

Pre-Registration: Spring 2024

In order to provide students with a fair opportunity to enroll in Law classes, registration at Columbia Law School is assigned by a course lottery in accordance with the [Faculty Resolution on the Allocation of Scarce Instructional Resources](#). Class assignments are made on the basis of student preferences submitted through Pre-Registration.

This handbook provides guidance on the Pre-Registration process including course selection, strategies for ranking courses, information on how the lottery works, and special instructions on pre-registering for Professional Responsibility.

Handbook Outline

1. Registration Timeline
2. Identifying Primary and Alternate Choices
3. Adding Primary and Alternate Choices
4. Strategies for Ranking Course Selections
5. How the Lottery works
6. High Demand Courses
7. Professional Responsibility (PR) Direct Registration
8. January Elective Class Pre-Registration
9. Next Steps
10. Still Have Questions?

1. Registration Timeline

Thursday, November 2 at 12:00 p.m. EDT - Monday, November 13 at 12:00 p.m. EST

Pre-Registration Period (for spring and J-term courses)

Thursday, November 2 at 12:00 p.m. EDT - Monday, November 6 at 12:00 p.m. EST

3Ls & LLMs: Professional Responsibility (PR) Direct Registration

Monday, November 13 at 12:00 p.m. EST

Pre-registration Closes

Tuesday, November 21

Student Schedules are released in LawNet

Tuesday, November 21 at 12:00 p.m. EST - Tuesday, December 4 at 12:00 p.m. EST

Add/Drop Period: Phase 1

Tuesday, November 21 at 12:00 p.m. EST - Monday, January 22 at 10:00 p.m. EST

Digital Registration Forms period (student submission)

Wednesday, January 3 - Monday, January 8

J-Term Add/Drop Period

Tuesday, January 9 at 12:00 p.m. EST - Monday, January 22 at 10:00 p.m. EST

Add/Drop Period: Phase 2

Monday, January 22 at 10:00 p.m. EST

Digital Registration Forms due (student submission)

Thursday, February 1 at 11:59 p.m. EST





Digital LL.M. Writing Project form due (student submission)

2. Identifying Primary and Alternate Choices

The Lottery will try to register you for up to 15 points of academic credit for spring 2024 and up to 1 credit for January 2024 (notwithstanding the Clinics, Externships, and permission courses into which you have been accepted). You can pre-register for multiple courses up to these maximums:

- **3Ls and LLMs – can pre-register for up to 6 primary and 6 alternate courses**
- **2Ls – can pre-register for up to 8 primary and 8 alternate courses**

To determine which of your courses you should list as a primary course and which you should list as an alternate course, take note of the key difference in their function for the purpose of the Lottery:

Can the Lottery ...	Primary Course Choice	Alternate Course Choice
... register me?		
... waitlist me?		

Because you will not be waitlisted for an alternate class, you should consider the following for identifying an alternate course choice:

- **You are interested in taking the alternate course if no seat is available in your primary choice class.**
 - For example, if there were two courses in a particular subject area that would enable you to achieve the same goal but you would only want to take one of them at this time.
 - You can list the course you might prefer as your primary choice and then list the other course as an alternate.
- **Your alternate course choice is another section of the same course you have identified as a primary choice.**
 - ✓ If you want to increase your chance of being able to take one of these courses, you can list the section you would most prefer to take as a primary choice and the other section as an alternate.
- **Your alternate course choice is scheduled to meet at a time that overlaps with your primary course choice.**
 - ✓ If you have identified two courses of interest that meet at the same time, you will not be registered for both.
 - You can list the course you might prefer as your primary choice and then list the other course as an alternate.

3. Adding Primary and Alternate Choices

Primary course choices:

- *To add* – click on the green plus button to add a new course
- *To change the order of priority of a primary choice* – click on the course box and drag it above or below other classes on your Pre-Registration List

Alternative course choices:

- *To add* – click ‘add alternative’ option in the primary course box
- *To change the order of priority of an alternate choice* – click “delete” to remove the course from the relevant primary course choice and add it to a different primary course choice by clicking “add alternate”.

PreRegistration for Spring 2024

is available from

Courses you are currently preregistered for Spring 2024

+ Add a New Choice

Primary: African Legal Theory, Law and Development

1. edit L6211 -1 Points: 3.0 TBA, T: 4:20 PM - 7:10 PM Ssekandi, Francis 🔍 📊 📖

add alternative

★ [Pre-Registration Main Page](#)

+ Add a New Choice

Primary: African Legal Theory, Law and Development

1. edit L6211 -1 Points: 3.0 TBA, T: 4:20 PM - 7:10 PM Ssekandi, Francis 🔍 📊 📖

Alternative: S. Negotiation Workshop view/update Sections Ranking

edit L8115 -1 Points: 3.0 🔍 📊 📖

delete

★ [Pre-Registration Main Page](#)

You can continue to add, move, and delete primary and alternate course choices until the close of Pre-Registration. At that time, your Pre-Registration choices will be finalized and you cannot make any further changes, though you can access the record of your selections through [LawNet](#).

4. Strategies for Ranking Course Selections

Because an individual student's chance of being registered for any individual class is dependent upon both the randomly assigned lottery number AND the expressed preferences of other students, no lottery outcome is guaranteed and you should focus on what is in your control:

In your control:	What you can do:
Your interests	Prioritize the classes in the order of their importance to you.
Seminars	Consider prioritizing some seminars over lectures because seminars are typically capped at 15 - 18 students so there are fewer available seats.
Mix it up	Do not solely pre-register for seminars; add lecture classes to your selections thus increasing your chance of getting into your chosen courses.
High-demand classes	Review the list of courses that are typically in high demand in this handbook and rank them higher in your order of preferences.
Alternates	Utilize the alternate course selection feature: <ul style="list-style-type: none"> ✓ This will give you a second opportunity in each Lottery step to be registered in a course of interest. ✓ If your primary choice is full, you can be registered for your alternate if there are seats AND be waitlisted for your primary choice. ✓ Remember that you will never be waitlisted for an alternate course.
Time conflicts	<ul style="list-style-type: none"> ✓ Minimize time conflicts between your primary choices because you will not be registered or waitlisted for any choice if it conflicts with a higher ranked course for which you are registered. ✓ Try to place time-conflicting classes as alternates to each other.
Sections	Sections of the same course are treated as separate courses, so you can list all the sections in your pre-registration choices if you wish. This gives you a greater chance of taking a course that is important to you.
Pre- and Co-Requisites	<p>If you have any questions about whether a prior course satisfies a pre or co-requisite, please contact the instructor.</p> <ul style="list-style-type: none"> ✓ (JDs) If a course has a pre-requisite and you have a written waiver from the instructor (i.e. email permission), please forward it to our office registrar@law.columbia.edu, so we can manually add the course to your rankings. ✓ (JDs) If a course has a co-requisite, you must first add the co-requisite to your rankings and then email registrar@law.columbia.edu, so we can manually add the course to your rankings. ✓ (LLMs) It is strongly recommended that you check with the instructor to ensure you have the requisite knowledge but a pre- or co-requisite will not prevent you from pre-registering for a course.

***Please meet with an academic adviser if you have further questions about strategies for ranking courses.**

5. How the Lottery Works

The Lottery was established by the [Faculty Resolution on the Allocation of Scarce Instructional Resources](#) and all students are encouraged to familiarize themselves with these rules.

The Lottery assigns class registrations on the basis of student preference and class standing (i.e. 2L, 3L, or LLM), along with a randomly assigned Lottery number. See below for the multiple steps that make up the entirety of the process.

There are four possible outcomes for each of the steps identified below:

- a) A student is registered in their primary choice and not waitlisted for their alternate choice;
OR
- b) A student is waitlisted for their primary choice and registered for their alternate choice;
OR
- c) A student is waitlisted for their primary choice and not registered for their alternate choice because no seats are available;
OR
- d) A student is neither registered nor waitlisted for their primary or alternate choice because the student has been registered for a higher ranked primary or alternate course that meets at the same time.

In order to optimize the possible outcomes for each student, each primary and alternate course for which a student Pre-Registers is considered by the Lottery.

Lottery Step	Students	Lottery Action
1	LLMs	<ul style="list-style-type: none"> The Lottery tries to assign a first choice course to LLM students. Each course has approximately one third of its available seats reserved for LLM students for the purposes of the lottery. <p>LLM students are assigned a first choice depending on their randomly assigned lottery number, the order in which the lottery considers each random number, and the preferences of other LLM students.</p>
2	LLMs	<ul style="list-style-type: none"> The Lottery tries to assign a second choice class to LLM students, reversing the order in which students' random numbers are considered. <p>If a student was considered first in Step 1 they will be considered last in Step 2.</p>
3	3Ls	<ul style="list-style-type: none"> The Lottery tries to assign a first choice course to 3L students. Each course has approximately two thirds of its available seats reserved for JD students for the purposes of the lottery. <p>3L students are assigned a first choice depending on their randomly assigned lottery number, the order in which the lottery considers each random number, and the preferences of other 3L students.</p>

Lottery Step	Students	Lottery Action
4	3Ls	<ul style="list-style-type: none"> The Lottery tries to assign a second choice class to 3L students, reversing the order in which students' random numbers are considered. <p>If a student was considered first in Step 3 they will be considered last in Step 4.</p>
5	2Ls	<ul style="list-style-type: none"> The Lottery tries to assign a first choice class to 2L students. <p>This is based on the randomly assigned number, the expressed preferences of other 2L students, and the number of JD-reserved seats that have not been assigned to 3L students.</p>
6	LLMs	<ul style="list-style-type: none"> The Lottery tries to assign a third choice class to LLM students, again reversing the order in which students' random numbers are considered. <p>If a student was considered last in Step 2, they will be considered first in Step 6.</p>
7	3Ls	<ul style="list-style-type: none"> The Lottery tries to assign a third choice class to 3L students, again reversing the order in which students' random numbers are considered. <p>If a student was considered last in Step 4, they will be considered first in Step 7.</p>
8	LLMs	<ul style="list-style-type: none"> The Lottery tries to assign a fourth choice class to LLM students, again reversing the order in which students' random numbers are considered. <p>If a student was considered last in Step 6, they will be considered first in Step 8.</p>
9	3Ls	<ul style="list-style-type: none"> The Lottery tries to assign a fourth choice class to 3L students, again reversing the order in which students' random numbers are considered. <p>If a student was considered last in Step 7, they will be considered first in Step 9.</p>
10	2Ls	<ul style="list-style-type: none"> The Lottery tries to assign a second choice class to 2L students, reversing the order in which students' random numbers are considered. <p>If a student was considered first in Step 5 they will be considered last in Step 10.</p>
11	2Ls	<ul style="list-style-type: none"> The Lottery tries to assign a third choice class to 2L students, again reversing the order in which students' random numbers are considered. <p>If a student was considered last in Step 10, they will be considered first in Step 11.</p>
12	2Ls	<ul style="list-style-type: none"> The Lottery tries to assign a fourth choice class to 2L students, again reversing the order in which students' random numbers are considered. <p>If a student was considered last in Step 11, they will be considered first in Step 12.</p>

Lottery Step	Students	Lottery Action
13	LLMs 3Ls 2Ls	<ul style="list-style-type: none"> The Lottery then tries to assign classes to LLM, 3L, and 2L students in rotating class-standing order, each time reversing the order in which the random number is considered. <ul style="list-style-type: none"> LLM and 3L students will continue to be considered for the 6 primary and 6 alternate classes listed. 2L students will continue to be considered for the 8 primary and 8 alternate classes listed. <p>The Lottery will assign available registrations up to 15 points and waitlists places for all additional courses.</p>
14	All other students	The Lottery tries to assign classes to Non-degree students.
Final	All	<ul style="list-style-type: none"> The lottery revisits all classes to assess unassigned seats. Students are registered in these classes solely on the basis of the randomly assigned lottery number and in a randomly assigned order of consideration (i.e. without regard to class standing). Possible outcomes in this final step: <ul style="list-style-type: none"> ✓ Unassigned seats reserved for LLM students will be distributed to JD and Non-degree students who have pre-registered for the classes, but waitlisted because of the quota conflict. This can result in a 2L being registered ahead of a 3L student; AND ✓ Unassigned seats reserved for JD students will be distributed to LLMs and Non-degree students who pre-registered for the classes and were waitlisted because of the quota conflict.

Note: The Lottery tries to assign up to 15 points of academic credit for spring 2024 and up to 1 credit for January 2024, but students are not guaranteed to be registered for this many points. The actual number of points for which any individual student will be registered by the Lottery will depend upon:

- Availability of seats in the student's chosen classes;
- Time conflicts among the student's chosen classes;
- The number of points for which students will be registered once accepted into clinics, externships, permission courses, and journals.

6. High Demand Courses

** Due to their small capacity, all seminars and colloquia should be considered high demand.

- A high demand lecture course is defined as either:
 - ✓ A lecture that had 3 or more students left on the waitlist following the conclusion of add/drop.
 - OR
 - ✓ A lecture for which the number of students who pre-registered with their 1st, 2nd, 3rd, or 4th choice is greater than or equal to 100% of the course's seat capacity. For example, if 150 students pre-registered for Professor Doe's lecture with either their 1st, 2nd, 3rd, or 4th choice, and the course has a seat capacity of 125, this lecture is considered in high demand.

How to Pre-Register for High Demand Courses

Students should consider ranking high demand courses 1 or 2. Prioritizing high demand courses over other courses when pre-registering maximizes their chances of being registered for them.

Negotiation Workshop

Registration for Negotiation Workshop will follow the same process as other courses with multiple sections. Students interested in Negotiation Workshop will prioritize individual sections by selecting them as primary or alternate choices in LawNet and preferences will be included as part of the pre-registration course lottery.

S. Deals Workshop

A student may not register for a class with the same course number more than once. The system prevents students from doing so.

Potentially High Demand Lectures, Spring 2024:

- ✓ L6231 Corporations (all sections)
- ✓ L6232 Corporate Finance
- ✓ L6238 Criminal Adjudication
- ✓ L6241 Evidence (all sections)
- ✓ L6473 Labor Law
- ✓ L6169 Legislation and Regulation (all sections)

7. Professional Responsibility (PR) Direct Registration

Professional Responsibility (PR) is a graduation requirement for J.D. students and is required for LL.M.s curing deficiency for the NY Bar Exam. 3Ls and LL.M.s may directly register for a spring PR class. This is different to the process in which you participated during the fall pre-registration period.

Please note the specific dates during which you can directly register for a PR class:

- ✓ 3Ls & LL.M.s – **Thursday, November 2 at 12:00 p.m. EDT - Monday, November 6 at 12:00 p.m. EST**

Please also note:

- ✓ Unlike pre-registration, direct registration is time-sensitive;
- ✓ Students can only register for available seats; the earlier you register, the more likely it is that there will be an available seat for you.

➤ *How to directly register for a PR class*

Login into LawNet, select “Register for PR Course”, and you will see this screen:

Register for PR Course

Registration for PR Course in **Spring 2024**
is available from:

 print this page

You are not currently registered for any classes for Spring













  [Add Course](#)

Click on the green plus sign and you will see the list of PR courses offered for spring:

Courses Offered in the Spring

This form allows you to register for a course. To find a course that starts with specific letter, press the button with a letter corresponding to the first letter in the course title. Course registration status, Closed or Open, is displayed in the right column along with the number of students waitlisted for that course or the number of seats available, respectively.

[View All](#) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z etc.

Section	Points	Location/Day-Time	Instructor(s)	Status	Action
Professional Responsibility, L6274					
Section 2	2.0	IBA, W, 4:20 PM - 6:10 PM	Rose, Kathy	Closed 50 registered Conflicts: Class is full	  
Professional Responsibility Issues in Business Practice, L6362					
Section 1	2.0	IBA, M, 4:20 PM - 6:10 PM	Davis, Anthony	Open 88 seats available 37 registered	  
Professional Responsibility Issues in Public Interest Practice, L6363					
Section 1	3.0	IBA, MW, 1:20 PM - 2:40 PM	Genty, Philip M.	Open 7 seats available 61 registered	  
S. Legal and Ethical Obligations in Complex Litigation, L9039					
Section 1	2.0	IBA, T, 6:20 PM - 8:10 PM	Bachrach, Marion; Barenholtz, Celia	Closed 18 registered Conflicts: Class is full	  

To register in one of the open courses, click the green plus sign and you will get a pop up screen asking you to confirm your registration:

Registration for PR Course in **Spring 2023**

Courses Offered in the Spring

This form allows you to register for a course. To find a course that starts with specific letter, press the button with a letter corresponding to the first letter in the course title. Course registration status, Closed or Open, is displayed in the right column along with the number of students waitlisted for that course or the number of seats available, respectively.

View All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z etc.

Section	Points	Location/Day-Time	Instructor(s)	Status	Action
Professional Responsibility, L6274					
Section 2	2.0	TBA, W: 4:20 PM - 6:10 PM	Rose, Kathy	Closed 50 registered Conflicts: Class is full	
Professional Responsibility Issues in Business Practice, L6362					
Section 1	2.0	TBA, M: 4:20 PM - 6:10 PM	Davis, Anthony	Open 88 seats available 37 registered	
Professional Responsibility Issues in Public Interest Practice, L6363					
Section 1	3.0	TBA, MW: 1:20 PM - 2:40 PM	Genty, Philip M.	Open 7 seats available 61 registered	
S. Legal and Ethical Obligations in Complex Litigation, L9039					
Section 1	2.0	TBA, T: 6:20 PM - 8:10 PM	Bachrach, Marion; Barenholtz, Celia	Closed 18 registered Conflicts: Class is full	

An embedded page at lawnet-stage.law.columbia.edu:8443 says

You are about to register yourself for course Professional Responsibility Issues in Business Practice, Section 1.

Once you click OK you will then see this screen:

Courses you are currently registered for Spring

+
Add a New Course

Professional Responsibility Issues in Business Practice

L6362 -1 Davis, Anthony TBA, M: 4:20 PM - 6:10 PM Points: 2.0

✖

Total Points for Spring : 2.0

At this point, your PR registration is complete.

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Last Revised: 11/2/23

Special note for 3Ls and LLMs who participated in the Professional Responsibility lottery in July 2023:

- ✓ If you were registered for a spring 2024 PR class through the lottery and now wish to register for a different spring 2024 PR class, you will have to email Registration Services: Registrar@law.columbia.edu to remove the current class from your registration so that you can add a new class. Please email Registration Services by no later than **3:00 p.m. on Friday, November 3** for us to remove your current registration so that you can add a new class.

Below is a list of classes that satisfy the Professional Responsibility requirement:

Spring 2023	Course	Instructor	Day(s)	Time
L6274-001	Professional Responsibility	Andrew Kent	Mon & Wed	10:40 - 12:00 p.m.
L6274-002	Professional Responsibility	Janis Meyer	Tuesday	4:20 - 6:10 p.m.
L6362-001	Professional Responsibility Issues in Business Practice	Anthony Davis	Thursday	4:20 - 6:10 p.m.
L6363-001	Professional Responsibility Issues in Public Interest Practice	Philip Genty	Tues & Thurs	2:50 - 4:10 p.m.

**2Ls can add Professional Responsibility to their general
Pre-Registration selection of courses**

8. January Elective (J-term) Class Pre-Registration

J-Term 2024 Elective Classes

Monday, January 8 - Friday, January 12

J-term classes are optional intensive, one credit week-long courses that are taught prior to the start of the spring semester.

Pre-registration for a January class follows the same process as semester-long courses:

- Once you select “Pre-Registration” under the ‘Registration Services’ menu in [LawNet](#), you will be prompted to select the correct term: **January 2024**
- Once selected, you will follow the same process outlined in “How to Pre-register”

Important Notes:

- J-term classes are one credit courses graded on a CR/F basis.
- You can rank any or all of the January electives, **but you will only be allowed to take one course**
- **J.D.s:** J-term credit counts towards the spring semester
- **LL.M.s:** J-term credit does NOT count toward the 11 credit minimum for the spring semester, but it does count toward the 24 credits required for the LLM degree

9. Next Steps

➤ *Pre-Registration Record*

The record of your Pre-Registration choices is stored in the Pre-Registration module in [LawNet](#).

➤ *Lottery Results*

The Lottery will try to register you for up to 15 points of academic credit for spring 2024 and up to 1 credit for January 2024. The spring 2024 results will be published in LawNet by **Tuesday, November 21**.

The results will include the classes for which you are registered and the classes for which you are waitlisted. You will also see your position on these waitlists.

➤ *Waitlists*

When the Lottery results are published, you will have the option to remove yourself from any waitlists for courses in which you are no longer interested. Because this will help other students better assess their actual waitlist position and give them a better chance of registering for these courses, please be sure to remove yourself from unnecessary waitlists.

➤ ***Add/Drop: Phase 1 - Tuesday, November 21 at 12:00 p.m. EST - Tuesday, December 4 at 12:00 p.m. EST***

➤ ***Add/Drop: Phase 2 – Tuesday, January 9 at 12:00 p.m. EST - Monday, January 22 at 10:00 p.m. EST***

During the Add/Drop period, students can:

- Drop classes in which they are registered
- Register for classes, or add themselves to a waitlist
- Register for:
 - supervised research
 - teaching assistantships
 - research assistantships
 - writing credits and projects
- Apply to Cross-Register for other Columbia University classes during Phase 2

10. Still Have Questions?

➤ *Videos on LawNet*

- [How to rank PR courses for lottery](#)
- [How to rank LegReg courses for lottery](#) (text only, for JDs)
- [How to register for online courses \(Add/Drop\)](#)
- [How to check class schedule](#)
- [How to use Classroom Seat Reservations](#)
- [How to use Degree Requirements Status](#) (text only, for JDs)

➤ *Registration Services*

[Email](#), Call: 212-854-2668, or drop by WJW 500

➤ *Student Services (J.D.s)*

Student Services will hold in-person drop-in advising from **11:30 a.m. - 1:30 p.m.** and **2:30 p.m. - 4:30 p.m.** on **November 2, 6, 8, and 9** on the 4th floor on Big Warren in Student Services.

➤ *Office of Graduate Degree Programs (LL.M.s)*

OGP Advisors are available to answer any questions you may have on spring pre-registration or anything else! Please make an appointment with your advisor using these links:

Alison: <https://connect.law.columbia.edu/meetings/2422076/MeetwithAlison>

Danielle: <https://connect.law.columbia.edu/meetings/2661242/AdvisingSessions>

Jill: <https://connect.law.columbia.edu/meetings/2422080/meetJill>

Julie: <https://connect.law.columbia.edu/meetings/2422105/meetwithJulie>

Marissa: <https://connect.law.columbia.edu/meetings/2422092/MarissaZalk>

Megan: <https://connect.law.columbia.edu/meetings/2311396/academicadvising>