



SPRING 2013

J.D. First Year Electives Registration Guide

FOR UPDATED INFORMATION:

www.law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/index.htm



Office of
Academic Services

Updated October 1, 2012

JD FIRST YEAR ELECTIVES REGISTRATION GUIDE

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AUTOMATIC REGISTRATION

You have been registered automatically for three spring courses¹: Criminal Law or Torts (4 credits), Legislation and Regulatory State (4 credits) and Lawyering (2.5 credits). You will be registered for the same section and group as your Fall 2012 section and group. You may not change your section or group; you may not drop these classes. For Spring 2013 registration through the rest of your law school career you will use ABRA (i.e. the **Auction Based Registration Algorithm** course bidding system) to view your registration status, bid on classes (i.e. register), and see your schedule. You may view your pre-registered Spring 2013 courses in ABRA. **REMEMBER, you WILL NOT BID for the three spring classes for which we have pre-registered you. You will be selecting an elective class for Spring 2013.**

REGISTRATION ELIGIBILITY

In order to be eligible to participate in the bidding registration for your elective, you must be in compliance with regard to your:

- a) bursar account,
- b) submission of your final College Transcript and Questionnaire,
- c) health requirements, and
- d) cell phone and emergency contact information.

To check your status, please use ABRA, <https://abra.law.nyu.edu/abra>. It will inform you if you are eligible to register. If you have a block on your record, you should address this matter with the appropriate office as soon as possible.

If you have NOT met all these requirements by October 12, you will not be eligible to participate for the Spring 2013 First Year Elective Bidding Registration.

a) Be in financial compliance according to the Bursar's policies:

You can view your current financial status on Albert. Students will be de-registered from spring courses until their prior account balances (tuition, housing, and/or fees) are paid. This means that in order to participate in the add/drop cycles and remain registered for your required spring courses you must be paid in full and cleared by the Bursar for Fall 2012 no later than **October 31**.

Be advised that all blocks must be removed before you can re-register for classes. The Bursar requires a minimum of two business days from the date of payment to remove registration blocks from your account. This means that a payment made to the Bursar on October 31 will not clear your account in time for you to participate in the November Add/Drop Cycles. If you make payment

¹ If you are not in compliance with the requirements detailed herein a block has been placed on your account and you will be de-registered from Spring 2013 classes. Additionally, you will not be able to participate in the First Year Elective Add/Drop.

that does not permit you to be cleared by October 31, you will be able to participate in add/drop during the November 1-January 30 add/drop period but you will not be re-registered for the elective you won during the First Year Elective Bidding Cycle if that course is now closed.

Please also contact the Law School Office of Student Financial Services if you make a payment so that they can ensure that the block is removed. Please note that you are advised to contact the Office of Student Financial Services with questions, concerns or for consultation on extenuating circumstances. If you are permitted to register because you attempted to satisfy your financial obligation to the University by means of a check or other form of payment that is subsequently dishonored, you will have four days from the time you are notified by the University or your bank, whichever is earlier, to successfully transfer all required funds to the University. In the event that you fail to meet this obligation, you will be deregistered and will not be permitted to matriculate for the current semester.

b) Be in compliance with required School of Law documentation: Students were required to provide the law school with a completed College Questionnaire and final official undergraduate transcript before the start of the semester on August 29. If you were not in compliance with the above, we have notified you that a Registration Block has been placed on your record. You have not been registered for Spring 2013 classes and you may not participate in the First-Year Elective Bidding Registration.

c) Be in compliance with New York State Health Law Requirements: New York State Health Law requires that all newly admitted students provide the University Health Services with immunization documents if the student is registered for six or more credits per term. You will need to provide: (a) evidence of vaccination with two doses of the combined Measles, Mumps, Rubella (MMR) vaccine; AND (b) complete a medical history form, including the meningococcal meningitis response form. **For more information see** the health requirements webpage found at <http://www.nyu.edu/shc/about/health.requirements.html>. You may also contact University Health Services via email at health.requirement@nyu.edu.

d) Cell Phone and Emergency Contact Requirements: The University has: (a) cell phone; and (b) emergency contact requirement. Students who do not provide BOTH pieces of information will be blocked from registration and will not be permitted to log into ABRA.

See Addendum 2 of this guide for instructions on how to input this required information in Albert.

For additional details on this rule, see the following site:

<http://www.nyu.edu/registrar/registration/requirements.html?ref=ALOPHM>.

If you have additional questions, please consult the particular office for assistance:

Student Financial Services - 212-998-6050

NYU Health Services - 212-443-1199

Academic Services - 212-998-6020

HOW TO USE ABRA

We know that you may not be familiar with the bidding process and this new system, but we assure you that ABRA is easy to use. The ABRA Registration Training Guide can be found on our website at:

<http://www.law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/index.htm>

There will be two cycles of registration in November:

- The first cycle is the bidding cycle and will take place from 1:30 p.m. on Monday, October 15, to 9:30 a.m. on Thursday, October 18. Please keep in mind that bidding is a holding pen. Your requests will not be processed until after the end of the bidding cycle.
- The second cycle is a daily add/drop cycle and will take place from 1:30 p.m. on Monday, October 22, to 9:30 a.m. on Monday, October 29. During daily add/drop, ABRA is available from 1:30 p.m. each day, until 9:30 a.m. the following morning. ABRA is not available between 9:30 a.m. to 1:30 p.m. while ABRA is processing registration requests.

You will have another chance to change your elective class and bid again when add/drop resumes in November.

THE BIDDING CYCLE

1) Log into ABRA

You may access ABRA via the following link: <https://abra.law.nyu.edu/abra>.

2) Bookmark the elective classes that you are interested in taking.

For Spring 2013, you must register for one first-year elective (“Elective”) class. There are four courses available, Constitutional Law, Corporations, International Law and Property. Constitutional Law and Property offer two sections each. You should review the online course descriptions for the Electives: <http://its.law.nyu.edu/courses/>

These four courses are designated with an “L” footnote on the schedule of classes. Please keep in mind that although Property is a required course, it may be taken in either the spring semester of the first year or during the fall or spring of the second year. Property may NOT be taken in the third year, and it is a graduation requirement. Constitutional Law is also a required course, but may be taken any semester prior to graduation beginning with spring semester of the 1L year. Please familiarize yourself with all graduation requirements:

<http://www.law.nyu.edu/academicservices/degreerequirements/jdprogram/programrequirements/index.htm>

You should note that we have scheduled Elective classes to meet at the same time; Electives meet in the A Block – Monday and Wednesday from 9:00-10:50 a.m. None of these sections will conflict with the courses for which you were pre-registered.

3) Bid on your bookmarked classes

You will have 1000 points to bid on your elective classes. You should bid on ALL elective classes. You have the option of selecting, as alternates to your primary choices, one course or section that you would like to take only if you do not get your first choice of a course or section. (For example, you want course “A” at 500 bid points only if you do not get course “B” at 500 bid points.) More examples of bidding can be found in Addendum 1.

There are more than enough spaces in all of the elective classes **collectively** for the entire first-year class. You may find the following additional information helpful in your elective selection process: both sections of Constitutional Law, Corporations and Property with Prof. Been have 90 seats available; there are 79 seats available in Property with Prof. Upham and 65 seats available in International Law.

Once you win an elective course ABRA will not schedule you for another elective as the system does not schedule courses that have a time conflict. Additionally, ABRA will not place you into a closed class. If your bid was not high enough to allow you entry into a particular elective class during the bidding cycle, you can try to obtain a seat in the class by staying on a waitlist during add/drop.

We cannot tell you how much to bid on each class but the Vice Dean will write to you in the next week with a helpful memo about selecting your elective class. The Vice Dean has also created a Course Advising site at: <https://its.law.nyu.edu/advising/>. Finally, you can also view faculty course evaluations at the following link: <https://cflive1.law.nyu.edu/courseEval/index.cfm>.

4) Submit your bids by close of the bidding cycle

Remember to submit your bids by the deadlines stated on the Registration Calendar: <http://www.law.nyu.edu/recordsandregistration/registrationcalendar/index.htm>

ADD/DROP REGISTRATION

Dates: If you wish to make a change to your Elective registration, you will have two opportunities to participate in add/drop. The first session is October 22-29 and bids will be processed on a daily basis. The second opportunity is spring add/drop from November 1 through January 30. Please check the registration calendar for posted add/drop cycle dates during November through January. During November, December and early January, add/drop bids will not be processed on a daily basis. If you did not participate in the October bidding registration, you must select your course during this period. No changes may be made after January 30, the last day of the spring add/drop period. In rare cases when there are

compelling personal circumstances (e.g. grave illness, family emergency) a student may submit a petition to the Office of Academic Services for review by the Vice Dean to add late. Please do not submit petitions for reasons other those described above.

Faculty Permission: Faculty members may not grant permission for students to add into full courses nor may they grant permission for students to late add after January 30. Please do not seek such permission as it will not be considered. The only way to register is via ABRA.

ABRA ADD/DROP FUNCTIONS

To View Your Schedule - login to ABRA at <https://abra.law.nyu.edu/abra> and click on “My Schedule”. Review your schedule before commencing add/drop or before the semester begins and during the first week of classes in case of classroom changes.

To Add or Drop Courses:

1) Add/drop is processed in accordance with the dates and times posted on the registration calendar. Additionally, add/drop provides the ability to be placed on a wait list. Your place on the wait list is determined by the number of points bid on the course. For details and instructions on how to participate in add/drop registration, please refer to the ABRA Registration Training Guide.

NOTE: It is recommended that you complete your add/drop transactions **well before the deadline** on the last day of the add/drop period to avoid problems connecting to or being disconnected from ABRA. We recommend you finalize your registration during business hours in case you need assistance. **No special accommodation can be made if you miss registration deadlines.**

2) **Drop An Existing Section of a Course.** You may click Submit Bids, or Submit Bids with CAD Rules (Conditional Add/Drop). Conditional add/drop allows you to request to drop a course conditioned on the successful add of another course; your drop request will be processed only if you are successfully added to the new course requested.

ABRA will be available during the designated times. If you receive a "system unavailable" error message, try your request again after 5 minutes.

- Course Updates (meeting days and times, examination information, etc.) are posted for students as soon as they become available:
<http://www.law.nyu.edu/academics/courses/courseupdates/index.htm>
- Reading Assignments: Once you are registered, your professor may post first day reading assignments on Blackboard, available through NYUHome or on the Course Syllabi and Early Semester Assignments website:
<http://www.law.nyu.edu/academics/courses/coursesyllabiandassignments/index.htm>.
- Exam Information and Schedules:
<http://its.law.nyu.edu/cms/public/schedules/index.cfm?fuseaction=Exams.Main>

ADDENDUM 1

ABRA FAQs

How do I access the ABRA training materials?

The ABRA Registration Training Guide can be found on our website at:

<http://www.law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/index.htm>

How do I enter ABRA?

ABRA can be accessed at <https://abra.law.nyu.edu/abra>. Use your NetID and password to gain access.

Why won't ABRA let me bid on classes?

- *In order to register you must:*
 - Complete **BOTH** your cell phone AND emergency contact information in Albert.
 - Be in compliance with your Bursar account.
 - Be in compliance with required School of Law documentation.
 - Be in compliance with New York State Health Law requirements.

How much should I bid for a particular class?

It is hard to say exactly how much you should bid on any particular class. The clearing price for a class may change from the bidding cycle to each cycle during add/drop. It is most likely that a class that has been historically popular will continue to be popular. That being said, each year Property tends to close quickly. Keep in mind that while Property is a required course it may be taken in the second-year. There is no rush to take this class during the first-year.

Can I bid the same amount of points on multiple classes?

No, you cannot allocate the same number of bid points to more than one set of primary bids. For example, you cannot bid 10 points on two primary class selections. **The only bid amount that can be repeated for multiple primary bids is ZERO.**

What other guidance can I pursue to determine which elective class I should take?

The Vice Dean will write to you with a memo later this week with helpful curricular advice. The Vice Dean has also put together a course advising website at <https://its.law.nyu.edu/advising/>. You should review this site carefully.

How can I see course evaluations for a particular class?

Spring 2005 through Spring 2012 Course Evaluations are available at the following link: (<https://cflive2.law.nyu.edu/courseeval/index.cfm>). Beginning with Fall 2008 evaluations you will be able to see statistical information as well as comments.

How do I access my results?

To access your results on the ABRA home page click on the "Bidding Results" link. You will see green and red shading. **Green shading indicates** the courses you have **won** and **Red shading indicates the** courses that you did not win. Your bids will not carry over to add/drop on October 22. You will have to bid for this class again if you still have not gained a seat. During the bidding cycles and during add/drop your chance at a seat in a class will be based on the number of points that you bid.

What does the lost bids information contained on my ABRA results page mean?

When a student does not win a bid they may see the following notation "Lost one of X". This means that "X" primary bids also lost this class. This number does not include the number of alternate bids that did not win the class.

During Add/Drop should I bid on a course that ABRA says is closed?

Don't be discouraged if ABRA says a class is closed, you can still bid for that class. In the typical situation when a registered student drops a class a student that bid on the closed class might win that seat in the class.

During Add/Drop can I bid on Property section #2 if I won Property section #1 during Bidding cycle # 1?

During Add/Drop, if you are registered for a class, you cannot bid on another section of the same class unless you conditionally add/drop the class or drop the class from your schedule.

WHEN TO USE "ABRA" AND "ALBERT":

Keep in mind that you use **ABRA** (<https://abra.law.nyu.edu/abra>) for:

- Registration
- Checking your law school schedule
- Checking for BLOCKS that prevent registration

Keep in mind that you use **Albert** (via <http://home.nyu.edu>) for:

- Entering your emergency contact information.
- Checking your financial information/bursar account.

ADDENDUM 2

EMERGENCY CONTACT/CELL PHONE INSTRUCTIONS FOR ALBERT

1. Go to Albert through NYUHome.
2. Click on 'Student Center' link.

STUDENT CENTER

Visit the new [Student Center](#) for your Registration, Bursar, Financial Aid, and Personal Records.

Academics	Finances	Personal
<ul style="list-style-type: none">▶ Student Center• Registration Status & Holds• Course Search• Registration• Schedule• Grades• Transcripts• Graduation Application• Expected Term of Graduation• Degree Audit• Term Withdrawal• Course Evaluation Guide (CAS & Stern)• Academic Calendar• Albert Registration Help• Degree Audit & Other Help Guides	<ul style="list-style-type: none">▶ Student Center• Financial Aid Summary• Accept / Decline Financial Aid• View My To Do List• View My Holds• Student Account Center• E-Billing• Refunds• Tuition & Fee Schedule	<ul style="list-style-type: none">▶ Student Center• Addresses• E-mail / Phones• Emergency Contacts• Ethnicity <p>Admissions</p> <ul style="list-style-type: none">▶ Application Center• Undergraduate Application• Global Programs Application

Please Note: If you are WITHDRAWING from the current semester in which you've registered - regardless of whether you plan on returning to the University in an upcoming semester or are withdrawing from the University completely - you are required to complete the "Term Withdrawal" form. Please complete and submit the form upon withdrawal. The form will indicate the consequences of semester withdrawal and provide critical information and instructions. Please read carefully and submit.

3. Under the 'Personal Information' section, click on the 'Emergency Contact' link and/or the 'Cellular Phone' link.

Academics

[Search](#)
[Enroll](#)
[My Academics](#)
[Check Registration Status](#)

Setup Advisor Appointment

other academic... »

i You are not enrolled in classes.

Finances

My Account
[View Bursar Account](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

Personal Information

[Demographic Data](#)
[Emergency Contact Names](#)

other personal... »

Contact Information

Permanent Address	Mailing Address
None	None
Cellular Phone	NYU Email
None	None

4. This brings a tab view of the Personal Information section where you need to fill out information in the 'emergency contacts' tab and 'phone numbers' tab.

5. For emergency contact, just click on the 'Add an Emergency Contact' button in that tab to proceed.

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>		Parent			edit	delete

[ADD AN EMERGENCY CONTACT](#)

[SAVE](#)

[Personal Information](#) [Security](#)

[Addresses](#)
[Names](#)
[Phone Numbers](#)
[Email Addresses](#)
[Emergency Contacts](#)
[Demographic Information](#)
[Ethnicity](#)

go to ... 

6. For cell phone number, click on 'Add a phone number' and then select 'Mobile' as the phone type in the drop down menu to proceed.

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred	
NYU Emergency Alert	999/999-9999		<input type="checkbox"/>	delete
Mobile	999/999-9999		<input checked="" type="checkbox"/>	delete

[ADD A PHONE NUMBER](#)

[SAVE](#)

* Required Field

[Personal Information](#) [Security](#)

[Addresses](#)
[Names](#)
[Phone Numbers](#)
[Email Addresses](#)
[Emergency Contacts](#)
[Demographic Information](#)
[Ethnicity](#)

go to ... 