential Study
LL.M. Research Assistant/Teaching Fellow
Extension Form
Withdrawal Form
Joint Degree Form

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 information.

Spring 2024 digital forms are open from Tuesday, November 21 at 12:00 p.m. EST - Monday, January 22 at 10:00 p.m. EST.

This is the deadline for students to submit registration forms. Professors, Office of Graduate Degree Programs, and Registration Services approve forms on a rolling basis.

LL.M. Writing Project Forms are due on Thursday, February 1 at 11:59 p.m. EST

5. 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.

Legal Methods II

- 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 21 at 12:00 p.m. EST - Tuesday, November 28 at 12:00 p.m. EST**
- LawNet will be updated with Legal Methods II Switch Request Results by **Friday, December 1 at 5:00 p.m. EST**

***NEW PROCESS in LawNet* 1L Elective switch request period:**

1L Students can now directly register for a different 1L Elective course with open seats in LawNet.

- **Tuesday, January 9 at 12:00 p.m. EST - Wednesday, January 17 at 5:00 p.m. EST**
- Review the steps in the **1L Elective Switches in LawNet** Guide on the [Resources and Procedures](#) page.

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

6. 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 2024 Application Timeline	
Application Period Begins	Thursday, December 21 at 12:00 p.m. EST
Deadline to Submit Online Application	Monday, January 8 at 10:00 a.m. EST
Notification sent to Accepted Students	Wednesday, January 10 by 5:00 p.m. EST
First day of classes at NYU School of Law	Tuesday, January 16
First day of classes at Columbia Law School	Tuesday, January 16

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](#).

**** Please visit the website for the online request form and the list of available courses. They will be accessible once available.****

7. Cross-Registration at other Columbia University schools

Graduate Courses and Language Courses

To cross-register for a non-law course, you must complete a cross-registration request form. **The Cross-registration Request Form*** will be available on the [Cross Registration for Law Students website](#). The application will be open for **ONE** day for **24 hours** on **Thursday, January 18 at 8:00 a.m. EST through Friday January, 19 at 8:00 a.m. EST**

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

- **12 credits for J.D. students**
- **6 credits for LL.M. students.**

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

1. Contact the language department.
2. Follow their guidelines for applying and taking the placement test.
3. Download the [University's Registration Adjustment Form](#).
4. Bring a copy of the Registration Adjustment Form to the instructor to obtain approval.
5. Upload the signed Registration Adjustment form when filling out **the Cross-Registration Request Form***.

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

Please review the [Cross Registration for Law Students website](#) for policies in further detail. It will be your responsibility to understand these before submitting a request form.

Please Note:

- While law students may not be getting the full amount of credits offered by the home school for a cross-registered course, **registration in SSOL will reflect the full credit weight of that course.**
- 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.
- The cross-registration form will **ONLY** be open during this time: **Thursday, January 18 at 8:00 a.m. EST through Friday January, 19 at 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 22**

There are special registration processes for the following two graduate schools:**Columbia 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 listed in the request form. Please visit the [Business School's Cross-Registration for Non-MBA Students website](#) for more information.

Law students can ONLY participate in the priority round of Cross-registration **from Wednesday, January 17 at 9:00 a.m. EST through Thursday January, 18 at 9:00 a.m. EST**

TBA 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.

School of International and Public Affairs (SIPA)

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. Please continue to check the site.

- Law students can participate in SIPA Cross-registration from **Monday, January 22 - Friday, January 26, 2024** by filling out the [SIPA registration request form](#).
- **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 be notified of registration by email.

Students will not be permitted to add or drop courses after **Monday, January 22** pursuant to Law School rules.

****Please visit the website for the request form links, they will be accessible once available.****

8. 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.