Registration Forms Guide

<u>PDF Registration Forms (available on the [Registration Forms page](#))</u>

- [Joint Degree Form](#)

<u>Digital Registration Forms</u>

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
J.D. Teaching Fellow
J.D. Research Assistant
J.D. Minor Writing *(Automatic Minor Writing no longer requires a Digital Registration form submission)*
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
Year Course Grade Form **(Now a digital form for fall 2024)** due on January 27, 2025 at 10:00 p.m. EST)

To submit a digital registration form, you will need to login to [LawNet](#) and follow these steps:
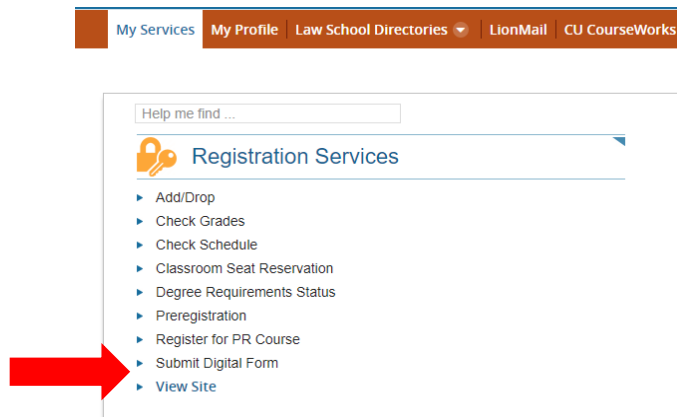
1. Select Registration Services and click Submit Digital Form
2. Select registration form
3. Complete registration form
4. Submit form

Fall 2024 digital forms are open from August 14 at 12:00 p.m. EDT to September 9 at 10:00 p.m. EDT.
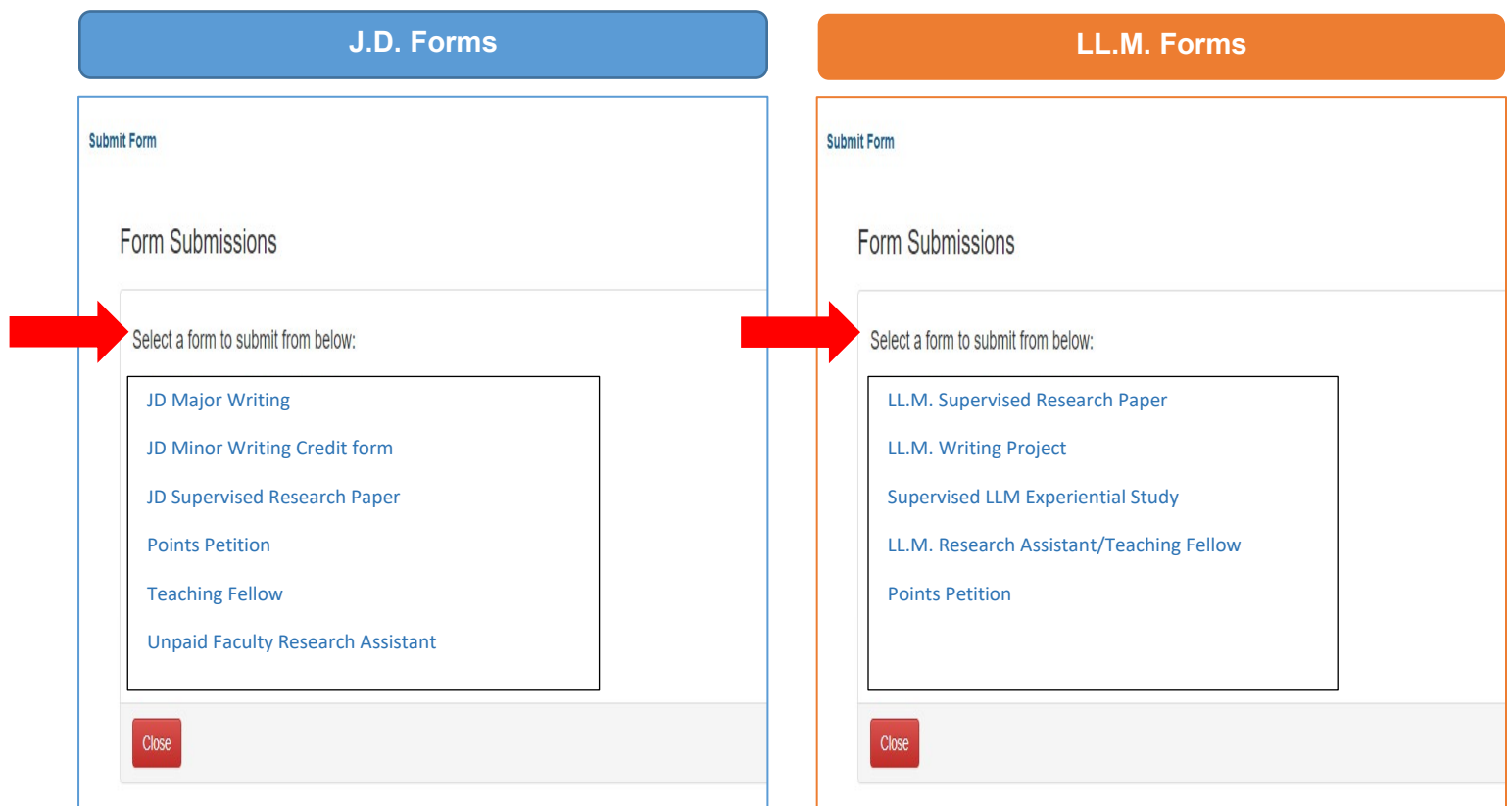
This is the <u>deadline for students</u> to submit digital registration forms. Professors, Office of Graduate Degree Programs, and Registration Services approve forms on a rolling basis.

LL.M. Writing Project Forms are due on October 1 at 11:59 p.m. EDT

Last Revised: 7/24/24

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

2. **Select the registration form of your choice:**

J.D. Forms	LL.M. Forms

Submit Form

Form Submissions

Select a form to submit from below:

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

Close

Submit Form

Form Submissions

Select a form to submit from below:

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

Close

Last Revised: 7/24/24

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

J.D. Major Writing
When you select this form, you will first see the following:

Submit Form

Major Writing Credit Form |

Major Writing Credit (0 pts)

- One of two writing requirements for the J.D. Degree
- Must be registered for by the end of Add/Drop in the 5th semester
- Final submission must be completed by April 1, for a May graduation
- Review Rule 1.4 on requirements for the Major Writing Credit
- Review Rule 3.3 on Satisfactory Progress

Please select type of Major Writing Credit Form:
○ Course Related Major Writing Credit
○ Independent Major Writing Credit

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

Course Related	Independent
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:	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:

Last Revised: 7/24/24

J.D. Minor Writing
The Minor Writing registration form requires you to confirm if you plan to earn *independent* credit.

Automatic Minor Writing no longer requires a Digital Registration form submission

Credit mode	Form
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	
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.	

Last Revised: 7/24/24

J.D. Supervised Research

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

Submit Form

Supervised Research Paper Form |

A significant written product and substantial oversight from the faculty supervisor is required to earn academic credit for Supervised Research Paper.
Two options:
- L6683 Supervised Research Paper (1 to 3 points per term)
- L6689 Course-Related Research Paper (1 to 2 points per term)
  requires work over and above that which is required for the course
General guidelines:
- No more than 4 points per academic year
- Counts toward the 19-point maximum non-course offerings allowed for the J.D. Degree
- Grading for either Letter Grade or CR/F
- Review Rule 1.5 for guidance on credits and supervision

Please select type of Supervised Research Paper Form:
- ○ Course Related Supervised Research Paper
- ○ Independent Supervised Research Paper

Course Related	Independent
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.	You will be required to identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.

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:

Submit Form

Teaching Fellow Form |

A student who serves as a teaching fellow under the active supervision of a faculty member may register and earn point credit for such work for the term or terms concerned
- 1 to 4 pts - ABA Standard 310 requires at least three hours of work per week (or 45 hours per semester) for every point of academic credit earned.
- Students may not earn point credit for serving as a teaching fellow that exceeds the number of points of the course for which the service is performed.
- LIMITS: Cannot earn J.D. point credit for Teaching Fellow service more than once in the same course, or for more than 2 courses overall.
- Graded for CR/F only
- Counts toward the 19-point maximum non-course offerings allowed for the J.D. Degree
- Review Rule 1.12 of Rules for the J.D. Degree

Course	
Instructor	Select Instructor
Points	Please select points

Submit   Cancel

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 (for J.D.s):

Submit Form

Unpaid Faculty Research Assistant Form |

Under the faculty member's supervision, you will serve for one or more terms as a research assistant without pay and in this capacity perform legal research and writing in aid of scholarly investigations.
- 1 or 2 points per term
- No more than 2 points per academic year
- Grading for either Letter Grade or CR/F
- Review Rule 1.6 of Rules for the J.D. Degree
- Counts toward the 19-point maximum non-course offerings allowed for the J.D. Degree

Instructor	Select Instructor
Points	Please select points
The instructor agreed to grade this work by	Please select grade type

Submit   Cancel

Points Petition

J.D.s seeking permission to take a minimum of 11 points are required to submit the Points Petition form. LL.M. students should consult with their academic advisor before exercising this option for 11 or 16 points.

Last Revised: 7/24/24

LL.M. Supervised Research

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

Course Related	Independent
You may earn 1 point. You will have the opportunity to select from the courses in which you are already enrolled. You will also identify the supervising faculty. **Letter grade required.**	You will be required to identify the supervising faculty and the points of academic credit you have agreed with them. **Letter grade required.**

Last Revised: 7/24/24

LL.M. Writing Project
When you select this form, you will see the following:

Course Related	Independent
You will have the opportunity to select from the courses in which you are already enrolled and the instructor. 0 academic points are earned for the LL.M. Writing Project apart from those earned in the course, seminar or for supervised research.	Choose this option if 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:

Submit Form

LL.M. Writing Project Form |

LL.M. Writing Project (L6694)
Every LL.M. Student MUST complete this form ONCE during the course of the Program.
Indicate below how you will complete the Writing Project requirement. A full description of the paper to be written must be included.
0 academic points CR Grade will be entered to confirm completion of LL.M. Writing Project requirement. See page 2 for LL.M. Writing Project guidelines.
Registration due dates:
October 15 for writing projects completed in the fall term.
February 1 for writing projects completed in the spring term.

Course [⌄]
Instructor [Select Instructor ⌄]
Provide a description of the paper to be written to satisfy the LL.M. Writing Project Requirement. Be as specific as possible, including the anticipated length of the paper [   ]

☐ Supervised Research
[Submit] [Cancel]

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:

Submit Form

Major Writing Credit Form |

Course: LAW -L9331 -001: S. Church and State
Instructor: Schatz, Barbara A.

By submitting this major writing credit form, you confirm that you have read and understood the relevant faculty rules and guidelines.
Please note that your registration is not complete without your instructor's approval. Your instructor will receive notification of your request.

[Yes] [No]

‹ Back to my submissions

Last Revised: 7/24/24

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:

NOTE:
➤ 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 9 at 10:00 p.m. EDT is the <u>deadline for students</u> to submit registration forms. Professors, Office of Graduate Degree Programs, and Registration Services approve forms on a rolling basis.**

Last Revised: 7/24/24

Please 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

Automatic Minor Writing no longer requires a Digital Registration form submission.

LL.M. Writing Project

This registration carries no academic points. You need both instructor and OGP approval, and must submit your registration form no later than **October 1 at 11:59 p.m. EDT**. This is graded on a CR/F basis.

Supervised Research

You can register for one or two semesters of supervised research with the same professor for the same written work**. If you register for two semesters, please refer to the information below about the Year Course (YC) grade form.**

Year Course Grade (YC)- Now Digital!

YC may be given at the end of the first term of a course in which the full year's work must be completed before a final grade is assigned. The grade given at the end of the second term is the grade for the entire course. The grade will be recorded twice – both in the fall and spring.

Experiential Study

J.D.s should review information on the Externships webpage about JD Supervised or Independent Experiential Study (L6695). LL.M.s may earn up to 2 points. This is graded on a CR/F basis.

Research Assistant

J.D.s can earn a maximum of two points per academic year. LL.M.s can earn one point per academic year.

Teaching Assistant

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

To earn:

Academic credit - complete the digital form

Financial remuneration - contact Human Resources

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