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:

<table>
<thead>
<tr>
<th>Points Petition</th>
<th>J.D. Teaching Fellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.D. Research Assistant</td>
<td>J.D. Minor Writing</td>
</tr>
<tr>
<td>J.D. Major Writing</td>
<td>J.D. Supervised Research Paper</td>
</tr>
<tr>
<td>Supervised J.D. Experiential Study</td>
<td>LL.M. Writing Project</td>
</tr>
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<td>LL.M. Supervised Research Paper</td>
</tr>
<tr>
<td>LL.M. Supervised Experiential Study</td>
<td>LL.M. Research Assistant/Teaching Fellow</td>
</tr>
<tr>
<td>Extension Form (Now a digital form for fall 2023)</td>
<td>Withdrawal Form (Now a digital form for fall 2023)</td>
</tr>
<tr>
<td>Joint Degree Form (Now a digital form for fall 2023)</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 2023 digital forms are open from Wednesday, August 16 at 12:00 p.m. EDT to Wednesday, September 13 at 12:00 p.m. EDT.

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 Sunday, October 1 at 11:59 p.m. EDT*
1. **Login to LawNet, select Registration Services and click Submit Digital Form:**

![Login to LawNet](image1)

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

**J.D. 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

**LL.M. Forms**

- 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
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:

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>
J.D. Minor Writing
The Minor Writing registration form requires you to confirm if you plan to earn course related or independent credit:

Credit mode

If you plan to complete the credit through a course which offers Automatic Minor Writing Credit, no faculty approval is required, but you still need to submit a 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.

J.D. Supervised Research
You will be required to confirm whether or not your supervised research is independent or course related:

<table>
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</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>
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:

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):

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*:

<table>
<thead>
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</tr>
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<tbody>
<tr>
<td>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. <strong>Letter grade required.</strong></td>
<td>You will be required to identify the supervising faculty and the points of academic credit you have agreed with them. <strong>Letter grade required.</strong></td>
</tr>
</tbody>
</table>

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![LL.M. Supervised Research Paper Form](image1)

![LL.M. Supervised Research Paper Form](image2)
LL.M. Writing Project
When you select this form, you will see the following:

<table>
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<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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:</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:

**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.
- **Wednesday, September 13 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.**
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**
A course that offers Automatic Minor Writing Credit means instructor permission is not required. It does not mean the registration happens automatically, **you must register for it and submit a form.**

**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 **Sunday, 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)**
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