Add/Drop: Fall 2023

This handbook provides guidance on the process for making changes to your schedule, including registering for research and writing offerings as well as courses at other divisions of the University.

Handbook Outline:

1. Add/Drop Timeline
2. Registration Changes
   - Professional Responsibility (PR) Course Changes
   - Legislation and Regulation (LegReg) Course Changes
   - Permission Courses
   - Clinics and Externships
3. Waitlists
   - Waitlist Notification
   - Resolving Registration Conflicts
     - On Lawnet
     - By contacting Registration Services
4. Registration Forms for Non-Regularly Scheduled Courses
   - PDF Registration Forms
   - Digital Registration Forms
5. NYU Law Courses
6. Cross-Registration at other Columbia University schools
   - Graduate Courses and Language Courses
   - Business School
   - SIPA
7. Changes after Add/Drop closes
### 1. Add/Drop Timeline

<table>
<thead>
<tr>
<th>Dates</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Wednesday, August 16 at 12:00 p.m. EDT -</td>
<td>Add/Drop Period</td>
</tr>
<tr>
<td>Monday, September 11 at 10:00 p.m. EDT</td>
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<tr>
<td>Wednesday, August 16 at 12:00 p.m. EDT -</td>
<td>Digital Forms Registration period (for student submission)</td>
</tr>
<tr>
<td>Wednesday, September 13 at 12:00 p.m. EDT</td>
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<tr>
<td>Monday, August 28 at 8:00 a.m. EDT through</td>
<td>Law School Cross Registration Application Period for Business School courses</td>
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<tr>
<td>Tuesday, August 29 at 8:00 a.m. EDT</td>
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<tr>
<td>Tuesday, September 5</td>
<td>First Day of fall 2023 classes in term-long Law School courses</td>
</tr>
<tr>
<td>Tuesday, September 5 at 2:00 p.m. EDT</td>
<td>First Day of action required on waitlist notifications</td>
</tr>
<tr>
<td>Thursday, September 7 at 8:00 a.m. - Friday,</td>
<td>Law School Cross-Registration Application Period (Not SIPA or Business School)</td>
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<td>September 8 at 8:00 a.m. EDT</td>
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</tr>
<tr>
<td>Monday, September 11 at 2:00 p.m. EDT</td>
<td>Final Day of action required waitlist notifications</td>
</tr>
<tr>
<td>Monday, September 11 at 10:00 p.m. EDT</td>
<td>Add/Drop closes</td>
</tr>
<tr>
<td>Monday, September 11 - Friday, September 15</td>
<td>Law School Cross Registration Application Period for School of International and Public Affairs (SIPA) Courses</td>
</tr>
<tr>
<td>Wednesday, September 13 at 12:00 p.m. EDT</td>
<td>Digital Forms due, except for LL.M. Writing Project Forms</td>
</tr>
<tr>
<td>Sunday, October 1 at 11:59 p.m. EDT</td>
<td>LL.M. Writing Project Forms Due</td>
</tr>
<tr>
<td>Tuesday, September 12 - Sunday, October 15</td>
<td>Withdrawal from classes permitted; the notation of W will be recorded on the transcript</td>
</tr>
<tr>
<td>Wednesday, January 24, 2024 at 12:00 p.m. EST</td>
<td><a href="#">Year Course Grade Form</a> due</td>
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</tbody>
</table>
2. Registration Changes

Professional Responsibility (PR) Course Changes – 3Ls and LLMs

3Ls and LLMs can make changes to fall 2023 PR courses just like any other fall course.

If you would like to enroll in a fall 2023 PR course and you have a seat for a fall 2023 PR course but are registered for a spring 2024 PR course, please email Registration Services (registrar@law.columbia.edu) with the subject: Dropping Spring 2024 PR Course, so we can remove you from the spring 2024 PR course.

Legislation and Regulation (LegReg) Course Changes – 3Ls

3Ls can make changes to fall 2023 LegReg courses just like any other fall course.

If you would like to enroll in a fall 2023 LegReg course and you have a seat for a fall 2023 LegReg course but are registered for a spring 2024 LegReg course, please email Registration Services (registrar@law.columbia.edu) with the subject: Dropping Spring 2024 LegReg Course, so we can remove you from the spring 2024 LegReg course.

Please Note: During Add/Drop all students may add fall 2023 LegReg or fall 2023 PR to their schedules (if there are seats) or add themselves to the waitlist. The next opportunity to add a spring 2024 section is during spring 2024 pre-registration.

Permission Courses

Permission courses cannot be added or dropped on LawNet.

Application instructions can be found in the course description. If no instructions are listed, contact the instructor.

In order to drop a permission course, you will need to contact the instructor for permission and forward the email to Registration Services (registrar@law.columbia.edu).

Clinics and Externships

Clinics and Externships cannot be added or dropped on LawNet.

To make registration changes for Externships, email the Externships Office (externships@law.columbia.edu) and CC the Director of Externships and Field-Based Learning (lv2493@columbia.edu).

To make registration changes for Clinics, email the Clinics Office (clinicstaff@law.columbia.edu)
3. Waitlists

Waitlist Notifications

You will be notified by Columbia email of eligibility to enroll in a class for which you are waitlisted.

In order to enroll in the class, you are required to accept the seat within 12 hours, which may require resolution of any of the following conflicts:

- Time – drop a class with a schedule conflict
- Section – drop a different section of the same class
- Points – drop another class to make room for the waitlisted course or request permission to register for up to 16 points (LLMs may only exercise the 16 point option in extenuating circumstances, upon consultation with their academic advisor)
- Pre-requisites – request faculty permission to register without formal completion of pre-requisites (more information on resolving this conflict below)

Notifications will be sent twice each business day, starting on Tuesday, September 5 at 2:00 p.m. EDT with the last notification taking place on Monday, September 11 at 2:00 p.m. EDT

- There are no notifications on Saturdays, Sundays and/or University holidays i.e. Labor Day
- On September 11 you will have 8 hours to respond to the 2:00 p.m. notification

If no action is taken within the 12-hour window you are allotted (either before 2:00 p.m. or before 2:00 a.m.), you will lose your place on the waitlist and your seat will be offered to the next student on the waitlist.

- The waitlist system is automated and the 12 hour window cannot be extended.
- If you lose your seat on the waitlist because you did not act on a notification, you will have to add yourself to the waitlist again.

You are urged to monitor your place on wait lists, and to check your email frequently during the Add/Drop period or you may miss an opportunity to register for a class.
Resolving Registration Conflicts:

On Lawnet:

- **Class is Full** - All seats in this course are currently taken
  - Solution: add yourself to the waitlist, and wait for a seat to potentially become available during Add/Drop

- **Time Conflict** - You are registered for a course that conflicts in time
  - Solution: drop the other course which conflicts in LawNet

- **Section Conflict** - You are registered for another section of the same course
  - Solution: drop the other section in LawNet

By contacting Registration Services (registrar@law.columbia.edu):

- **Pre-Requisite conflicts for J.D.s**: If you feel you have the necessary background to waive a pre-requisite, please contact the instructor to request permission to enroll. Forward their permission to registrar@law.columbia.edu and Registration Services will be able to either register you or add you to the waitlist if there is a waitlist.

- **Co-Requisite conflicts for J.D.s**: Write to registrar@law.columbia.edu and Registration Services will be able to either register you or add you to the waitlist if there is a waitlist.

- **Points Conflicts**: LL.M. students should consult with their academic advisor before exercising this option. Submit the digital points petition form on LawNet.

You must email Registration Services before waitlist notifications begin so that we can ensure timely response before the notification expires.
4. Registration Forms for Non-Regularly Scheduled Courses

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

Digital registration forms for J.D.s and LL.M.s which are accessible through LawNet are available for the following:

<table>
<thead>
<tr>
<th>Form Name</th>
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<tbody>
<tr>
<td>Points Petition</td>
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<tr>
<td>J.D. Teaching Fellow</td>
</tr>
<tr>
<td>J.D. Research Assistant</td>
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<tr>
<td>J.D. Minor Writing</td>
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<tr>
<td>J.D. Major Writing</td>
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<tr>
<td>J.D. Supervised Research Paper</td>
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<tr>
<td>Supervised J.D. Experiential Study</td>
</tr>
<tr>
<td>LL.M. Writing Project</td>
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<tr>
<td>LL.M. Supervised Research Paper</td>
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<tr>
<td>LL.M. Supervised Experiential Study</td>
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<tr>
<td>LL.M. Research Assistant/Teaching Fellow</td>
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<tr>
<td>Extension Form (Now a digital form for fall 2023)</td>
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<tr>
<td>Withdrawal Form (Now a digital form for fall 2023)</td>
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<tr>
<td>Joint Degree Form (Now a digital form for fall 2023)</td>
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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

Please read the Registration Forms Guide on the Resources page for detailed instructions and information.

Fall 2023 digital forms are open from Wednesday, August 16 at 12:00 p.m. EDT - Wednesday, September 13 at 12:00 p.m. EDT.

This is the deadline for students to submit 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
NYU Law Courses

In 2023-2024, Columbia Law and NYU Law will allow a limited number of students to take courses at each other’s schools. Approximately 20 students from each school will be eligible for this opportunity this academic year.

Law students can take one (1) course at NYU Law School through the Columbia/NYU Exchange program.

Students must use the online request form* to apply.

<table>
<thead>
<tr>
<th>Fall 2023 Application Timeline - TBA</th>
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<tbody>
<tr>
<td>Application Period Begins</td>
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<tr>
<td>Deadline to Submit Online Application</td>
</tr>
<tr>
<td>Notification sent to Accepted Students</td>
</tr>
<tr>
<td>First day of classes at NYU School of Law</td>
</tr>
<tr>
<td>First day of classes at Columbia Law School</td>
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</tbody>
</table>

Columbia Law students interested in taking a class at NYU Law should review the list of available courses*, as well as the course descriptions and schedules, before completing the request form.

Additional information can be found on the Columbia/NYU Exchange website.

* Please visit the website for the online request form and the list of available courses. They will be accessible once available.*
5. Cross-Registration at other Columbia University schools

Graduate Courses and Language Courses

To cross-register for a non-law course, you must complete a cross-registration request form. The Cross-registration Request Form* will be available on the Cross Registration for Law Students website. The application will be open for ONE day for 24 hours on Thursday, September 7 from 8:00 a.m. EDT - Friday, September 8 to 8:00 a.m. EDT.

There are limitations on the number of non-Law credits that can be applied toward the Law degree.

- 12 credits for J.D. students
- 6 credits for LL.M. students.

Follow these steps to request permission to register for a language instruction class:

1. Contact the language department.
2. Follow their guidelines for applying and taking the placement test.
3. Download the University’s Registration Adjustment Form.
4. Bring a copy of the Registration Adjustment Form to the instructor to obtain approval.
5. Upload the signed Registration Adjustment form when filling out the Cross-Registration Request Form*.

NOTE: LL.M. students cannot take language courses for Law School credit.

Please review the Cross Registration for Law Students website for policies in further detail. It will be your responsibility to understand these before submitting a request form.

Please Note:

- While law students may not be getting the full amount of credits offered by the home school for a cross-registered course, registration in SSOL will reflect the full credit weight of that course.
- Each academic point applied to the CLS degree and earned for non-Law courses must represent at minimum a 50-minute classroom meeting each week throughout the term.
- Law School credit cannot exceed the number of scheduled class hours per week regardless of non-Law point value. For example, a 3-point class that meets for two hours per week will be worth 2 Law points.
- The cross-registration form will ONLY be open during this time: Thursday, September 7 from 8:00 a.m. EDT – Friday, September 8 to 8:00 a.m. EDT. We cannot accept applications after the deadline because of the Add/Drop timeline and billing deadlines.
- Registration Services will inform you of the enrollment decision by Monday, September 11.
There are special registration processes for the following two graduate schools:

Columbia Business School

Students who wish to take a Business School course ONLY need to apply through the Business School registration request form*. Available courses will be listed in the request form. Please visit the Business School’s Cross-Registration for Non-MBA Students website for more information.

Law students can ONLY participate in the priority round of Cross-registration from Monday, August 28 at 8:00 a.m. EDT to Tuesday, August 29 at 8:00 a.m. EDT by filling out the Business School request form*.

If approved by the Business School, the Law School Registration Services team will email you to notify you of acceptance in which you will have the opportunity to accept or decline registration.

School of International and Public Affairs (SIPA)

Students who wish to take a SIPA course ONLY need to apply through the SIPA Cross-registration website.

The SIPA Cross-registration website lists the courses that are never open to non-SIPA students. Courses will be added and/or removed to this list throughout the Add/Drop period. Please continue to check the site.

- The SIPA registration request form* opens on Wednesday, August 30.
- Students will be notified of their registration from Monday, September 11 – Friday, September 15.
- Students must have a full time course load registered with the Law School. Please do not count on registering for a course at another school to bring you to full time status.

Students will not be permitted to add or drop courses after Monday, September 12 pursuant to Law School rules.

*Please visit the website for the request form links, they will be accessible once available.*
7. Changes after Add/Drop closes

It is not possible to make changes to your academic program after Add/Drop has closed. If you wish to request a change and can demonstrate extenuating circumstances (e.g. medical or family emergency), you must petition the Faculty Rules Committee.