Registration Forms Guide

Instructions for Digital Forms

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

<table>
<thead>
<tr>
<th>Points Petition</th>
<th>JD Teaching Fellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>JD Research Assistant</td>
<td>JD Minor Writing</td>
</tr>
<tr>
<td>JD Major Writing</td>
<td>JD Supervised Research Paper</td>
</tr>
<tr>
<td>Supervised JD Experiential Study</td>
<td>LL.M. Writing Project</td>
</tr>
<tr>
<td>LL.M. Writing Project</td>
<td>LL.M. Supervised Research Paper</td>
</tr>
<tr>
<td>LL.M. Research Assistant/Teaching Fellow</td>
<td></td>
</tr>
</tbody>
</table>

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

**Fall 2022 JD forms are open from July 18 at 12:00 p.m. to September 19 at 12:00 p.m. EDT**

**Fall 2022 LL.M. forms are open from August 15 at 12:00 p.m. to September 19 at 12:00 p.m. EDT**

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

NOTE: Monday, September 19 at 12:00 p.m. EDT 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:

<table>
<thead>
<tr>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Form</td>
</tr>
<tr>
<td>Joint Degree Form</td>
</tr>
<tr>
<td>Year Course Grade Form</td>
</tr>
<tr>
<td>Withdrawal Form</td>
</tr>
</tbody>
</table>

- 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.
1. Login to LawNet, select Registration Services and click Submit Digital Form:

2. Select the registration form of your choice:

**JD Forms**

- JD Major Writing
- JD Minor Writing Credit form
- JD Supervised Research Paper
- Points Petition
- Teaching Fellow
- Unpaid Faculty Research Assistant

**LL.M. Forms**

- LL.M. Supervised Research Paper
- LL.M. Writing Project
- Supervised LLM Experiential Study
- LL.M. Research Assistant/Teaching Fellow
- Points Petition
3. Complete form

Each form provides the Faculty Rule governing each registration and each has specific instructions, depending on the choices available to you.

**JD Major Writing**
When you select this form, you will first see the following:

Before progressing, you will have to confirm if you plan to earn *course related* or *independent* Major Writing credit:

<table>
<thead>
<tr>
<th>Course Related</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. you are taking a seminar which permits Major Writing. This form provides the option to select which course and supervising faculty, from the list of courses in which you are currently enrolled:</td>
<td>e.g. you plan to complete the requirement with either a supervised research or a journal note. The form will then give you the option of selecting your supervising faculty:</td>
</tr>
</tbody>
</table>
JD Minor Writing
The Minor Writing registration form requires you to confirm if you plan to earn course related or independent credit:

<table>
<thead>
<tr>
<th>Credit mode</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you plan to complete the credit through a course which offers <strong>Automatic Minor Writing Credit</strong>, no faculty approval is required</td>
<td><img src="image" alt="Minor Writing Credit Form" /></td>
</tr>
</tbody>
</table>

If you plan to complete the credit through a course which offers **Minor Writing Credit upon consultation**, a faculty supervisor needs to be additionally selected | ![Minor Writing Credit Form](image) |
If you plan to earn Minor Writing Credit independent of a specific class, you will be required to confirm the name of the supervising faculty.

### JD Supervised Research
You will be required to confirm whether or not your supervised research is independent or course related:

<table>
<thead>
<tr>
<th>Course Related</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will have the opportunity to select from the courses in which you are already enrolled. You will also identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.</td>
<td>You will be required to identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.</td>
</tr>
</tbody>
</table>
JD Teaching Fellow

This form requires you to confirm the course for which you will be serving as a TA, the instructor, and the number of points of academic credit you will earn:

JD Research Assistant

This form requires you to identify the supervising faculty, the number of points of academic credit you have agreed with them, and the grading mode:

JD Points Petition

JDs seeking permission to take a minimum of 11 points or a maximum of 16 points are required to submit the Points Petition form:
**LL.M. Supervised Research**

You will be required to confirm whether or not your supervised research is *independent* or *course related*:

<table>
<thead>
<tr>
<th>Course Related</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will have the opportunity to select from the courses in which you are already enrolled. You will also identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.</td>
<td>You will be required to identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.</td>
</tr>
</tbody>
</table>

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**LL.M. Supervised Research Paper Form**

Complete if you are selecting a course related to your research project, or selecting independently. You must also complete the course-related form before submitting your proposal. You will need to identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.
LL.M. Writing Project
When you select this form, you will see the following:

<table>
<thead>
<tr>
<th>Course Related</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will have the opportunity to select from the courses in which you are already enrolled. You will also identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.</td>
<td>Please contact Registration Services for guidance on how to proceed.</td>
</tr>
</tbody>
</table>

4. Submit form
The final step in all forms is to confirm submission. Once you click submit, you will be required to affirm that you have read and understood the Faculty Rules and the registration process. For example:
Once you have submitted a digital form, you will be able to view the status of your pending forms by returning to the digital forms landing page. For example:

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NOTE:
- Most forms will NOT be actionable until lotteries are run and schedules are released, since they are course related.
- Digital forms do not relieve you of the responsibility of first discussing with a supervising faculty member your request to register for any of these academic offerings.
- No faculty member should receive notification of a submitted form that they have not already agreed with you.
- Monday, September 19 at 12:00 p.m. EDT is the deadline for students to submit registration forms. Professors, Office of Graduate Degree Programs, and Registration Services approve forms on a rolling basis.
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Take Note:

- **Major Writing**
  This registration carries no academic points. If you are writing a paper (for example, a Journal note) and wish to additionally earn academic points, you must also submit a registration form for a Supervised Research Paper.

- **Minor Writing**
  A course that offers Automatic Minor Writing Credit means instructor permission is not required. It does not mean the registration happens automatically. If you wish to earn Minor Writing credit, you must register for it.

- **LL.M. Writing Project**
  You need both instructor and OGP approval, and must submit your registration form no later than Saturday, October 1.

- **Supervised Research**
  You can register for one or two semesters of supervised research. If you register for two semesters, you will receive the notation of YC (Year Credit) for your fall work until the spring grade is submitted, at which point the same grade will be recorded for the fall.

- **Supervised Experiential Project**
  - J.D. students need to review information on the Externships webpage about JD Supervised or Independent Experiential Study (L6695).

- **Research Assistant**
  You can earn a maximum of two points of RA credit each academic year.

- **Teaching Assistant**
  Students can serve as teaching assistants and have the option to earn academic credit or financial remuneration.

  If you were never enrolled in the course for which you are TAing, please email registrar@law.columbia.edu. The system will not allow you to register as a TA for a class in which you were never enrolled as a student.

  - Academic credit – complete the digital form
  - Financial remuneration – contact Human Resources