

2009-10 Year-Long Registration Guide



Last updated: June 3, 2009

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Office of Graduate Affairs
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Graduate Tax Program
Furman Hall, Office 474
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Taxation@exchange.law.nyu.edu

Consult Our Website for Updated Information:
<http://www.law.nyu.edu/academicservices/index.htm>

Register through ABRA
<https://abra.law.nyu.edu/abra>

YEAR-LONG REGISTRATION GUIDE

2009-10 Academic Year

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This Year-Long Registration Guide describes the procedures and policies that will govern the registration process at New York University School of Law. You will find references at times to the appropriate program or office for permission or assistance:

Office of Academic Services – J.D. students

Office of Graduate Affairs – LL.M. (non-Tax)/Exchange/J.S.D. students

Graduate Tax Office – LL.M. Tax/International Tax students

Transfer and Visiting Students: You must read and adhere to the Year-Long Registration Guide. Please note that particular reference to your status has been noted when necessary.

YEAR-LONG REGISTRATION OVERVIEW AND INSTRUCTIONS

YEAR-LONG REGISTRATION

Registration is a two-part process: the bidding period and the add/drop period. An automated bidding algorithm enrolls students in courses based on the number of points bid for the courses and a fixed set of criteria described below. Students register via **ABRA**, the Auction Based Registration Algorithm, accessed at <https://abra.law.nyu.edu/abra>. There will be three bidding cycles. After the bidding period, students may make changes to their schedules during the add/drop period. Once the add/drop period ends in September, spring add/drop resumes in December and January (see registration calendar for specific dates).

INCOMING TRANSFERS, LL.M.'s AND ALL OTHER CONTINUING STUDENTS:

You will be able to register for both fall 2009 and spring 2010 courses before the fall 2009 semester begins. This requires careful planning and attention to dates, deadlines, and bidding selections as well as the results of the bidding sessions. Consult the [Registration Calendar](#) for dates and details.

TRANSFER STUDENTS:

Please see the *Transfer Student Registration Supplement* for further information regarding year-long registration overview and instructions.

VISITING STUDENTS:

Please see the *Visiting Student Registration Supplement* for further information regarding year-long registration overview and instructions.

REGISTRATION BIDDING AND ADD/DROP ELIGIBILITY

INCOMING LL.M.'s and TRANSFER STUDENTS - *While the following information is not applicable to you for fall 2009 courses, it may impact your spring 2010 registration.*

VISITING STUDENTS – *This information is applicable to you only for the semester in which you are visiting NYU.*

CONTINUING STUDENTS: Registration Status - Holds/Stops/Blocks: In order to be eligible to participate in the bidding cycles and add/drop, all students must:

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

The University requires that students follow Bursar policy and pay their account balance in full each semester. Such balances include but are not limited to tuition (including summer tuition), housing fees (including summer fees), and library fines and fees. See www.nyu.edu/bursar for more information. For any current semester, you will be ineligible to register if you owe the University an outstanding financial obligation for a prior semester. Information on payment deadlines for new students is detailed on pages 21 - 22. Moreover, even if you later pay in full, you will be **permanently ineligible** to register for courses in any semester if, at the close of the add/drop period for that semester, you are in arrears for a prior semester. You can view your financial status on **ABRA**.

b) ***Be in compliance with New York State Health Law requirements-***

New York State Health Law requires that immunization documents and/or response forms must be provided to University Health Services **(if one is registered for 6 or more credits per term)**.

1. All newly admitted students (graduate and transfers) must provide evidence of vaccination with two doses of the combined Measles, Mumps, Rubella (MMR) vaccine. If not, you must show immune status by history of disease or laboratory titer;

2. All newly admitted students (graduate and transfers): must complete a medical history form; Graduate students must complete and provide the meningococcal meningitis response form;

The deadline for submission of required documentation is August 15, 2009. The health requirements webpage can be found at <http://www.nyu.edu/shc/about/health.requirements.html>. If a student does not comply, they will be subject to de-enrollment from classes and/or prohibited from entering any campus buildings/facilities,

including University residence halls, until they have submitted the required documentation or can provide a valid reason for non-compliance. Contact University Health Services via email as soon as possible if you have questions. The email address is health.requirement@nyu.edu.

c) **ALL STUDENTS (INCOMING AND CONTINUING): Cell Phone & Emergency Contact Requirements**

The University has an additional cell phone and emergency contact registration requirement. If you have not submitted cell phone and emergency contact information, you will not be permitted to log into ABRA. See the following site for additional details on the rule and how to input your contact information:

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

“In recent years, events on other campuses that put students' safety at risk have highlighted the need for heightened security and awareness on campus. The safety of our students, faculty, and staff is a top priority for NYU. One of the most important tools in an emergency - whether an individual emergency or a large-scale condition which may have an impact on the whole campus - is swift communications.

It is for these reasons that NYU is now **REQUIRING** that all students provide both a **cell phone number** AND an **emergency contact number**. The cell phone number can be either a domestic U.S. or an international cell number. The emergency contact can be either the name and phone number of a person residing in the U.S. or an international phone number. During registration on ABRA, we will be checking to see if you have provided both cell and emergency contact numbers. If either is missing, you will not be allowed to register for classes.”

EMERGENCY CONTACT AND INTERNATIONAL EMERGENCY NUMBERS

“Data provided here will provide us a way to contact a family or friend in the event that you have become ill or injured. The "Emergency Contact" section is a place to provide a name and number for someone located within the United States. An International Emergency Phone number can be entered in the "E-mail / Phones" section, if you wish to provide a phone number from a foreign country. At least one of these two contact sections must be completed to fulfill the requirement.



All numbers can be added to your student record using **Albert**. Both the cell and international emergency phone numbers are accessible on the **Email/Phones** page, whereas the emergency contact is on the **Emergency Contact** page.

The following steps will guide you through the process for entering your Cell and International numbers:

1. From your Personal Records Page, select **Email/Phones**.
2. Click on drop-down menu that states "Select Address for Update".
3. Select **Cell Phone OR International Emergency Phone** and then click on the Select button.
4. Enter the selected phone number.
5. Please note that you can indicate that this number is for NYU Emergency Alerts only.
6. Click on "Update this address".
7. The window containing your new phone number will re-display with the message: "Your requested updates were processed successfully. Please verify the changes."
8. If the number is correct, you are finished and may return to other Albert choices by selecting one of the links from the menu at the top of your page.

The following steps will guide you through the process for entering your Emergency Contact number:

1. From your Personal Records Page, select **Emergency Contact**.
2. Click on link "To UPDATE your Emergency Contact Information".
3. Enter a name and phone number for your Emergency Contact. The number is a U.S. formatted number, (999) 999-9999.
4. Click on "Add/Update Contact".
5. The window containing your contact name and phone number will re-display with the message: "Your requested updates were processed successfully. Please verify the changes."
6. If the number is correct, you are finished and may return to other Albert choices by selecting one of the links from the menu at the top of your page."

If you are not in compliance with the above, a Registration Hold/Stop/Block has been or will be placed on your record. You may register for courses after you clear your Hold/Stop/Block. However, if (1) the Bursar receives your payment,

(2) if University Health Services receives your documentation or (3) you complete your emergency contact information **AFTER** the Registration Bidding Sessions have been run, you will not be included in the bidding sessions. We have tailored the above deadlines so that Holds/Stops/Blocks will be placed on your record prior to the opening of the first round on bidding on June 19. If, however, a Hold/Stop/Block is placed on your account AFTER June 19 (i.e. based on a returned check or the like) your fall bidding selections will be canceled. The Offices of Academic Services, Graduate Affairs, Graduate Tax and Records & Registration **are not able** to remove Bursar, Health or Emergency Contact Hold/Stops/Blocks so you need to work with the appropriate office. You will be limited to selecting from available courses during add/drop. If you have not removed all Holds/Stops/Blocks and registered by the last day of the add/drop period, you will not be permitted to register for courses for that semester. **Retroactive course registration will not be permitted.**

REGISTRATION BIDDING SESSIONS

In this section, you will find advice on how to prepare for the bidding sessions. For detailed instructions on how to access ABRA and bid for courses please see the training document posted on Blackboard in the ABRA Training Course. To access the training materials log into NYUHome (<http://home.nyu.edu>) and click on the Academics Tab. In the Academics Tab you will see Blackboard; click on the "Other" tab and you will see the "ABRA Registration Training" Course.

Step #1: Prioritize Your Selections

Step #2: Complete a Bidding Worksheet

Step #3: Designate Course for Satisfaction of Writing Requirement (**J.D. Students only**). For LL.M. students in Trade Regulation, please review your program requirements for information on the writing requirement at:

<http://www.law.nyu.edu/llmjsd/llmnewyork/traderegulation/index.htm>

NOTE: LL.M. students cannot make a substantial writing designation in **ABRA**.

Step #4: Enter Bidding Selections

Because there is more demand for some courses than places available in them, course assignments are made by a computerized bidding algorithm. The bidding algorithm assigns courses in accordance with student preferences, as requested through the bidding selections. There is no limit to the number of courses you select on which to bid. You also have the option of selecting, as alternatives to your primary choices, two courses or sections that you would like to take only if you do not get your first choice of a course or section. (For example, you want seminar "A" only if you do not get seminar "B.") If you exercise your substantial writing priority for the primary choice, you must exercise the option on the alternative choices. Similarly, if you do not exercise your substantial writing priority for the primary choice, you may not exercise the priority on the alternative choices.

Step #1: Prioritize Your Selections

The most difficult courses to get into are those offering a writing credit, other seminars, courses offered by Stern for preferential cross registration, and required or very popular courses such as Constitutional Law, Professional Responsibility, Corporations, and Evidence. Keep in mind that bidding all your points on one course does not guarantee enrollment, since many other students may have bid for the course in the same way. These courses, however, have multiple sections in each academic year. If you attempt to register for a spring section but do not get in because it is closed, do register for a fall section. If you take the risk that you 'might' get into a closed spring course section during December/January add/drop and are not able to, no special accommodation will be made.

NOTE: Clinics should not be included in your bidding requests. Students accepted into clinics have been pre-registered. You may not drop the clinic from your schedule without permission of the clinic. Clinics have a separate application process: <http://www.law.nyu.edu/clinics/> **J.D. students please also see the *Non-Classroom Credits* section of the J.D. Academic Regulations and Requirement Guide.**

Students are assigned the following amount of bidding points:

3L J.D., graduating part-time LL.M. (completed 20 earned credits), new full-time LL.M., J.S.D. and Exchange students	1400 points
2Ls, Part-time LL.M. and all others	1000 points

Step #2: Complete a Bidding Selections Worksheet

This worksheet is a form provided online at:
<http://www.law.nyu.edu/academicservices/forms/index.htm>

Spaces for your course choices are provided with a column to indicate the amount of your bid. You may want to group primary and alternate selections together and list your courses from the highest bid amount to the lowest.

If you get into your primary selection for a bid amount, you will not be considered for the alternate selections of the same bid amount. If you do not get into your primary selection for a bid amount, you will be considered for your first alternate selection of the same bid amount. If you get into your first alternate, you will not be considered for the second alternate.

Although you have an unlimited number of bids, you are not required to enter a course selection in every space on the Bidding Selections Worksheet. You have an unlimited number of bids because once you run out of points you may still bid zero points on an unlimited number of courses.

You may repeat the same course or section request at different priority levels. For instance, your highest bid first alternate selection also may be listed as your second highest bid primary selection. You can then ensure consideration for a course at the highest possible priority level, whether or not you get your highest bid primary selection.

Step #3 Designate Seminars/Courses for Satisfaction of the Substantial Writing Requirement (For J.D. Students only) For LL.M. students in Trade Regulation, please review your program requirements for information on the writing requirement at: <http://www.nyulawglobal.org/graduateaffairs/tradereg.htm>

J.D. STUDENTS:

During the Bidding Selection Period: You may choose to indicate whether you intend to fulfill your Substantial Writing Requirement with some of the seminars/courses you requested. A Substantial Writing Requirement is typically fulfilled with a seminar's Writing Credit, or with a two credit Directed Research.

Designate Seminar/Course for Satisfaction of the Substantial Writing Requirement: If this is your intention, please select the "Substantial Writing" option. If "Substantial Writing" is chosen, your selection will be given a higher priority than for a student who has not so designated the seminar/course or for a student who has already fulfilled the Substantial Writing requirement. If you select Substantial Writing, all primary and alternate selections for the bid amount must all exercise the Substantial Writing option. Similarly, if you do not select the Substantial Writing option for a bid amount, no courses in the bid amount may exercise the Substantial Writing option. If you have completed your substantial writing requirement in a previous semester, selecting "Substantial Writing" will have no effect on your bidding results. NOTE: A limited number of seminars may restrict the number of students that may write a substantial paper in the seminar. I.e., not all students that win a seat in the seminar will be able to satisfy substantial writing. Please check courses descriptions and take this into account when bidding.

****ALL STUDENTS**** (J.D., L.L.M.'s, J.S.D. and Exchange) –

PLEASE NOTE: You cannot add a Writing Credit or Directed Research during the bidding cycles.

DURING ADD/DROP PERIOD: If the bidding cycles successfully registers you for a seminar/course that offers a Writing component, you will be allowed to register for the Writing Credit during the add/drop period by bidding zero points on it. Please account for this extra credit when making add/drop selections. For Directed Research information see appropriate program guide.

Step #4: Enter Bidding Selections

You may log onto **ABRA** to enter your course selections by going to <https://abra.law.nyu.edu/abra> and entering your NetID and password. See the ABRA tutorial videos and training document available on Blackboard for instructions on how to enter your bidding selections.

The worksheet form contains space for you to list course selections. List courses, in order of preference, with the most preferred in the first line and so on.

There may be some courses that restrict registration by degree program or class level; see course descriptions.

ABRA will not permit you to submit a bid for courses under the following conditions:

- The course is not available due to a degree or class level restriction;

- The prerequisite or permission/waiver form was not timely submitted;
- The same course was taken in a prior semester.

ABRA will not schedule courses under the following conditions:

- A time conflict exists with a course already scheduled;
- The co-requisite was not scheduled because of a time conflict or because the course was not requested;
- The course was canceled (refer to the online curriculum update);
- The maximum number of credits of 15 has already been scheduled;
- The class was full

*** REGISTRATION TRANSITION RULES ***

On April 25, 2008 the Law School announced registration changes that will take place over the next two years. Below are important announcements regarding this transition for 2009-10.

1. Required courses, including those that offer Substantial Writing Credit: To ensure that no student risks inability to register for a required course, under the new system first priority for any course will go to students for whom the course is required. A student who has not yet registered for required Substantial Writing will have priority once in their career for any (one) seminar or colloquium over other students. Some LLM programs require concentrations in subject areas rather than specific course requirements. There will be several seats set aside for LLMs within these concentrations.
2. We will maintain the current rule limiting students to two seminars or colloquia per semester. Waivers of this rule may be sought by petition to the Vice Dean.
3. We will endeavor to maintain the same high number of seminar and colloquium opportunities for Substantial Writing Credit established in 2008-2009.
4. No bidding points will be deducted for those admitted to a clinic, or who are taking some of their classes outside the law school.
5. As there will be a separate allotment of bidding points for each semester, students such as dual degree students who are present for only one semester will bid on an equal footing with all other students for classes in that semester

ADD/DROP REGISTRATION
(SEE REGISTRATION CALENDAR FOR ADD/DROP REGISTRATION DATES)

CONTINUING STUDENTS:

The results of the bidding cycles will be available on **ABRA** for you to make changes to your schedule during the add/drop period. You must use ABRA to participate in add/drop. Add/drop is processed on a daily basis and 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 Training Course on Blackboard. Students who did not participate in the bidding cycles may register for classes at this time.

NOTE: It is recommended that you complete your add/drop transactions **well before midnight** 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.**

TRANSFER STUDENTS:

Please see the *Transfer Student Registration Supplement* for further information regarding the add/drop registration.

ADDITIONAL BIDDING AND ADD/DROP INFORMATION

1. **Full-time Student Credit Load Requirements:**

Students who want to register for fewer than, or drop below, 12 credits in a semester (except for 2L students), or to register for more than 15 credits in a semester must obtain approval from the appropriate program office before selecting courses. (Use the appropriate J.D. or LL.M. online form). **CREDIT LOAD REQUESTS ARE CONSIDERED AFTER THE THIRD BIDDING CYCLE HAS BEEN COMPLETED.** **NOTE:** J.D. students who register for a Substantial Writing credit in a given semester will be approved to register for 16 credits in the same semester or for 11 credits in the subsequent semester upon submission of the appropriate form.

The bidding cycle will assign courses to a maximum of 15 credits. During add/drop, you will not be allowed to exceed 15 credits without approval obtained through a Credit Load Increase Request form, found at the appropriate program office or online.

If approved for less than 12 or more than 15 credits, the tuition will be charged at the flat rate for the semester. Please see page 24 regarding additional charges for excess credits.

2. **Part Time Students:**

Part-time students may register for a maximum of 6 credits per semester. Students who are working full-time, however, are strongly advised to limit the course load to 4 or 5 credits per semester. **Regardless of credit load (i.e. whether one is enrolled for 2 credits or 6 credits in a given semester) all part-time students are required to take their exams as scheduled, which may include daytime exams for an evening course; rescheduling is not permitted.** Therefore, part-time students should clear their exam schedules with their employers before finalizing course schedules. Part-time students should review the Schedule of Classes. **Certain required courses for some programs and exams are not offered in the evening.**

3. **IMPORTANT** **Adding a law school course or seminar after add/drop ends: STUDENTS MAY NOT ADD COURSES OR SEMINARS AFTER THE CLOSE OF THE ADD/DROP PERIOD.** In fall 2009, the last day on which students may add a law school class is September 2. For spring 2010, it is January 17. In rare cases when there are compelling personal circumstances (grave illness, family emergency, e.g.) a student may submit a petition to the Assistant Dean for Academic Services and Registration for review by the Vice Dean to late add. For seminars, both approval of the instructor and the Vice Dean is required.

4. **Permission of Instructor:** A few courses require permission of the instructor. It is your responsibility to obtain the permission and then forward it to the Office of Records and Registration. (Use the J.D. or LL.M. form available online.) During the bidding and add/drop period, **ABRA** will not allow you to request courses requiring permission, if the permission has not been submitted by the June 11, 5:00 pm deadline.

Permission of instructor may not be used to gain entry to a course that is closed.

Permission of the instructor is necessary but not sufficient to gain entry into a **closed seminar**. Even if the instructor has provided you written permission to take such a seminar, unless you receive confirmation from the Assistant Dean for Academic Services and Registration that you are registered you should not assume that you have been admitted. A faculty member may (but is not required to) admit up to two students in a closed seminar pending space availability. Permissions may not be signed by the instructor, or submitted to the Assistant Dean for Academic Services and Registration, until the first class meeting of the seminar in question.

5. **Prerequisites, and Mutually Exclusive Courses:** Review the course description and course update pages online to learn whether or not a course has prerequisites or is mutually exclusive with other courses.

- **Pre- or Co-requisites:** All students must meet course prerequisites. If you seek a waiver of a prerequisite, you must obtain approval in writing from the instructor. (Use the J.D. or LL.M. form available online.) All signed waivers (by the instructor) must be received in the Office of Records and Registration no later than the deadline published in the Registration Calendar. If you have not taken the prerequisite nor provided prior JD/LLB confirmation of the course(s) taken at another law school by submitting the waiver form, ABRA will not permit you to bid on the course. **Note: Prerequisite waivers for courses must be filed each semester.**
- **Mutually Exclusive Courses:** Check course descriptions to see whether courses are mutually exclusive with other courses. ABRA will not permit you to register for two courses that are mutually exclusive.

6. **Seminars/Colloquia:** All students are limited to two seminars/colloquia each semester unless prior approval is obtained from the appropriate program office and the Vice Dean. The limit does not apply to the seminar portion of a clinic. If you do not obtain approval, ABRA will not permit you to register for more than 2 seminars/colloquia. Many seminars/colloquia offer an additional credit for those students who intend to write a substantial research paper. Writing Credit courses are listed in the Schedules of Classes for you to add during add/drop. **Do not include Writing Credit courses in the bidding cycles.** If you wish to take the seminar for the additional credit, you will need to register for the Writing Credit component of that seminar **no later than September 28 for fall 2009 and February 8 for spring 2010.** For example, if you are registered for International Environmental Law (L05.3532.001), for two credits, you should register for International Environmental Law Writing Credit (L05.3601.001) for the additional credit. It is suggested that you add the Writing Credit on **ABRA** during the add/drop period; however, you may do so in person at the appropriate program office with an add/drop form until the above stated deadlines. **A WRITING CREDIT MAY NOT BE ADDED AFTER THE DEADLINE** regardless of the circumstances. **No exceptions will be made. Note: If you exercised the Substantial Writing option during the bidding period and successfully won the course, you will be automatically registered for the Writing Credit and do not need to add it separately.**

7. Last year we created a new classification for courses called "Simulation". Many of the newly designated simulation classes were formally designated seminars. The faculty has elected this new course type to more accurately reflect the work required for the class. A simulation course is defined as a mock or model class where students receive tangible experience in tasks and processes related to a particular area of law. They are often courses where students draft briefs and /or memos, conduct mock arguments, mock trials or mock negotiations. The simulation designation has been listed with a new

footnote “Sim” in the schedule of classes. This course type is a small class similar to a seminar.

8. **Add/Drop Closes via ABRA on September 2 for fall and spring classes.**
Please note: ABRA add/drop will resume December 1 - January 17 for spring classes.
9. **DROPPING A COURSE: Beginning September 3,** you must complete and submit a drop form. Students should go to the appropriate program office to complete and submit the drop form. **It cannot be completed online via ABRA.** You will also be required to visit the Office of Financial Services to learn how your drop may affect your financial aid package or loans. The following are guidelines about dropping a course:
 - a. **AFTER Add/Drop ends: Except as provided below,** a course may be dropped through 5:00 p.m. on the (general) last day of classes for that semester without a notation of WD. **NOTE:** Full-time students must remain registered for the required number of credits for full-time status.
 - b. **If any work has been evaluated or if any exam is given:** You may not drop a course even if a final grade has not been received.
 - c. **Seven Week Classes:** Please carefully note that if you are taking a seven-week course, the last day of the course is the deadline to drop it.
10. **Dropping a seminar, colloquium or simulation AFTER add/drop ends:** You must obtain the signature of the professor and an advisor of the appropriate office using an add/drop form as **ABRA will be closed for add/drop at that time.** If permission has been granted on an add/drop form, a seminar, colloquium or simulation may be dropped through 5:00 p.m. on the last day of classes for that semester (or for a seven-week course, on the last day of that class) **without a notation of WD provided that no work has been evaluated.** No drops will be permitted once the reading/exam period has begun.
11. **If a faculty member requires you to drop a course, seminar, colloquium or simulation for failure to attend classes, you will be withdrawn with the notation of “WD.” Please note that these rules supersede the policy that a student may drop a course up until the last day of class without receiving a W/D on this or her transcript.**
12. **Year-Long Course:** You must complete the **FULL YEAR** in order to receive credit for **EITHER** semester, and you must be registered for both the fall and the spring semesters to have a space in the class. Registering for only one semester is not sufficient. **IMPORTANT** **If you bid for the fall portion of**

the course you do not have to list the spring portion of the course as a high priority in your spring bid selections. You may either list the spring portion as low priority in your Spring bidding selections, or simply add the spring section via add/drop. Please do not register for other spring classes that conflict with the spring section your year-long course.

ADDITIONAL COURSE OPTIONS

NON-CLASSROOM CREDITS

Directed Research:

Students must contact individual full-time instructors and agree on a research project. A written proposal must be submitted to and approved by the instructor, then submitted to the appropriate program office in order to register.

Policies and procedures regarding directed research may differ for J.D. and LL.M. students. Therefore, students must review and adhere to the information in their respective requirement guide/website.

AUDITING

With the permission of the instructor and subject to such conditions as the instructor may impose, a matriculated student may audit a course. **Courses that have closed (filled) may not be audited.** Auditing courses is considered “unofficial” and students 1) do not enroll in those courses, 2) do not take examinations in those courses, and 3) do not write papers for those courses. Audited courses do not appear on the student’s transcript.

CREDIT/FAIL OPTION (ONLY FOR J.D. STUDENTS)

CONTINUING STUDENTS:

Second- and third-year J.D. students may elect to register for a total of two non-required courses on a Credit/Fail basis during their final four semesters, provided the faculty member teaching the course has listed the course as being open to such registration. Un-graded credits for student journals, Moot Court, and Teaching Assistants are not counted toward this limit.

Required courses, which include Constitutional Law, Professional Responsibility, and courses taken to satisfy the writing requirement, may not be taken on a Credit/Fail basis. Directed Research may not be taken on a credit/fail basis.

Course descriptions specify whether or not a particular course may be taken on a Credit/Fail basis. Students can exercise the Credit/Fail option by using Albert during the Credit/Fail Option period designated in the academic calendar of the Law School. Students can access Albert, the University registration system via the Academics tab on NYUHome.

Students may not, under any circumstances, change an election to take or not to take a course Credit/Fail after the time for making such an election has expired.

VISITING STUDENTS:

Please see the *Visiting Student Registration Supplement* for further information regarding credit/fail option (only for J.D. Students).

COURSES OUTSIDE THE SCHOOL OF LAW (Cross-Registration)

The policies and procedures for Courses Outside of the School of Law differ for the J.D. and LL.M. students. The following details are individually presented starting with the JD program and then the LL.M. program. This information is followed by **continued information for both J.D. and LL.M. students regarding courses outside the School of Law:**

CONTINUING J.D. STUDENTS:

With the permission of the Office of Academic Services, and subject to supervision of the Vice Dean, students may register for courses (up to a total of ten credits) offered in other graduate schools of the University. By faculty and Court rule, however, the courses must be directly related to the study of law in order for credit to be applied toward the law degree. Few courses in other disciplines can meet this standard. Grades for courses taken outside NYU School of Law are **not** calculated in the grade point average. **Students may take no more than six credits of non-law courses in any one semester.**

VISITING STUDENTS:

Please see the *Visiting Student Registration Supplement* for further information regarding courses outside the School of Law (Cross-Registration).

LL.M. STUDENTS:

With the permission of the Faculty Director, and subject to supervision of the Vice Dean, students may register for courses (up to a total of six credits) offered in other graduate schools of the University. By faculty and Court of Appeals rule, however, the courses must be directly related to the study of law in order for the credit to be applied toward the law degree. Few courses in other disciplines can meet this standard.

The maximum of six credit hours may be restricted further but not expanded by the Faculty Director. You are required to complete the Request to Register for Non-Law School Graduate Course form available online. In some cases, the permission of the professor from the other school may also be required.

LL.M. students must comply with requirements of the particular program in which they are enrolled and should be aware of requirements for bar examinations in U.S. jurisdictions. **For example, New York requires as one route to qualification for taking the bar examination “a minimum of 20 semester hours of credit...in professional law subjects...in an approved law school in the U.S.” Section 520.6 (b) (1) (ii), Rules of the New York Court of Appeals. Please note that Stern Business classes do not qualify toward the 20 credits.**

With the permission of the Office of Graduate Affairs, and subject to supervision of the Vice Dean, students may register for courses (up to a total of six credits) offered in other graduate schools of the University. By faculty and Court rule, however, the courses must be directly related to the study of law in order for credit to be applied toward the law degree. Few courses in other disciplines can meet this standard.

Continued Information for both J.D. and LL.M. Students regarding Courses Outside the School of Law:

Grades for courses taken outside NYU School of Law are not calculated in the grade point average. The Law School does not calculate credit for these courses in the same way as the other school. (see allocation of credits below).

Students, who wish to take non law-related courses excepting language courses, must pay tuition for those courses. For rules regarding language course registration with the College of Arts and Science see “Undergraduate Language Courses” on page 21. No credit is awarded toward the degree for non-law unapproved courses.

Registration Dates:

The last day to add a fall 2009 NON-LAW GRADUATE LEVEL COURSES (**EXCEPT FOR STERN**) is September 14.

Allocation of Credits:

Please note according to ABA rules, 700 minutes of class instruction (excluding breaks) is equal to one Law School credit. Therefore, **be advised** that the number of credits received will differ despite the actual credits assigned by the graduate school. The number of credits granted for non-law graduate courses is equal to the number of classroom hours scheduled for the course. **You are responsible for calculating the number of credits you will receive. If you have any questions about the number of credits to be awarded after you have calculated them, please see a counselor in the appropriate program office.**

Tuition:

Students will be required to pay tuition at the law school rate for the designated credits assigned by the graduate school.

Stern School of Business:

NOTE: Registration dates are different for Stern courses, and are distinguished between day and evening course offerings. The last day to register for a Fall 2009 Stern course (both preferential and non-preferential courses) is as follows:

Day Courses: Thursday, September 10, 2009

Evening Courses: Tuesday, September 29, 2009

The spring selection of courses for Stern will not be available until early November and a deadline for Stern Spring 2010 registration will be set at that time.

Students must review the information online under Registration Information, Cross Registration, on our web site for registration instructions about Stern courses.

Please note the following:

- a) Preferential Courses: You are required to use **ABRA** to register
- b) Non-preferential Courses: To register, complete the Stern Graduate Level Non-Preferential Course Request form (J.D. or LL.M.) available online and submit it to the appropriate program office. See the following link:

<http://www.law.nyu.edu/academicservices/forms/index.htm>

For fall 2009 Schedule of Classes available to non-Stern students, see the following link:

<http://w4.stern.nyu.edu/registrar/schedules/2009FallZZZ.html>

Stern Finance Course with Pre-requisite:

Please note if you would like a waiver for a pre-requisite in a Stern Finance course that has a pre-requisite, you will be required to take a Proficiency Exam. Information regarding the Proficiency Exam can be found here (under "Proficiency Exam Policy"):

http://w4.stern.nyu.edu/academic/affairs/policies.cfm?doc_id=5971

Law School students interested in taking the exam should email:

advising@stern.nyu.edu.

Upcoming exam dates are listed at: <http://w4.stern.nyu.edu/academic/affairs/>

Columbia Law/NYU Law Exchange:

Columbia Law School and NYU Law will allow a limited number of students to take courses at each other's schools. Students must review the information online and use the online request form to apply (under Registration Information, Cross-

Registration on our web site). The deadline to apply to take a course at Columbia will be in August. The dates will be announced later this summer. **Students are permitted to take one course at the other school during their academic career.** Priority is given to graduating students. Only those courses approved by each institution will be available for cross-registration; **absolutely no exceptions will be entertained.** Please note these credits will count towards the minimum requirements for full-time status. **Visiting, Exchange and Part-time LL.M. students are not eligible.**

Undergraduate Language Courses:

Please see the instructions and form (J.D. or LL.M.) available online if you are interested in requesting a language course (including only beginning, intermediate and advanced courses) in the College of Arts and Science. The program is not open to language and literature courses or other types of disciplines combined. These courses are not offered for credit towards the degree. Law students enrolling in a language class are allowed to take a total of 18 credits with a credit increase request form and will not be charged additional tuition. **Fall 2009 requests will be due by September 14 and for Spring 2010 requests will be due by January 26.** Part-time students are not eligible.

Internships

No academic credit is given for internships.

OTHER REGISTRATION INFORMATION

EXAMINATION NUMBERS

Complete examination information (*The Examination Survival Guide*) will be provided in early November, for fall, and April, for spring. Examinations in NYU School of Law are taken on an anonymous basis; unless otherwise specifically authorized by the Executive Committee, students' examinations are identified by number only. **You must obtain your examination number on ABRA each semester.** This four-digit number is located on the bottom of "Registration Home" page. The fall exam number will be available in late August and the spring exam number will be available in late February. You should obtain this number well in advance of the final examination period and bring it with you to each exam. **Note that the number changes every semester.**

PHOTO IDENTIFICATION CARD

You must show a validated NYU photo identification card to gain entry to all Law School and University buildings by the end of the first week of classes. *There are no*

exceptions. The I.D. Center is located at 7 East 12th Street, Main Floor; see link for office hours: <http://www.nyu.edu/nyucard/index.html>.

- **Current Students:** Validation is made automatically upon receipt of payment.
- **New Students:** You may obtain I.D. cards at the NYU I.D. Center after registering for courses.
- **Lost I.D. Card:** If you lose your NYU photo I.D. card you may obtain a replacement. There is a non-refundable fee of \$15.00 for a first replacement of an I.D. card and \$50.00 for a second replacement.

PREPARATION FOR GRADUATION

1. **Applying for Graduation:** Degrees and Certificates from New York University School of Law are awarded in May, September and January. In order to be eligible for the J.D.; LL.M.; J.S.D. degree or Certificate, a student must have completed all graduation requirements and timely submitted all required forms. This includes applying for graduation by using **Albert**. and entering current address and telephone information for summer contact. This application ensures that you are on the degree list and that you receive all mailings relevant to graduation.

Fall 2009 Candidates (Jan. 2010)	Apply between June 8 and October 2
Spring 2010 Candidates (May 2010)	Apply between October 5 and January 29
Summer 2010 Candidates (Sept. 2010)	Apply between February 1 and June 11

2. **Course Requirements for Graduation:** It is the student's responsibility to meet all program and graduation requirements. Completion of requirements includes having a grade recorded for every course for which the student has registered. All incomplete work from prior semesters must be turned into professors in its final form by May 1 of your final semester for students graduating in the spring, by September 1 for those graduating in September, or by January 5 for those graduating in January (unless a faculty member has set an earlier deadline). Students must complete all work from their final semester by the last day of the exam period for that semester. Students who have not met all graduation requirements, including satisfying all financial obligations, WILL NOT be certified for the Bar examination.
3. **Financial Arrears at Time of Graduation:** A student who, at the time of graduation, is financially obligated to the Bursar for tuition, housing (including

summer housing after the final semester), any NYU library or other departments will have a 'STOP' placed on their account and will not be certified for state bar examinations, have official transcripts issued, or have a diploma issued until all arrears have been paid. **It is the student's responsibility to make sure all accounts are cleared prior to June 8 since the deadline for some State Bars is June 15 and time is needed to process paperwork.**

4. **New York Health Law Compliant at Time of Graduation:** A student who, at the time of graduation, is not in compliance with New York State Health Law requirements for immunization against Measles, Mumps and Rubella and/or the requirement for either agreeing to waive the Meningitis vaccination or provide proof of same, will not be certified (and transcript and diploma will not be printed).
5. **Diploma:** If you would like your name to appear differently on your diploma than it does on **Albert**, you must make changes through the Office of Records and Registration. **The diploma cannot be re-issued if you would like your name to appear differently after it has been printed.** Also review your permanent address on **Albert**; this is the address to which your diploma will be mailed approximately two months after graduation. A recipient of a May degree can expect to receive their diploma by mail in September.
6. **Bar Certification:** Aside from following all of the deadlines and requirements for your jurisdiction, **please note the two items that must be certified by NYU School of Law:**
 - a) **Handwriting Sample:** Complete your handwriting sample in the presence of a member of the Office of Records and Registration, Furman Hall, Room 400.

If you are out of the country, have your handwriting sample notarized by a certified notary public and send it with a letter to the NYS Board, if applicable, detailing the reason that you are unable to complete this form in the presence of a member of the Office of Records and Registration.

Contact a member of the Office of Records and Registration to inform them that you have personally forwarded your handwriting sample to the Bar.
 - b) **'State Bar Certification Form':** Complete and submit it to the Office of Records and Registration, Furman Hall, Room 400 to ensure that your transcript is forwarded to NYS Board for the purposes of certifying your dates of attendance and degree received.

For Feb 2010 Bar, the deadline is February 1st and you must submit the form between November 2, 2009 and January 22, 2010.

For July 2010 Bar, the deadline is June 15th and you must submit the form between April 1, 2010 and May 21, 2010.

Contact any schools visited or transferred from to have your transcript from them forwarded to the NYS Board.

7. VISITING STUDENTS: Please see the *Visiting Student Registration Supplement* for further Graduation information regarding Passing Grade Notification.

TUITION AND FINANCIAL AID

TIMELINE FOR PAYMENT

ALL STUDENTS should note that payment is due to the Bursar's Office by August 10 for the fall semester. The spring 2010 payment deadline is January 5, 2010.

The NYU E-bill system sends an electronic billing notification (by e-mail) within 2-3 business days after a student registers and every month thereafter when there is a balance due. E-bill enables students to view their NYU account statement online at anytime. No paper bills are sent.

Students may access E-bill by logging into **Albert**, the Student Information System at NYU Home (www.home.nyu.edu). A student's NYU Net ID and password are required for login. Once in **Albert**, click on the "Login to E-bill" link under the list of Bursar options. Students can print and distribute copies of their bill to family members or other individuals assisting with payment.

Do not use E-bill to verify payments to your account in real-time. E-bill is a monthly billing system and, as a result, will not immediately reflect a payment. To verify payments in real-time, students should login to the **Albert** Student Information System at NYUHome and click the "Account Summary" link under the list of Bursar options.

Students are responsible for making timely payment regardless of whether they receive an E-bill notification or statement. The Bursar's Office will assess finance charges on overdue accounts. If you do not receive a notification, you may request a copy of your billing statement at any time by contacting the Office of the Bursar at 25 West 4th Street or (212) 998-2800.

Late Registration Fee – A \$25.00 registration fee is assessed for students whose first registration occurs on or after the first day of classes.

IMPORTANT If your outstanding balance is not paid in full by **October 30, 2009**, the following will occur:

Upperclass (including Transfer students) and graduate students will be dropped from their spring 2010 class schedules. Although you will be able to participate in add/drop once you clear your bursar account, availability in courses will be limited, and the classes from which you were de-registered may not have spaces available. **Note that add/drop re-opens on December 1**, and that **Holds/Stops/Blocks placed on your record will take a MINIMUM OF 48 HOURS to be removed** by the University's automated system once your balance has been paid.

First year J.D. students will not be permitted to participate in the elective course lottery. Additionally, they will not have their spring courses uploaded into their schedules. Once your Hold/Stop/Block is cleared, you will be eligible to participate in add/drop beginning December 1.

Students who pay by credit card will be required to use Phonecharge, a private company that will charge a 2.5% convenience fee for each transaction. Please refer to Bursar materials.

Continuing students - The University requires that continuing students follow Bursar policy and pay their account balance in full each semester. The balance includes but is not limited to tuition (including summer), housing charges (including summer), and library fines and fees. See www.nyu.edu/bursar for more information. For any current semester, you will be ineligible to register if you owe the University an outstanding financial obligation for a prior semester. Moreover, even if you pay in full later, you will be **permanently ineligible** to register for courses in any semester if, at the close of the add/drop period for that semester, you are in arrears for a prior semester. You can view your financial status on **Albert**.

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.

Note that the following services are **NOT** provided to students whose tuition and housing accounts are unpaid:

- ***ABRA Bidding, 1L Elective Lottery and add/drop***
- ***Transcript requests***
- ***Issuance of diploma***
- ***Bar certification***
- ***Release of grades***
- ***Use of Office of Career Services***
- ***Use of Coles and Palladium Sports Centers***
- ***Use of library service***

If you have any questions or problems regarding financial aid contact the Office of Student Financial Services.

ADDITIONAL CHARGES FOR EXCESS CREDITS

IMPORTANT INFORMATION for J.D. Students: **J.D. students** who want to graduate with more than 90 credits must obtain permission from the Office of Academic Services (use the credit load permission form available online). Once permission is granted, students will be charged on a per-credit basis for all credits in excess of 90 during their law school career, as well as fees. Courses that are not applicable toward your degree (i.e., language courses) do not count toward this cap. All earned credits (those counting toward the J.D.) have to be Law School credits or credits in approved law-related courses at another school of the University.

IMPORTANT Full-time LL.M. Students: **Full-time LL.M. students** who want to complete more than 30 credits within the academic year must obtain permission from the Office of Graduate Affairs (use the LL.M. Credit Load Permission Form available online). If permission is granted (only in rare circumstances), students will be charged on a per credit basis for all credits in excess of 30 as well as fees. Courses not applicable toward your degree (i.e. language courses) do not count.

CHANGE OF STATUS (applicable to LL.M.'s only)

Students who receive permission to change status (full-time to part-time or part-time to full-time) should consult the Office of Graduate Affairs or the Graduate Tax Office for information concerning tuition rates. The tuition rates will be assessed on a per credit basis for both the fall, spring and subsequent semesters.

LOAN INFORMATION

The University extends credit for approved federal Stafford loans and written agreements from third parties to pay tuition costs on behalf of a student. **All types of credit, including any unpaid balance on a tuition account, are subject to interest at a rate of 12% per annum. However, a credit for both Stafford loans and third party agreements will be interest-free for 30 days from the first day of classes. After this time, finance fees will accrue.**

A credit for Stafford loans is paid in two disbursements, one in the fall and one in the spring. The total amount of the loan will be divided in half, origination and guarantee fees will be deducted and you will only be able to get a credit authorization for that portion of the loan that is being disbursed in a given semester.

Students applying for private educational loans should note that the Bursar will not approve credit authorization for any such loans. Private law loans are also paid in two disbursements.

WITHDRAWAL AND TUITION REFUND SCHEDULES (LIVE & ONLINE)

Students may receive a refund of tuition according to the schedule below. (Refunds are not applicable to students who remain within the full-time credit load while adding or dropping courses.) The refund period is defined as the **first four weeks of the term** for which application for withdrawal is filed. The processing of refunds takes approximately three weeks. Note that registration fees are non-refundable once the semester begins.

Note: Some refund deadlines may fall on a weekend. If you decide to drop courses which would entitle you to a refund on a weekend deadline date, you should contact the appropriate program office via e-mail or fax (see below) in order to meet the deadline. Also note that the Law School academic calendar and tuition refund schedule differ from the rest of the University; you must adhere to the dates applicable to the Law School.

If you are withdrawing completely for the semester:

During the first week of the semester, students may utilize **ABRA** to add and drop courses. However, **ABRA** will not allow you to drop the last course on your schedule if you plan to withdraw completely from the Law School. Instead, you must complete a withdrawal form or submit a letter via mail, fax (212-995-4535) or e-mail (law.academicservices@nyu.edu) to the Assistant Dean for Academic Services and Registration.

Students who receive financial aid, scholarships or loans – must speak with the Office of Student Financial Services if they are dropping below full time status as this may affect their eligibility for funding.

After the first week of the semester, students may drop any course by submitting a drop form, or a letter by mail, fax, or e-mail, to the appropriate program office. **ABRA** is no longer available for this function. The date of receipt by the School of Law of the drop or withdrawal request, not the last date of attendance in class, is considered the official date of the student's drop or withdrawal. This date is used for computing any refund. **Please note there are two refund schedules: 1. Live Courses and 2. Online Courses.**

Part-Time LL.M. Students: You should pay special attention to the refund schedule. Note, for example, that if a course is dropped during the period in which 100% tuition is refunded, you may drop and add without financial penalty. However, after the 100% refund deadline, any drop will be refunded at the stated rate and you will be charged for any additional course(s). All part-time students receiving loan funding must speak with the Office of Student Financial Services if they are dropping courses.

**LIVE COURSE REFUND SCHEDULE:
NO REFUND IS GRANTED AFTER THE END OF THE FOURTH WEEK OF CLASSES. Refunds will be given as follows:**

FALL 2009: First day of classes – August 26, 2009

Withdrawal through the Official First Day of the semester (August 26, 2009)	100% of Tuition & Fees	Prior to August 27
August 27, 2009, through the end of the first calendar week of classes	100% of Tuition only	08/27/09 - 9/01/09
Second calendar week of classes	70% of Tuition only	09/02/09 - 09/08/09
Third calendar week of classes	55% of Tuition only	09/09/09 - 09/15/09
Fourth calendar week of classes	25% of Tuition only	09/16/09 - 09/22/09
After the Fourth week of classes	NO REFUND	09/23/09 and forward

SPRING 2010: First day of Classes – January 11, 2010

Withdrawal through the Official First Day of the semester (January 11, 2010)	100% of Tuition & Fees	Prior to January 12
January 12, 2010 through the end of the first calendar week of classes	100% of Tuition	01/12/10 - 01/17/10
Second calendar week of classes	70% of Tuition	01/18/10 - 01/24/10
Third calendar week of classes	55% of Tuition	01/25/10 - 01/31/10
Fourth calendar week of classes	25% of Tuition	02/01/10 - 02/07/10
After the Fourth week of classes	NO REFUND	02/08/10 and forward

ONLINE REFUND SCHEDULE:

NO REFUND IS GRANTED BEGINNING OCTOBER 14. Online Refunds will be given as follows:

FALL 2009: First day of classes – August 26, 2009

Last day to add online classes – September 16, 2009

Withdrawal through the add deadline or the student has exceeded the video launch limit for the applicable week, whichever occurs first	<p>Videos Launch Limit</p> <p>4 videos = 1 credit class</p> <p>8 videos = 2 credit class</p> <p>12 videos = 3 credit class</p>	100% of Tuition & Fees	Prior to September 17
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<p>September 17, 2009 through the first calendar week after the add deadline or the student has exceeded the video launch limit for the applicable week whichever occurs first</p>	<p>Videos Launched Limit</p> <p>5 videos = 1 credit class</p> <p>10 videos = 2 credit class</p> <p>15 videos = 3 credit class</p>	<p>100% of Tuition only</p>	<p>09/17/09 - 9/22/09, i.e., the first calendar week after add deadline for the online course</p>
<p>Second calendar week after the add deadline for online courses or the student has exceeded the video launch limit for the applicable week whichever occurs first</p>	<p>Videos Launch Limit</p> <p>6 videos = 1 credit class</p> <p>12 videos = 2 credit class</p> <p>18 videos = 3 credit class</p>	<p>70% of Tuition only</p>	<p>09/23/09 - 09/29/09, i.e., the second calendar week after add deadline for the online course</p>
<p>Third calendar week after the add deadline for online courses or the student has exceeded the video launch limit for the applicable week whichever occurs first</p>	<p>Videos Launch Limit</p> <p>7 videos = 1 credit class</p> <p>14 videos = 2 credit class</p> <p>21 videos = 3 credit class</p>	<p>55% of Tuition only</p>	<p>09/30/09 - 10/06/09, i.e., the third calendar week after add deadline for the online course</p>

<p>Fourth calendar week after the add deadline for online courses or the student has exceeded the video launch limit for the applicable week whichever occurs first</p>	<p>Videos Launched Limit</p> <p>8 videos = 1 credit class</p> <p>16 videos = 2 credit class</p> <p>24 videos = 3 credit class</p>	<p>25% of Tuition only</p>	<p>10/07/09 - 10/13/09, i.e., the fourth calendar week after add deadline for the online course</p>
<p>From the Fifth calendar week after the add deadline for online courses or the student has exceeded the video launch limit for the applicable week whichever occurs first</p>	<p>Videos Launched Limit</p> <p>9 videos = 1 credit class</p> <p>18 videos = 2 credit class</p> <p>27 videos = 3 credit class</p>	<p>NO REFUND</p>	<p>10/14/09 and forward</p>

ENROLLMENT AND LOAN DEFERMENT INFORMATION

All students are expected to be fully registered and enrolled for the semester by the close of the add/drop period. This is particularly important for students who will be requesting that their term enrollment be reported for loan deferment purposes. The University, as a participant in the National Student Clearinghouse, is required to submit by the third week of classes a listing of all students who are enrolled for the term.

VETERANS BENEFITS

If you are eligible for Veterans benefits, submit all appropriate documents to the Office of Records and Registration for review. Please submit this information after the last day of the add/drop period.