

Registration Forms Guide

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

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 (<i>As of 11/21/23: Automatic Minor Writing no longer requires a Digital Registration form submission</i>)
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:

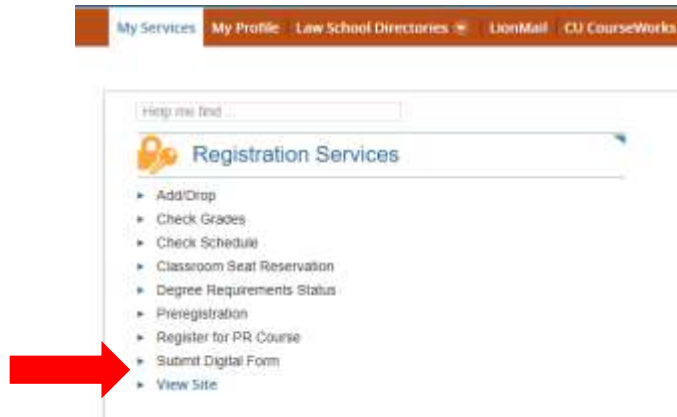
1. Select Registration Services and click Submit Digital Form
2. Select registration form
3. Complete registration form
4. Submit form

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

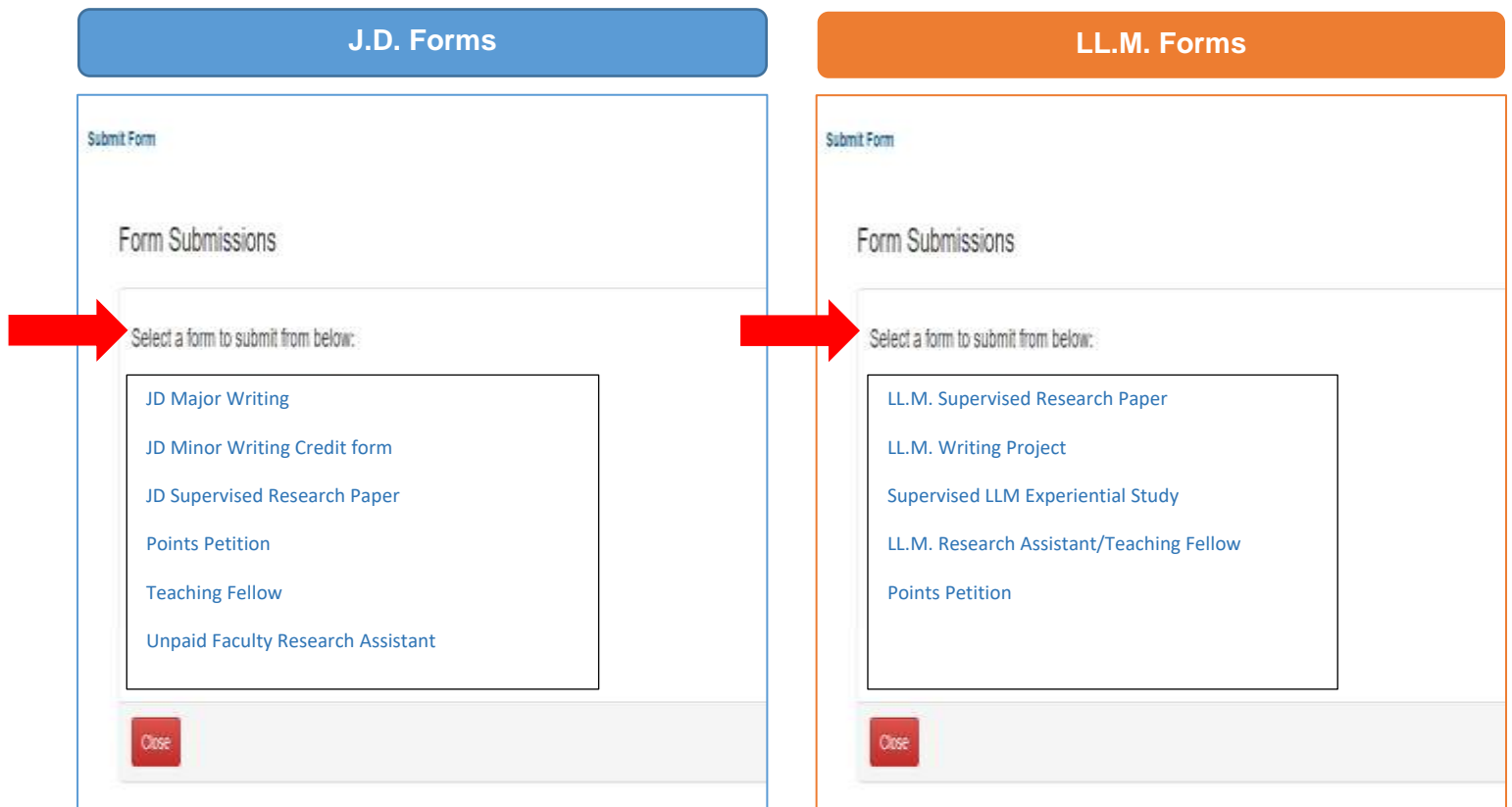
This is the deadline for students to submit digital registration forms. Professors, Office of Graduate Degree Programs, and Registration Services approve forms on a rolling basis.

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

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



2. Select the registration form of your choice:



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
<p>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:</p>	<p>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:</p>
<p>Submit Form</p> <p>Major Writing Credit Form </p> <p>Major Writing Credit (0 pts)</p> <ul style="list-style-type: none"> • 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 <p>Please select type of Major Writing Credit Form:</p> <p><input checked="" type="radio"/> Course Related Major Writing Credit</p> <p><input type="radio"/> Independent Major Writing Credit</p> <p>Course: LAW 4020-401: B. Church and State</p> <p>Instructor: Schutz, Barbara A.</p> <p>Submit Cancel</p>	<p>Submit Form</p> <p>Major Writing Credit Form </p> <p>Major Writing Credit (0 pts)</p> <ul style="list-style-type: none"> • 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 <p>Please select type of Major Writing Credit Form:</p> <p><input type="radio"/> Course Related Major Writing Credit</p> <p><input checked="" type="radio"/> Independent Major Writing Credit</p> <p>Instructor: Select instructor</p> <p>Submit Cancel</p>

J.D. Minor Writing

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

As of 11/21/23: Automatic Minor Writing no longer requires a Digital Registration form submission

Credit mode	Form
<p>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</p>	
<p>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.</p>	

J.D. Supervised Research

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

Supervised Research Paper Form |

A significant written product and substantial experience for faculty supervisor is required to earn academic credit for Supervised Research Paper.

Two options:

- 10000 Supervised Research Paper (1 to 2 points per term)
- 10009 Course-Related Supervised 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/CP
- Receive Mail 1.5 for guidance on credits and supervisors

Please select type of Supervised Research Paper Form:

Course-Related Supervised Research Paper

Independent Supervised Research Paper

Course Related	Independent
<p>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.</p>	<p>You will be required to identify the supervising faculty, the points of academic credit you have agreed with them, and the grading mode.</p>
<p>Supervised Research Paper Form </p> <p>A significant written product and substantial experience for faculty supervisor is required to earn academic credit for Supervised Research Paper.</p> <p>Two options:</p> <ul style="list-style-type: none"> • 10000 Supervised Research Paper (1 to 2 points per term) • 10009 Course-Related Supervised Paper (1 to 2 points per term) <p>requires work over and above that which is required for the course.</p> <p>General guidelines:</p> <ul style="list-style-type: none"> • 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/CP • Receive Mail 1.5 for guidance on credits and supervisors <p>Please select type of Supervised Research Paper Form:</p> <p><input checked="" type="radio"/> Course-Related Supervised Research Paper</p> <p><input type="radio"/> Independent Supervised Research Paper</p> <p>Course: [dropdown]</p> <p>Instructor: [dropdown]</p> <p>Points: [dropdown]</p> <p>The instructor agreed to grade this work by: [dropdown]</p> <p><input type="button" value="Cancel"/> <input type="button" value="Clear"/></p>	<p>Supervised Research Paper Form </p> <p>A significant written product and substantial experience for faculty supervisor is required to earn academic credit for Supervised Research Paper.</p> <p>Two options:</p> <ul style="list-style-type: none"> • 10000 Supervised Research Paper (1 to 2 points per term) • 10009 Course-Related Supervised Paper (1 to 2 points per term) <p>requires work over and above that which is required for the course.</p> <p>General guidelines:</p> <ul style="list-style-type: none"> • 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/CP • Receive Mail 1.5 for guidance on credits and supervisors <p>Please select type of Supervised Research Paper Form:</p> <p><input type="radio"/> Course-Related Supervised Research Paper</p> <p><input checked="" type="radio"/> Independent Supervised Research Paper</p> <p>Instructor: [dropdown]</p> <p>Points: [dropdown]</p> <p>The instructor agreed to grade this work by: [dropdown]</p> <p><input type="button" value="Cancel"/> <input type="button" value="Clear"/></p>

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:

The screenshot shows the 'Teaching Fellow Form' registration page. At the top, it says 'Submit Form' and '2023-2024'. Below the title, there is a yellow box with instructions: 'A student who serves as a teaching fellow under the active supervision of a faculty member may register and earn credit for such work for the term in which completed'. It lists rules: 1-12 A.2(a) - ABA Standard 110 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 credit for serving as a teaching fellow that exceeds the number of points of the course for which the service is performed; SMTC - Certain non-J.D. credit for Teaching Fellow service may also occur in the same course, at the same time, at the same rate; Grading for CDF only; Submit request for faculty supervisor information allowed for the J.D. Degree; Review Rule 1.6 of Rules for the J.D. Degree. Below the instructions are three dropdown menus: 'Course', 'Instructor', and 'Points'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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):

The screenshot shows the 'Unpaid Faculty Research Assistant Form' registration page. At the top, it says 'Submit Form'. Below the title, there is a yellow box with instructions: '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'. It lists rules: 1 of 2 points per term; No more than 2 points per academic year; Grading for either Letter Grade or CDF; Review Rule 1.6 of Rules for the J.D. Degree; Courts limit the 15-point maximum non-course offerings allowed for the J.D. Degree. Below the instructions are three dropdown menus: 'Instructor', 'Points', and 'The instructor agreed to grade this work by'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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.

LL.M. Supervised Research

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

Course Related	Independent
<p>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.</p>	<p>You will be required to identify the supervising faculty and the points of academic credit you have agreed with them. Letter grade required.</p>
<p>Submit from:</p> <p>LL.M. Supervised Research Paper Form</p> <p>Supervised Research Paper (Course Related) (8888)</p> <p>Complete if you are writing a single paper (of total 10 additional papers) as part of a course or seminar. LL.M. Supervised Research Paper (Course Related) 1 to 7 academic points Use this category to register additional credit associated with a course or seminar (i.e., earning one additional point for writing a single paper for a seminar). Letter Grade Required Registration due by the end of fall/Drp Research for the LL.M. Degree (2420)</p> <p>Complete if you are undertaking a research project separate from a course or seminar (independently with a faculty member). LL.M. Research for the LL.M. Degree 1 to 4 academic points Maximum of eight (8) academic points toward the LL.M. degree. Letter Grade Required Use this category to register supervised research. Independent may also earn credit within this category if approved by a faculty member and the Dean or Director of Graduate Legal Studies, and a research paper is the final product. Registration due by the end of fall/Drp.</p> <p>Please select type of Supervised Research Paper Form: <input type="radio"/> Course Related Supervised Research Paper <input checked="" type="radio"/> Independent Supervised Research Paper</p>	<p>Submit from:</p> <p>LL.M. Supervised Research Paper Form</p> <p>Supervised Research Paper (Course Related) (8888)</p> <p>Complete if you are writing a single paper (of total 10 additional papers) as part of a course or seminar. LL.M. Supervised Research Paper (Course Related) 1 to 7 academic points Use this category to register additional credit associated with a course or seminar (i.e., earning one additional point for writing a single paper for a seminar). Letter Grade Required Registration due by the end of fall/Drp Research for the LL.M. Degree (2420)</p> <p>Complete if you are undertaking a research project separate from a course or seminar (independently with a faculty member). LL.M. Research for the LL.M. Degree 1 to 4 academic points Maximum of eight (8) academic points toward the LL.M. degree. Letter Grade Required Use this category to register supervised research. Independent may also earn credit within this category if approved by a faculty member and the Dean or Director of Graduate Legal Studies, and a research paper is the final product. Registration due by the end of fall/Drp.</p> <p>Please select type of Supervised Research Paper Form: <input type="radio"/> Course Related Supervised Research Paper <input checked="" type="radio"/> Independent Supervised Research Paper</p>

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:

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:

Submit Form

Form Submissions Submit New Form

Form	Submission Details	Submission Date	Approval Status
Unpaid Faculty Research Assistant	Approval Instructor: Schutz, Barbara A.	11/18/19 11:42 AM	Instructor Pending - The Office of Registration Services Pending
Minor Writing Credit Form	Course: LAW -LS271 -001: S. Authors Artists and Performers Term: Fall 2019	11/18/19 11:41 AM	The Office of Registration Services Approved -
Major Writing Credit Form	Approval Instructor: Schutz, Barbara A. Fall 2019	11/18/19 11:41 AM	Instructor Approved - The Office of Registration Services Pending
Supervised Research Paper	Course: LAW -LS231 -001: S. Church and State Term: Fall 2019 Approval Instructor: Schutz, Barbara A.	11/18/19 11:41 AM	Instructor Pending - The Office of Registration Services Pending
Teaching Fellow	Course: LAW -LS101 -003: Civ Procedure Term: Fall 2019 Approval Instructor: Schutz, Barbara A.	11/18/19 10:26 AM	Instructor Pending - The Office of Registration Services Pending

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, January 22 at 10:00 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.**

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

As of 11/21/23: 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 **Thursday, February 1 at 11:59 p.m. EST**. 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)

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](#)