Registration on LawNet

I. Registration Holds

Before Pre-Registration and Add/Drop begin, ensure that you do not have any holds on your student account as these can prevent you from participating.

Check your hold status via Student Services Online (SSOL), where you will find guidance on the four types of holds that will prevent registration when placed on a student's record:

The University reserves the right to withhold the privilege of registration for the following reasons:	Name of Hold:	Only the office that placed the hold may remove it:
Unpaid debt to the University	Financial Hold	Student Financial Services Phone: 212-854-4400
An academic issue	Dean's Hold	CLS Registration Services Email: registrar@law.columbia.edu
Immunization Non-Compliance	Immunization Hold	Health Services Phone: 212-854-7210
Compliance Hold	Sexual Respect	communitycitizenship@columbia.edu
*Pro Bono Hold (applies to JD students only)	Pro Bono	Office of Public Interest/Public Service Law and Careers (Pro Bono Program) probono@law.columbia.edu

*This hold is managed by PI/PS and will not show up on LawNet or SSOL.

After contacting the office responsible for managing the hold, please allow 24 hours for the hold to clear on SSOL. Once the hold has been removed please email registrar@law.columbia.edu.

Registration Services, Student Services, and the Office of Graduate Degree Programs cannot remove Financial, Immunization, or Pro Bono holds.

II. WHERE DO I GO IF I HAVE A QUESTION ABOUT…?

Registration Services	Student Services (for JDs) and Office of Graduate Degree Programs (for LLMs)
• Mechanics of how to pre-register ○ ICYMI: LawNet has tutorial videos • Logistics and Systems related questions • How to use LawNet • Where to find the curriculum guide • Enumeration of graduation requirements • Questions about digital forms	• Advice related to creating a balanced schedule • How to ensure you meet graduation requirements while also fulfilling co-curricular objectives • Accommodation related inquiries (email accommodations@law.columbia.edu) • Any general questions about academic rules and policies • Management of campus resources

Either way, start with one of these offices and we will direct you to the right resource!

III. Choosing Courses

The first step in Pre-Registration is to identify the courses you might want to take.

NOTE: Please review the course types that are *included* in and *excluded* from Pre-Registration:

Included	Excluded
▪ Lectures and Seminars ○ Unless one of these exceptions →	▪ Clinics and Externships ▪ Courses that require instructor permission ▪ First year Foundation Courses ▪ Moot Court ▪ Non-Law School Courses ▪ Non-regularly scheduled class registrations ○ Major/Minor Writing ○ LLM Writing Project ○ Supervised Research ○ Supervised Experiential Study ○ Teaching Fellow ○ Unpaid Faculty Research Assistant ○ NYU Courses ○ Cross-registered courses

Three tools that you can utilize to identify courses of interest to you:

- *Curriculum Guide*
- *Course Evaluations*
- *Degree Requirement Status (DRS) Report (for JDs only via LawNet)*

➢ *Curriculum Guide*

Up-to-date course information can be found in the Law School's online Curriculum Guide. To find courses, you can search using a range of criteria:

- Course level
- Course type
- Method of Evaluation
- Area of Study
- Instructor
- Day and time
- Writing Credit
- New course

NOTE: To conduct a course search, you must select *at least* one criterion in addition to semester.

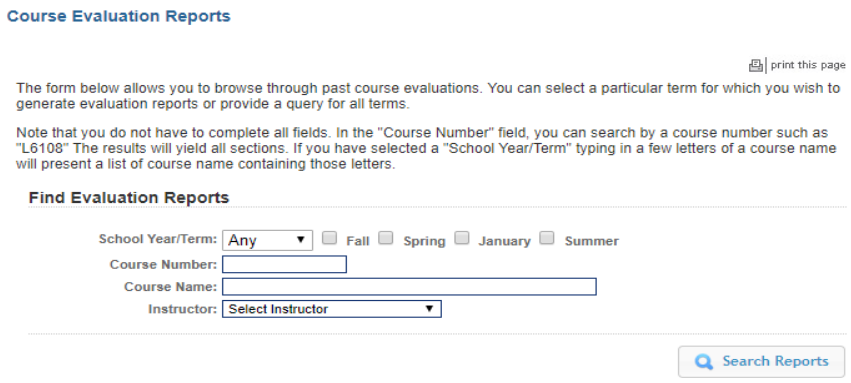
Once you perform a search, you have two options for saving the course information:

1. *Create an Excel spreadsheet*, by clicking the "Download Search Results" button. This will download the course title, instructor, schedule, type, points, semester, and course number.

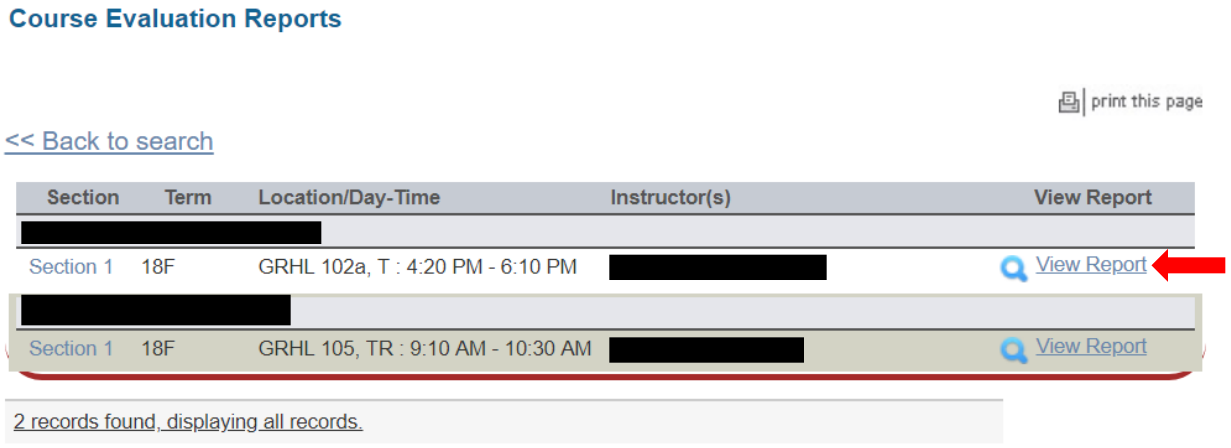
2. *Create a list of "Favorite Courses"* by clicking the hearts next to the course title (this requires you to log in at the prompt). You can then click 'My Favorite Courses' to produce the list of courses you have saved, which will include course descriptions and method of evaluation in addition to the information downloaded in the Excel spreadsheet. You will also be able to access this information in LawNet when you add courses to your Pre-Registration choices.

➢ *Course Evaluations*

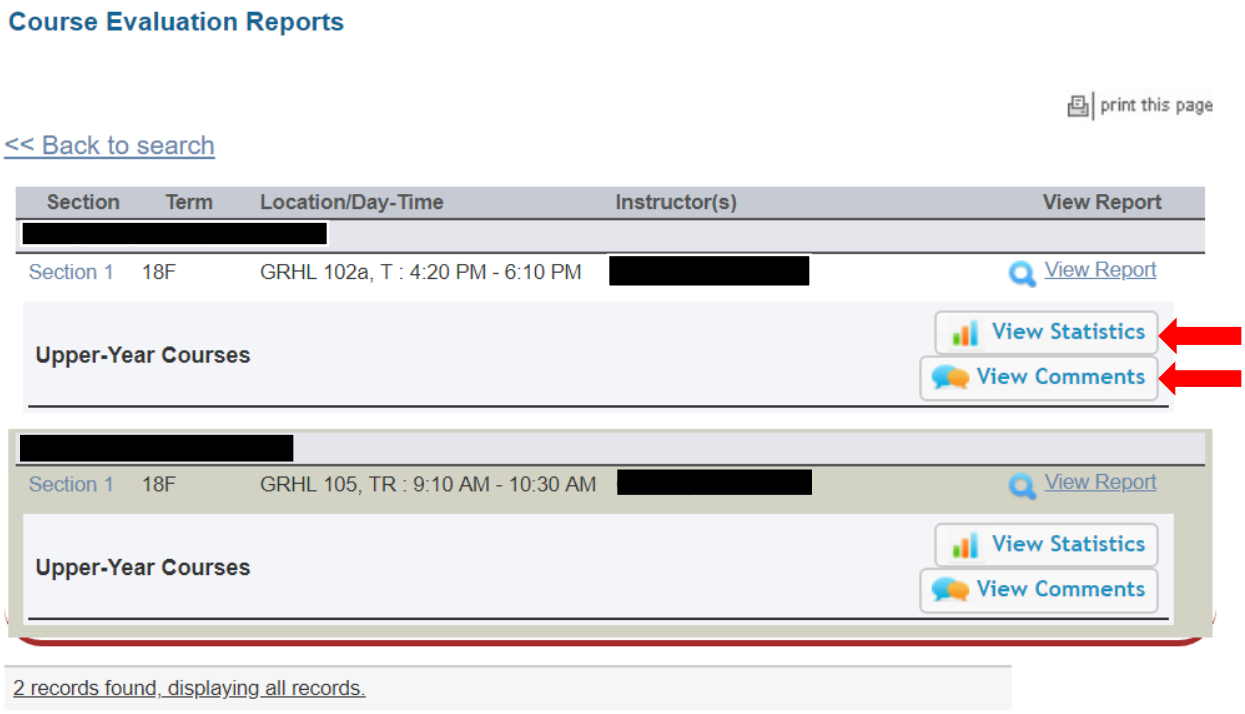
Reviewing student evaluations of the courses taught in previous semesters can help you identify courses of interest to you. Course Evaluations can be found under "*Course Evaluation Reports*" under the Student Services menu in LawNet.



Once you search for courses of interest, you will see a list of all courses that meet the search criteria you set:



When you click on "View Report," you will be able to choose the evaluation statistics and/or students comments:


Course Evaluation Reports
print this page
<< Back to search
Section
Term
Location/Day-Time
Instructor(s)
View Report
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Section 1
18F
GRHL 102a, T : 4:20 PM - 6:10 PM
[redacted]
View Report
Upper-Year Courses
View Statistics
View Comments
[redacted]
Section 1
18F
GRHL 105, TR : 9:10 AM - 10:30 AM
[redacted]
View Report
Upper-Year Courses
View Statistics
View Comments
2 records found, displaying all records.

➢ *Degree Requirement Status (DRS) Report (for JDs)*

JDs should also review their Degree Requirement Status (DRS) Report in LawNet.

This report allows you to see:

- ✓ Number of points taken and those outstanding for completion of the JD
- ✓ Number of points counting toward the specific limits:
  - Law School points
  - Non-regularly scheduled classes
    - Service as a Teaching Fellow
    - Moot Court
    - Journals
    - Supervised Research
    - Research Assistant
    - Externship Fieldwork
    - Non-Law School points
  - Clinics and externships
  - Faculty-Directed Reading Groups
- ✓ Requirements that have been completed, are in progress or outstanding
  - Major Writing
  - Minor Writing
  - Experiential Credit
  - Professional Responsibility
  - Legislation Regulation

Students pursuing a dual degree should note that the DRS does not currently track their degree requirements and should discuss their academic progress and plans with an academic advisor from Student Services. JD/MBA students should meet with Timur Pakay, Director, Reuben Mark Initiative and JD/MBA Programs.

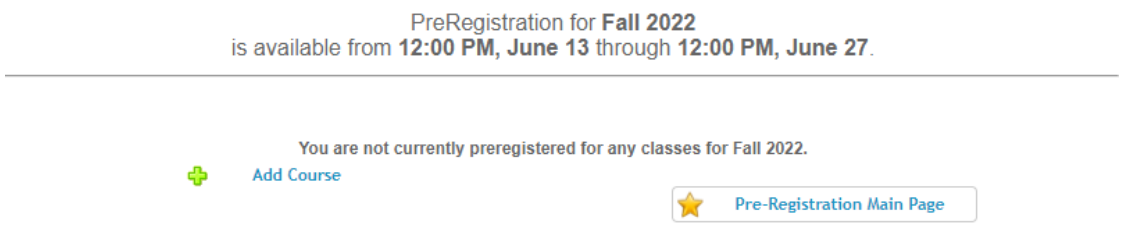
If you have questions regarding graduation requirements or your progress towards graduation, please discuss with an academic advisor.

IV. How to Pre-Register

Pre-Registration is NOT *time sensitive/first-come, first served.* You can change your selections at any time during the Pre-Registration period.

➢ *Adding Courses*

Once you log into LawNet, select 'Pre-Registration' under the 'Registration Services' menu and you will see this screen:

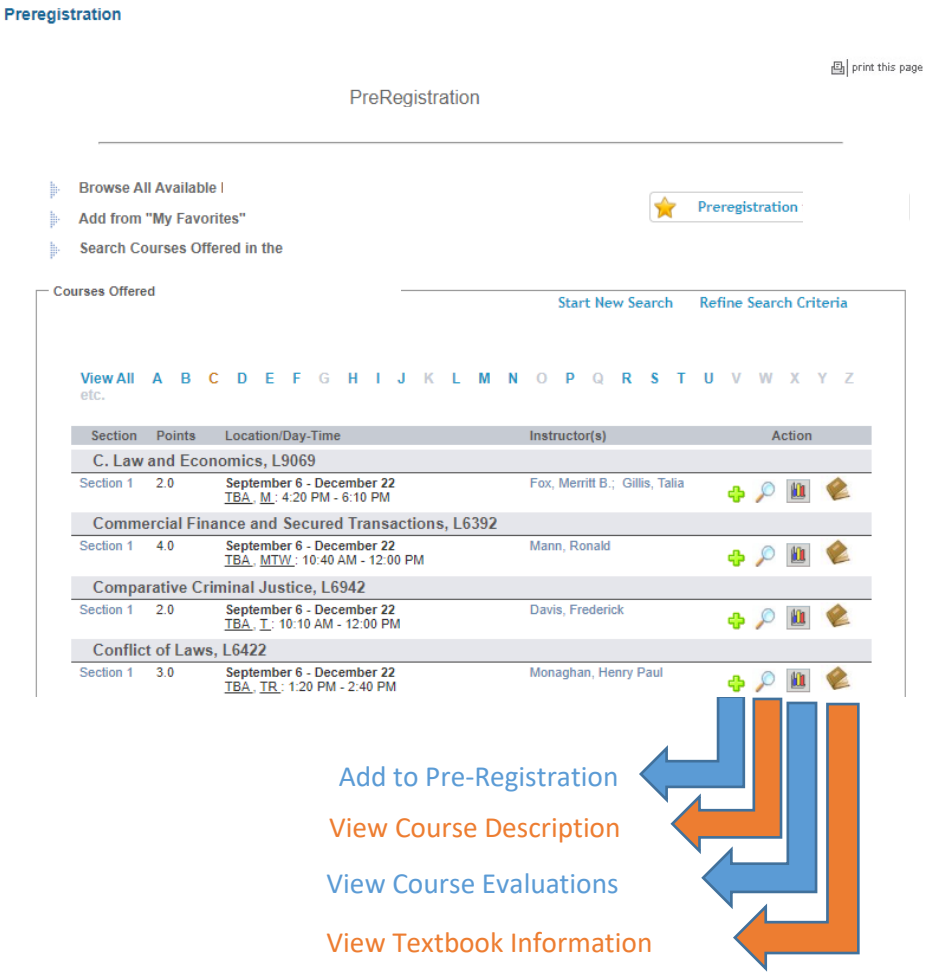


To begin Pre-Registration click on "*Add Course*".

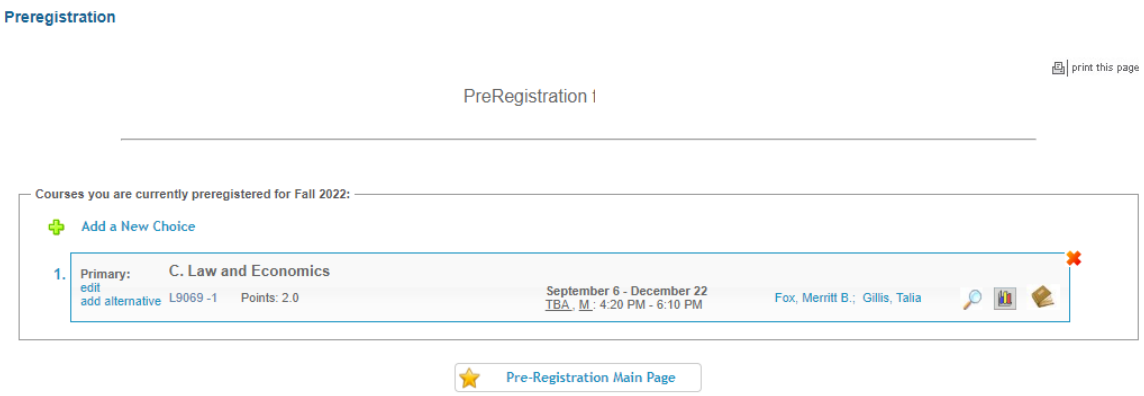
You will then have three options for identifying courses to add to your Pre-Registration choices:

- *Browse all available courses* – this will show you all of the semester courses;
- *Add from My Favorites* – this will show you all of the semester courses you identified as your favorites in the Curriculum Guide;
- *Search courses* – this enables you to reproduce the search functionality of the Curriculum Guide.

Whichever search mode you utilize, the results will be presented in alphabetical order (note: the name of all seminars start with an 'S.' prefix):



To add a course to your Pre-Registration selection, click on the green plus (+) button and you will see this screen:



➢ *Adding Primary and Alternate Choices*

Having added one primary course choice to your Pre-Registration selection as described earlier, you can continue to add primary and alternate courses up to the limits based on your class standing:

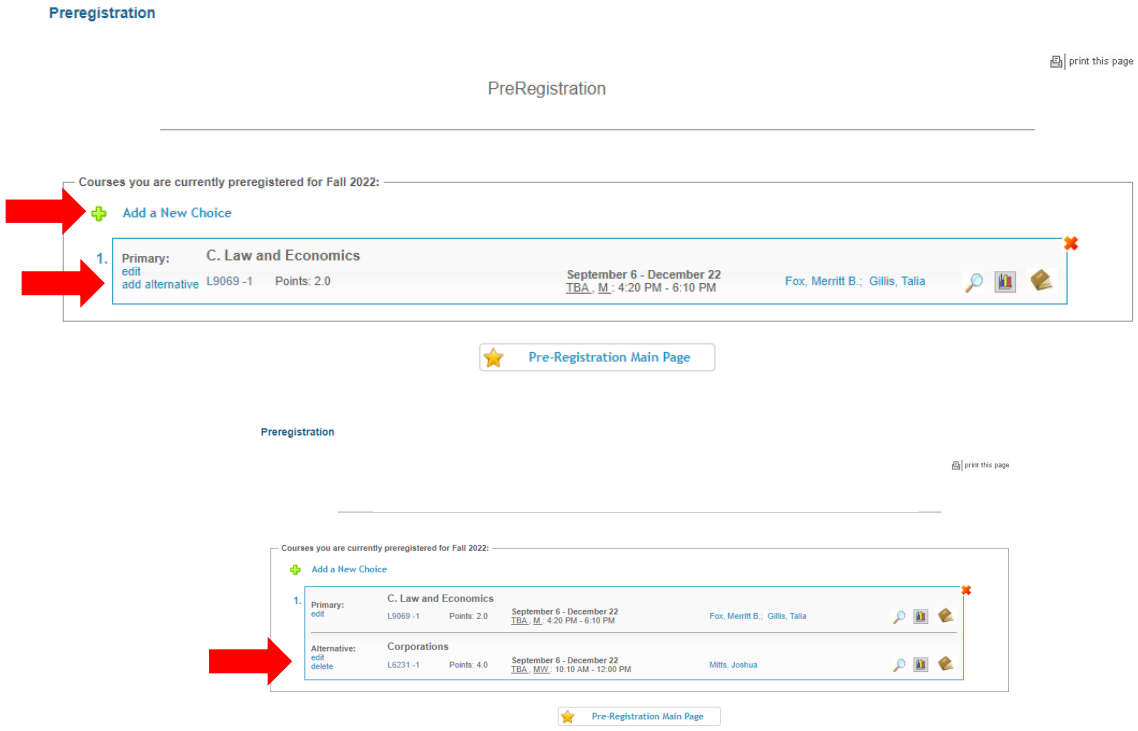
- **3Ls and LLMs – can pre-register for up to 6 primary and 6 alternate courses**
- **2Ls – can pre-register for up to 8 primary and 8 alternate courses**

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

Alternate course choices:

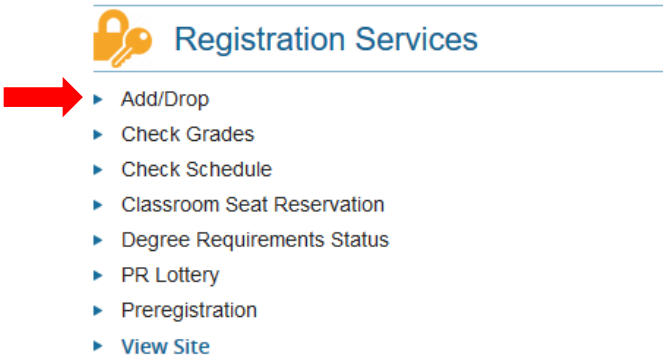
- *To add* – click 'add alternative' option in the primary course box
- *To change the order of priority of an alternate choice* – click "delete" to remove the course from the relevant primary course choice and add it to a different primary course choice by clicking "add alternative" under the primary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



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.

V. Registration Changes during Add/Drop

Once you log into LawNet, select 'Add/Drop' under the 'Registration Services' menu.



The Add/Drop application is where you can:

review your class schedule

register for new classes

drop classes

make changes to classes for which you are waitlisted

➢ Review schedule

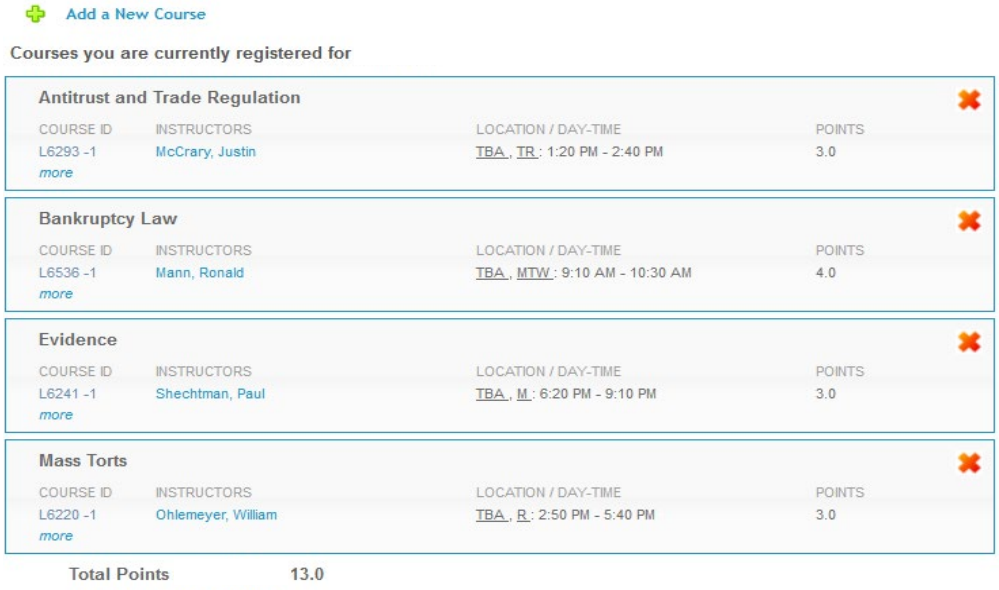
The application is broken up into two tables:

Registered Courses

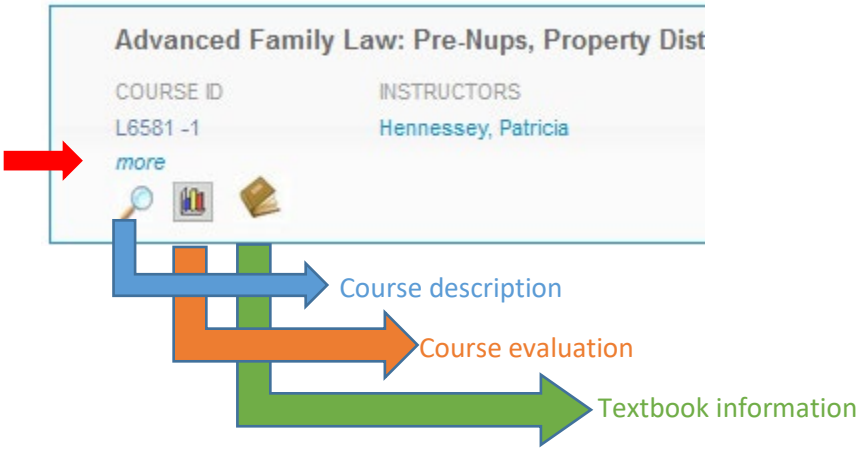
Waitlisted Courses

Registered Courses

The courses in which you are enrolled are listed in this table.

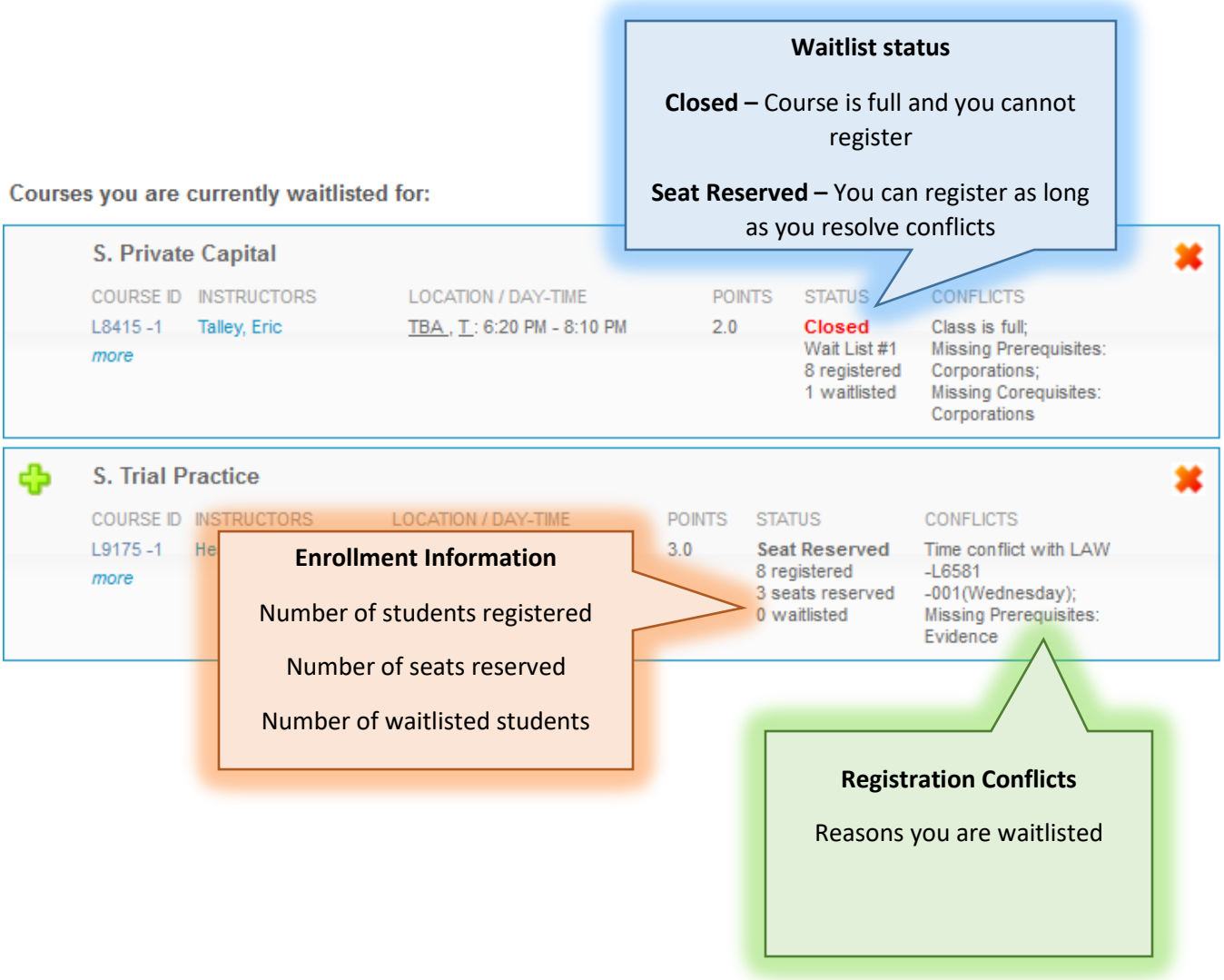


Click on 'more' under the course number to access more information about the course.



Waitlisted Courses

The courses for which you are waitlisted are listed in this table and organized with the same information as registered courses plus additional information about your waitlist position.

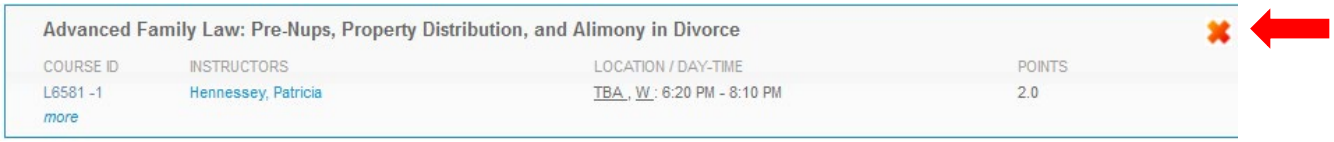


If you are unsure why you were not registered or waitlisted for a course for which you pre-registered, please review "How the Lottery Works" in the Pre-Registration Handbook on the Resources page.

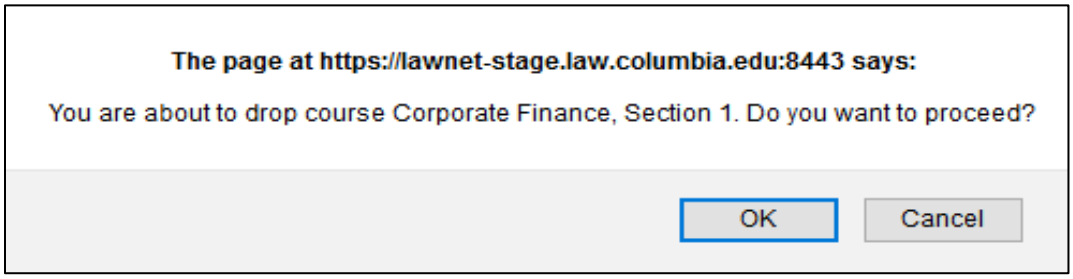
➢ Adding and Dropping Courses

Dropping Courses

To drop a course, click on the red X button in the top right-hand corner of the course.



You will see a pop message to confirm the course you are dropping:

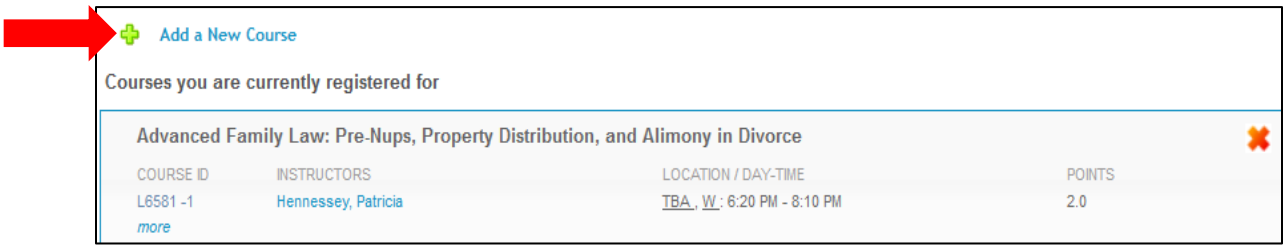


- ✓ You are responsible for ensuring that you remain in full-time status:
  - J.D.s may register for no fewer than 12 points
  - LL.M.s may register for no fewer than 11 points

- If you do not see a red X, you are not able to drop that course on LawNet.
  - This is the case for:
    - **Externships** – email the Externships Office and CC the Director Externships and Field-Based Learning;
    - **Clinics** – email the Clinics Office;
    - **Permission Courses** – email the instructor for permission to drop and forward the instructor's reply to Registration Services.

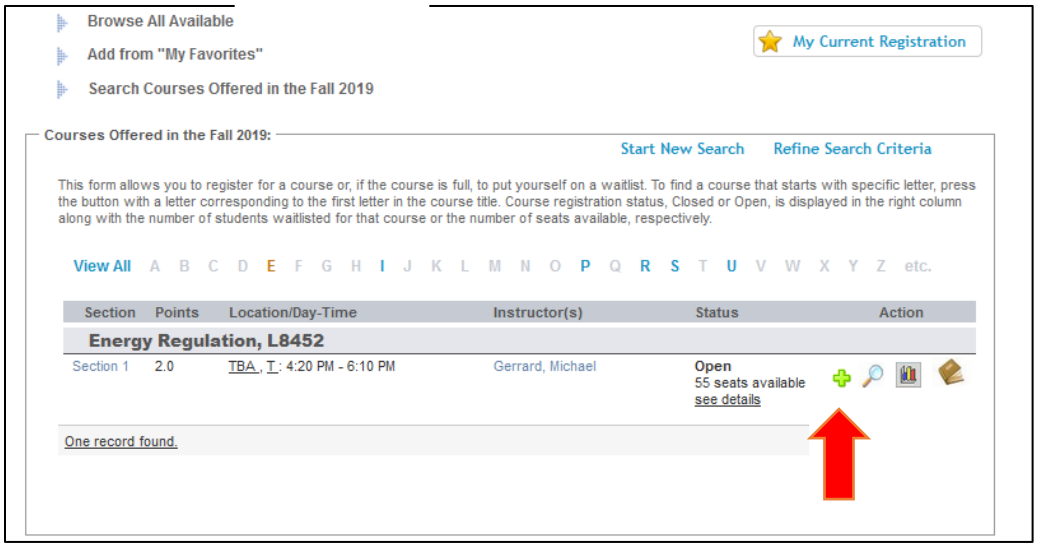
Adding Courses

To register for a new course, click on the green plus button or the "Add a New Course" link at the top of the page.

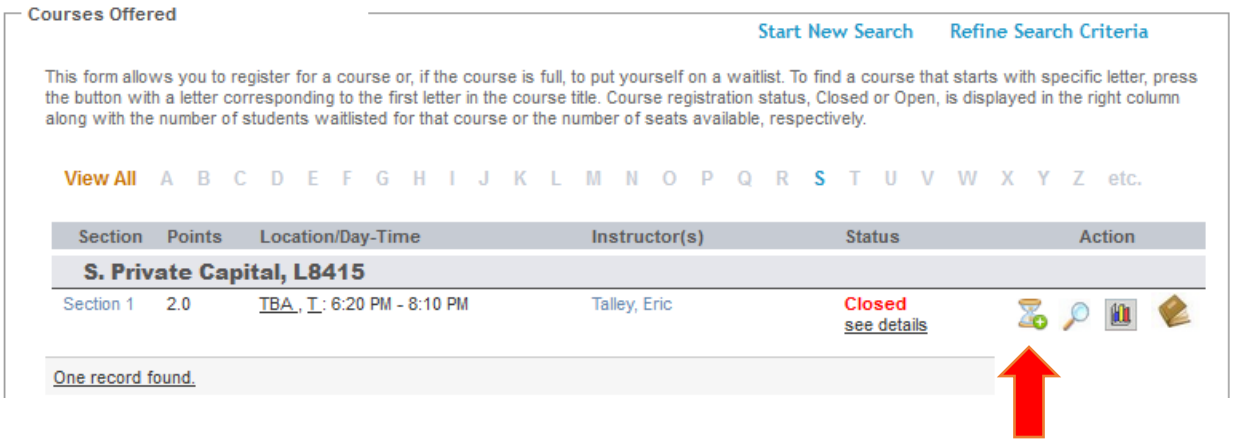


You will then be able to search for courses using the same functionality and search criteria used to search for courses during pre-registration.

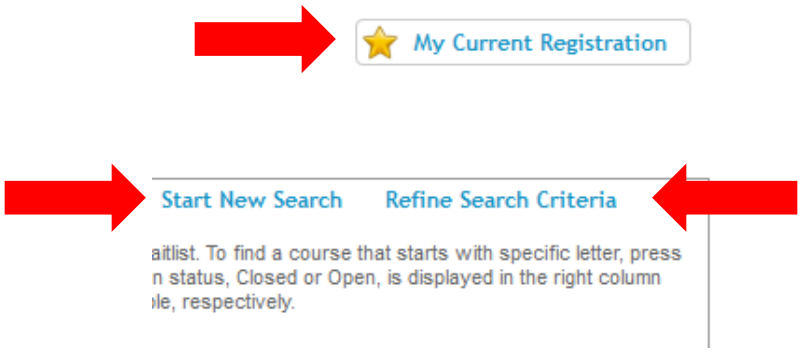
If your selected course has available seats, click on the green plus sign to add yourself to the class:



To add yourself to the waitlist of a course that is closed (i.e. does not currently have any available seats), click on the hourglass.



You can start a new search or refine your search criteria by clicking on the buttons at the top. If you would like to return to your registration list to view your current schedule, you can click on "My Current Registration" at any time.

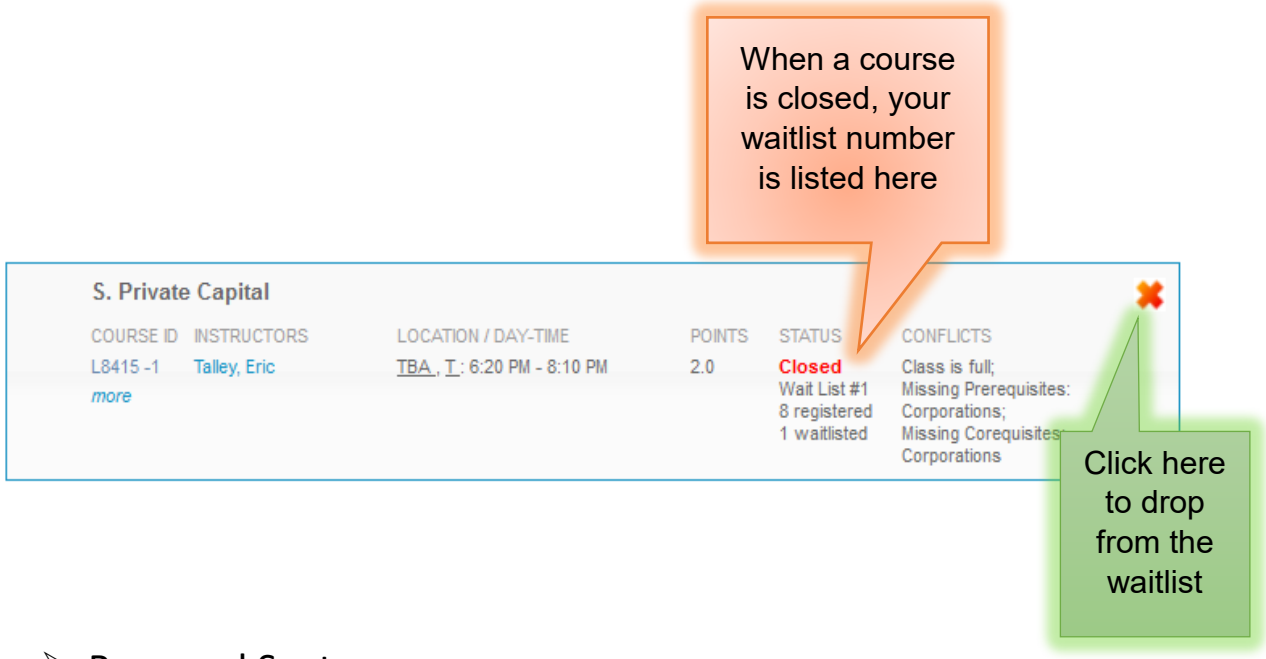


Because there is considerable movement in waitlists and available seats throughout the Add/Drop period, **you are strongly encouraged to frequently visit the LawNet Add/Drop application to monitor changes in available courses.**

Waitlists

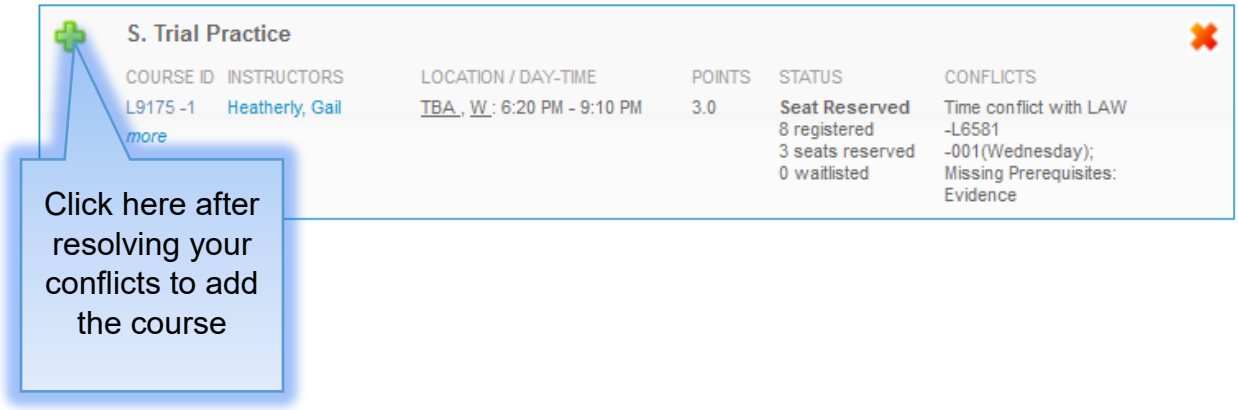
➢ Waitlisted Seats

- ➢ If the Lottery cannot assign you a seat, it will assign you either a waitlist seat or a reserved seat.



➢ Reserved Seats

When you have a reserved seat, it means that a spot is being held for you but you will need to resolve a registration conflict.



VI. Your Registration Checklists

Pre-Registration

- ☐ **(All)** Clear Holds
- ☐ **(All)** Review Handbooks
- ☐ **(All)** Make Course Selections
- ☐ **(2Ls)** Pre-Register for up to 8 primary and 8 alternate courses
- ☐ **(3Ls)** Pre-Register for up to 6 primary and 6 alternate courses
- ☐ **(3Ls)** Pre-Register for Professional Responsibility (PR)
- ☐ **(3Ls)** Pre-Register for Legislation and Regulation
- ☐ **(LLMs)** Pre-Register for up to 6 primary and 6 alternate courses
- ☐ **(LLMs)** Optional: Pre-Register for Professional Responsibility (PR) **(*required for students who need the LLM Degree to cure deficiency in order to take the NY Bar Exam*)**
- ☐ **(LLMs)** Review the Planning and Preparing Your LL.M. Curriculum webinar and attend drop in advising hours (**Strongly recommended**).
- ☐ **(JDs)** Watch academic advising webinar and meet with an academic adviser **(Strongly recommended)**
- ☐ **(JDs)** Review your graduation status in the Degree Requirement Status (DRS) tool in LawNet

Add/Drop:

- ☐ **(All)** Clear Holds
- ☐ **(All)** Review Handbooks
- ☐ **(All)** Resolve registration conflicts
- ☐ **(All)** Optional: Fill out cross-registration application by the deadline
- ☐ **(All)** Submit digital registration forms