

Executive LL.M. Registration on LawNet

Handbook Outline:

1. ELL.M. Registration Timeline
2. Registration Holds
3. Identifying Courses
 - Curriculum Guide
 - Course Evaluations
4. Registration Steps
 - Add Course (with open seats)
 - Drop Courses
 - Add Yourself to a Waitlist
 - Review Schedule
5. Where Do I Go If I Have a Questions About...?
6. Executive LL.M. Registration Checklist
7. Changes after Add/Drop closes

1. Executive LL.M. Registration Timeline

Dates	Description
Tuesday, April 16 at 10:00 a.m. EDT – Friday, April 26 at 12:00 p.m. EDT;	Registration opens for Summer 2024 Executive LL.M. Classes (Block 1, 2, & 3)
Monday, May 13 at 10:00 a.m. – Tuesday, May 21 at 12:00 p.m. EDT	Block 1 Add/Drop (may add and drop classes from Block 1, 2, and 3)
Monday, May 20	First Day of Block 1 Classes
Wednesday, June 19	Withdrawal from classes permitted; the notation of W will be recorded on the transcript
First round: Monday, June 10 at 10:00 a.m. EDT – Friday, June 21 at 12:00 p.m. EDT; Second round: Friday, June 28, at 10:00 a.m. EDT – Tuesday, July 2 at 12:00 p.m. EDT	Block 2 Add/Drop (may add and drop classes from Block 2 and 3)
Monday, July 1	First Day of Block 2 Classes
Wednesday, July 31	Withdrawal from classes permitted; the notation of W will be recorded on the transcript
First round: Monday, July 22 at 10:00 a.m. EDT – Friday, August 2 at 12:00 p.m. EDT; Second round: Friday, August 9, at 10:00 a.m. EDT – Friday, August 23 at 12:00 p.m. EDT	Block 3 Add/Drop
Friday, August 16	First Day of Block 3 Classes
Monday, September 16	Withdrawal from classes permitted; the notation of W will be recorded on the transcript

**Important dates can also be found on the [academic calendar](#).*

2. Registration Holds

Before registering for classes, check 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

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 or Immunization holds.

3. Identifying Courses

- *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:

- School Year: **2023-24**
- Term: **Summer**
- Advanced Filters – Additional Attributes: **Executive LLM**

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.



Advanced Constitutional Law: Separation of Powers

L6476 / Upperclass / Lecture / Constitutional Law

Section 001

School Year & Semester
Fall



Location
JGH 304

Schedule
M T W R F
1:20 - 2:40 pm

Points
3

- **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.

Course Evaluation Reports

print this page

The form below allows you to browse through past course evaluations. You can select a particular term for which you wish to generate evaluation reports or provide a query for all terms.

Note that you do not have to complete all fields. In the “Course Number” field, you can search by a course number such as “L6108” The results will yield all sections. If you have selected a “School Year/Term” typing in a few letters of a course name will present a list of course name containing those letters.

Find Evaluation Reports

School Year/Term: Fall Spring January Summer
 Course Number:
 Course Name:
 Instructor:

Search Reports

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

Course Evaluation Reports

print this page

[<< Back to search](#)

Section	Term	Location/Day-Time	Instructor(s)	View Report
Section 1	18F	GRHL 102a, T : 4:20 PM - 6:10 PM	[REDACTED]	View Report
Section 1	18F	GRHL 105, TR : 9:10 AM - 10:30 AM	[REDACTED]	View Report

[2 records found, displaying all records.](#)

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
Section 1	18F	GRHL 102a, T : 4:20 PM - 6:10 PM	[REDACTED]	View Report

Upper-Year Courses

[View Statistics](#)
[View Comments](#)

Section 1	18F	GRHL 105, TR : 9:10 AM - 10:30 AM	[REDACTED]	View Report
-----------	-----	-----------------------------------	------------	-----------------------------

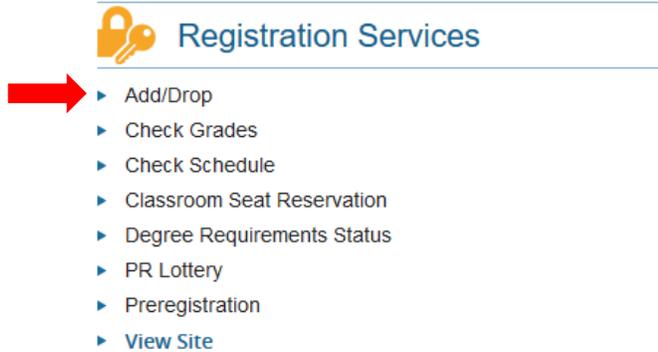
Upper-Year Courses

[View Statistics](#)
[View Comments](#)

2 records found, displaying all records.

4. Registration Steps

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



The Add/Drop application is where you can:

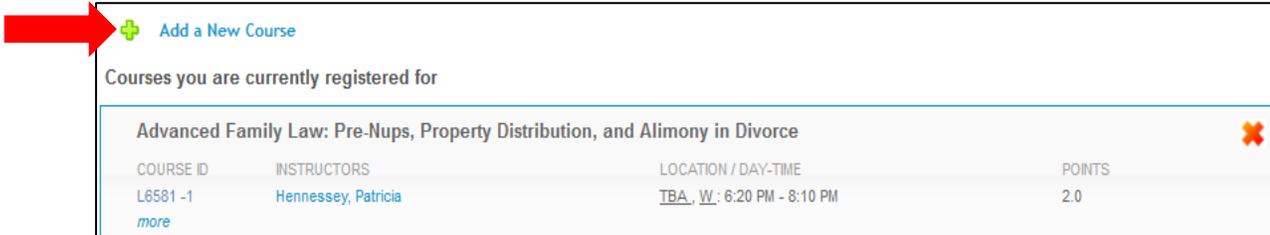


Add/Drop excludes L7011 Colloquium in Global Business Law.

Registration Services will automatically assign you to a section of L7011 Colloquium in Global Business Law.

- Add Courses (with open seats)

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.

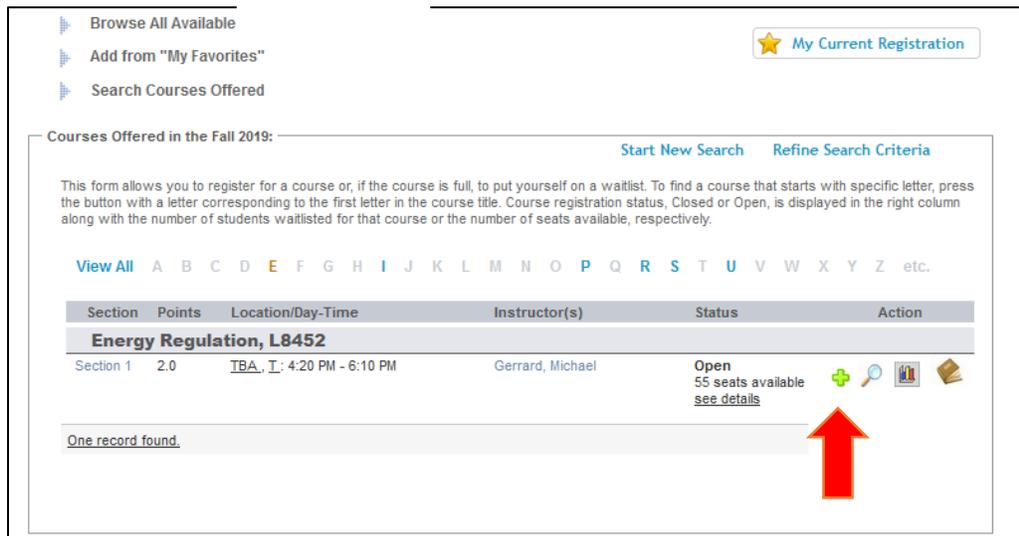


 [Add a New Course](#)

Courses you are currently registered for

Advanced Family Law: Pre-Nups, Property Distribution, and Alimony in Divorce 			
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS
L6581 -1 more	Hennessey, Patricia	TBA, W: 6:20 PM - 8:10 PM	2.0

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



[Browse All Available](#)
 [My Current Registration](#)

[Add from "My Favorites"](#)

[Search Courses Offered](#)

Courses Offered in the Fall 2019: [Start New Search](#) [Refine Search Criteria](#)

This form allows you to register for a course or, if the course is full, to put yourself on a waitlist. 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
Energy Regulation, L8452					
Section 1	2.0	TBA, T: 4:20 PM - 6:10 PM	Gerrard, Michael	Open 55 seats available see details	   

[One record found.](#)

- Drop Courses

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

Advanced Family Law: Pre-Nups, Property Distribution, and Alimony in Divorce			
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS
L6581 -1	Hennessey, Patricia	TBA, W: 6:20 PM - 8:10 PM	2.0
more			



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

The page at <https://lawnet-stage.law.columbia.edu:8443> says:

You are about to drop course Corporate Finance, Section 1. Do you want to proceed?

- ✓ **You are responsible for ensuring that you remain in full-time status (11 points or more)**

- Add Yourself to a Waitlist (if applicable)

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.

Courses Offered

[Start New Search](#) [Refine Search Criteria](#)

This form allows you to register for a course or, if the course is full, to put yourself on a waitlist. 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
S. Private Capital, L8415					
Section 1	2.0	TBA, T: 6:20 PM - 8:10 PM	Talley, Eric	Closed see details	   

One record found.



a. Dropping a waitlisted class

COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	STATUS	CONFLICTS
L8415 -1 more	Talley, Eric	TBA, T: 6:20 PM - 8:10 PM	2.0	Closed Wait List #1 8 registered 1 waitlisted	Class is full; Missing Prerequisites: Corporations; Missing Corequisites: Corporations

When a course is closed, your waitlist number is listed here

Click here to drop from the waitlist

b. Adding yourself to a class after resolving a conflict

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.

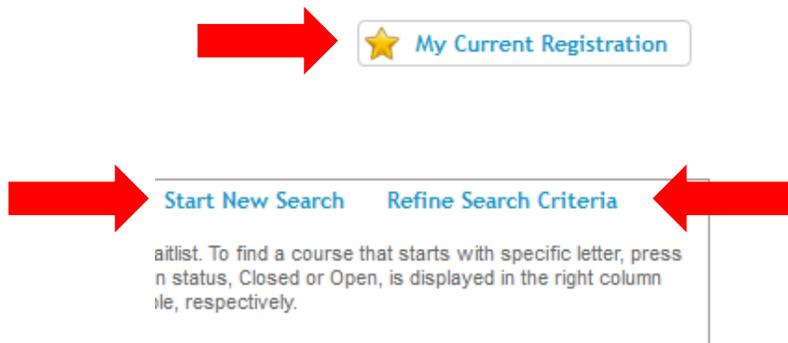
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	STATUS	CONFLICTS
L9175 -1 more	Heatherly, Gail	TBA, W: 6:20 PM - 9:10 PM	3.0	Seat Reserved 8 registered 3 seats reserved 0 waitlisted	Time conflict with LAW -L6581 -001(Wednesday); Missing Prerequisites: Evidence

Click here after resolving your conflicts to add the course

Registration Conflicts:

- **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*

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.



- Review schedule

Registered Courses

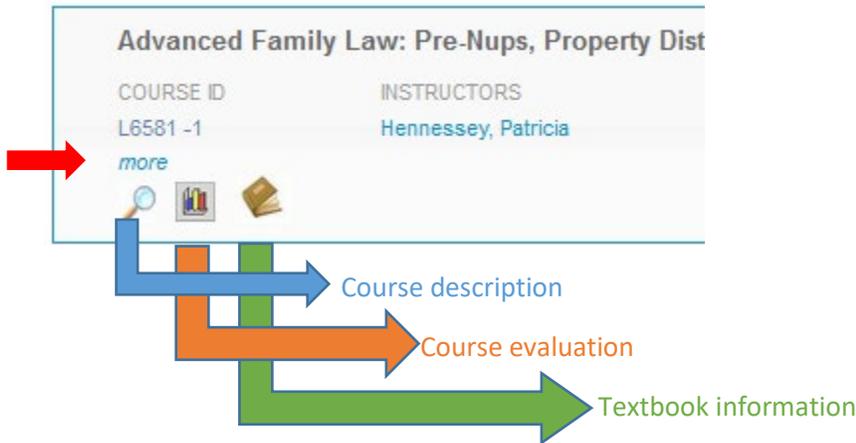
The courses in which you are enrolled are listed in this table.

 [Add a New Course](#)

Courses you are currently registered for

Antitrust and Trade Regulation				
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	
L6293 -1 more	McCrary, Justin	TBA, TR: 1:20 PM - 2:40 PM	3.0	
Bankruptcy Law				
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	
L6536 -1 more	Mann, Ronald	TBA, MTW: 9:10 AM - 10:30 AM	4.0	
Evidence				
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	
L6241 -1 more	Shechtman, Paul	TBA, M: 6:20 PM - 9:10 PM	3.0	
Mass Torts				
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	
L6220 -1 more	Ohlemeyer, William	TBA, R: 2:50 PM - 5:40 PM	3.0	
Total Points		13.0		

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.

Waitlist status
Closed – Course is full and you cannot register
Seat Reserved – You can register as long as you resolve conflicts

Courses you are currently waitlisted for:

S. Private Capital							✖
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	STATUS	CONFLICTS		
L8415 -1 more	Talley, Eric	TBA, T: 6:20 PM - 8:10 PM	2.0	Closed Wait List #1 8 registered 1 waitlisted	Class is full; Missing Prerequisites: Corporations; Missing Corequisites: Corporations		

S. Trial Practice							✖
COURSE ID	INSTRUCTORS	LOCATION / DAY-TIME	POINTS	STATUS	CONFLICTS		
L9175 -1 more	He		3.0	Seat Reserved 8 registered 3 seats reserved 0 waitlisted	Time conflict with LAW -L6581 -001(Wednesday); Missing Prerequisites: Evidence		

Enrollment Information
 Number of students registered
 Number of seats reserved
 Number of waitlisted students

Registration Conflicts
 Reasons you are waitlisted

5. WHERE DO I GO IF I HAVE A QUESTION ABOUT...?

Registration Services	Office of Graduate Degree Programs
<ul style="list-style-type: none"> • Logistics and Systems related questions • How to use LawNet • Where to find the curriculum guide • Enumeration of graduation requirements 	<ul style="list-style-type: none"> • 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!

6. Executive LL.M. Registration Checklist

Add/Drop:

- Clear Holds
- Review Handbooks
- Register for classes according to deadlines
- Resolve registration conflicts if applicable

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.