2012–13

Year-Long Registration Guide

FOR UPDATED INFORMATION:
www.law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/index.htm

REGISTER VIA ABRA:
abra.law.nyu.edu/abra

NYU LAW

Office of Academic Services

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YEAR-LONG REGISTRATION GUIDE
2012-13 Academic Year

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NOTICES:

This Year-Long Registration Guide describes the policies that will govern the registration process at New York University School of Law. Please see below the list of appropriate offices to render assistance for your program of study:

- **Office of Academic Services – J.D.**
- **Office of Graduate Affairs – LL.M. (non-Tax)/Foreign Exchange**
- **Institute for the Advanced Study of Law and Justice - J.S.D.**
- **Graduate Tax Office – LL.M. Tax/International Tax**

You will see references to two systems, ABRA and Albert

ABRA is the Law School's registration system.
Keep in mind that you use **ABRA** (https://abra.law.nyu.edu/abra) for:
- Registration (for law classes and Stern Preferential classes)
- Checking your law school schedule

Albert is the University's student information system

Keep in mind that you use **Albert** (via home.nyu.edu) for:
- entering your emergency contact information
- credit/fail selection (for J.D. Students only - which begins in early September **AFTER** add/drop ends)
- checking your non-law class schedule (not cross listed classes – classes that have numbers OTHER than LAW-LW). Please note Preferential Stern classes will be converted to the Stern course # after the add/drop period.
- applying for graduation

INCOMING TRANSFERS, LLM's AND ALL OTHER CONTINUING STUDENTS:
You will be able to register for both fall 2012 and spring 2013 courses before the fall 2012 semester begin. 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 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. Students will use our Auction Based Registration Algorithm (i.e. "ABRA")[1] system for both parts of registration. Students may access ABRA at the following link: https://abra.law.nyu.edu/abra. Use your NetID and password to login.

BIDDING PERIOD

All students are assigned 1000 points for each semester. There will be two rounds of bidding during June and July for students to enter their course selections into the ABRA. The first round is approximately 4 weeks long; the second round is 5 days. At the end of each round the bid requests are processed when the automated bidding algorithm is run. ABRA enrolls students in courses based on the number of points bid for the courses and a fixed set of criteria described below. Students who win a seat in a class are charged a clearing price. The clearing price is the amount of the highest losing bid. Students are charged zero points for a class that remains open after the bids are processed. We will publish the clearing price for classes that close once the bidding period requests are processed.

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

- The course is not available due to a degree (J.D. or LL.M) or class level restriction;
- The prerequisite or permission/waiver form was not timely submitted;
- The same course was taken in a prior semester;
- The course is your third or more seminars and you do not have permission to exceed the two seminar maximum for the semester in question;
- Regardless of semester you bid the same number of points (other than zero points) on more than one class;

NOTE: When submitting several bids at one time, if the submission contains an invalid bid or bids as listed above, ABRA will not accept any of your bid requests.

ABRA will not schedule courses under the following conditions:

- A time conflict exists with a course already scheduled;

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[1] For detailed instructions on how to use ABRA please see the training document available online at: http://www.law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/index.htm

- 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 course update website);
- The maximum number of credits of 15 has already been scheduled;
- The class was full.

ADD/DROP PERIOD

Once the results from the bidding period are published on ABRA, you can make changes to your schedule during the add/drop period. You must use ABRA to participate in add/drop. During August, add/drop will consist of one period that is 5 days long. Students will enter their add/drop requests during this period but results will be processed and available at a later fixed date. Beginning the week before classes begin, add/drop will be processed daily during the remaining add/drop period.

ABRA add/drop will resume November 1 for spring classes[2]. See the Registration Calendar for the specific add/drop dates. **Note: Clearing prices cannot be published for the add/drop period. The processing of conditional add/drop will make clearing prices variable during this period.**

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 Training Document.

Students who did not participate in the bidding period may register for classes at this time.

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

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[2] *NEW* – Add/Drop will resume on November 1st instead of the typical December 1st. There will still be plenty of time to submit requests in December. This change is in response to student demand and to lighten the load of items in December.

REGISTRATION ELIGIBILITY

INCOMING LL.M.'s and TRANSFER STUDENTS - *While the following information is not applicable to you for fall 2012 courses, it may impact your spring 2013 registration.*

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

CONTINUING STUDENTS: Registration Status - Blocks: In order to be eligible to participate in the bidding period 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. Keep in mind that if you pay in full after the close of add/drop for the fall semester you will be **permanently ineligible** to register for fall courses. 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 all newly admitted and transfer 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.

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

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.

The University has the ability to send text messages to your cell phone when Public Safety needs to send an alert message.

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. Students who do not provide BOTH pieces of information will be blocked from registration and will not be permitted to log into ABRA.

The following steps will guide you through the process for entering your cell phone number and an emergency contact number.

1. Go to Albert through NYU Home.
2. Click on “Student Center’ link.
3. Under the ‘Personal Information’ section, click on the ‘Emergency Contact’ link and/or ‘Cellular Phone’ link.
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. We suggest entering the phone numbers--both yours and the one for your emergency contact--using dashes ("-") instead of a slash ("/"). For example: 123-121-2468.
5. For emergency contact, just click on the ‘Add an Emergency Contact’ button in that tab to proceed.
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.

The emergency contact number must be different than any of the phone numbers you list for yourself, including your cellphone number. Once you enter your cell phone and emergency contact information you will be able to proceed with registration.

If you are not in financial or health compliance, a registration block will be placed on your record. You may register for courses after you clear your block. However, if (a) the Bursar receives your payment or (b) if University Health Services receives your documentation **AFTER** the registration bidding session has been run, you will be limited to selecting from available courses during add/drop. If you have not removed all 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.**

We have tailored the above deadlines so that blocks can be placed on your record prior to the opening of the bidding period. If, however, a block is placed on your

account AFTER the bidding period opens (i.e. based on a returned check or the like) your fall bid selections will be canceled.
Please keep in mind that the Offices of Academic Services, Graduate Affairs, the Institute for the Advanced Study of Law and Justice, Graduate Tax and Records & Registration **are not able** to remove Bursar or Health blocks. Please work with the law school's Office of Student Financial Services, the University Health Center respectively on these matters.

ABRA ACTION STEPS: Preparation for Bidding and Add/Drop

In this section, you will find advice on how to prepare for bidding and add/drop.

Step #1: Search and Bookmark Courses

Please review course descriptions carefully. There may be some courses that restrict registration by degree program or class level. ***Pre or Corequisites:*** 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.) **Note: Prerequisite waivers for courses must be filed each semester, in each year of study at the Law School**. ***Mutually Exclusive Courses:*** Check course descriptions to see whether courses are mutually exclusive with other courses. Aside from the course descriptions that you can view via ABRA, we have several other tools to help you assess classes.

Faculty Profiles are available at: https://its.law.nyu.edu/facultyprofiles/

Course Evaluations are available at the following link: (https://cflive2.law.nyu.edu/courseeval/index.cfm) for spring 2005 through the present classes. Beginning with fall 2008 evaluations you will be able to see statistical information as well as course evaluation comments.

Grade Distributions for previously taught classes are available at: https://its.law.nyu.edu/gradedistribution/

NOTE: Do not bookmark **clinics or the spring semester of a year - long class.**

*CLINICS: J.D. and LL.M. students accepted into clinics have been pre-registered. You may not drop the clinic from your schedule without permission of the clinic.

*Spring semester of a year-long class will be restricted during the bidding period. You must obtain a seat in the fall class and the Records office will register you for the spring portion.

Step #2: Bid on Bookmarked Classes

It is hard to say exactly how much you should bid on any particular class. The clearing price for a class this year may be different from clearing price last year. Please see the following link for a list of clearing prices for popular classes that closed in previous years:
http://www.law.nyu.edu/recordsandregistration/schedulingyourcourses/index.htm

It is most likely that a class that has been historically popular will continue to be popular. 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. Popular basic 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 November - December/January add/drop and are not able to, no special accommodation will be made.

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.

Step #3 Designate Seminars/Courses for Satisfaction of the Substantial Writing Requirement
(For J.D. Students only)

During the bidding period you may 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.

Please select the "Substantial Writing" option. If "Substantial Writing" is chosen, your selection will be given a higher priority than 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 same 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 same 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. <u>If you win a seat in the seminar remember that you must separately add the writing credit during the add/drop period</u>. At that time, you can bid zero points on it if you successfully obtain a seat in the course or seminar.

Step #4 Designate Seminars/Courses for Satisfaction of the New York State Court of Appeals Rule 520.6(b)(3)(vi)(d)
(For LL.M. Students only)

If you are planning to take the NY Bar, you may need to take certain classes in order to meet §520.6 of the Rules of the Court of Appeals. To review information on New York Bar eligibility and application procedures, visit the New York State Board of Law Examiners Web site. For explanation of the rules and a list of classes that qualify to meet them, please go to
http://www.law.nyu.edu/recordsandregistration/barexams/barexamsafterjuly2013/index.htm

The course priority option assists LL.M. students with bar eligibility by giving them priority to register for one class that they may need to take. Please note that the priority option is only available for certain classes, a subset of those approved by the NY Court of Appeals to meet §520.6 requirements.

This priority can be exercised only once during the LL.M. program. If you drop a designated New York Bar course won using the NY Bar Course priority, you will not be able to make use of the priority again.

To exercise the priority, please select a class in the primary bid area and any other classes that you wish to designate as alternates to your first choice. Check the box under the heading "LLMs."

Step #5 Submit your bid requests

You do not have to rush to enter, finalize and submit your bids on the first day that ABRA becomes available. You can enter and adjust your bids or add/drop requests until the times listed in the Registration Calendar for each round.

Step #6 Review your bidding or add/drop 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.

GENERAL REGISTRATION REQUIREMENTS

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

Full time students normally register for a minimum of 12 credits each semester and no more than 15 credits in a semester. To register for fewer than 12 credits in a semester (except for 2L students), or to register for more than 15 credits in a semester, a student 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 BIDDING PERIOD HAS BEEN COMPLETED.** If approved for less than 12 or more than 15 credits, tuition will still be charged at the full-time flat rate for the semester. Please see below regarding additional charges for excess credits.

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.

2. **Part Time Students**:

Part-time students may register for a maximum of **6** credits per semester. Students who are employed full-time, however, are strongly advised to limit the course load to 4 or 5 credits per semester. Regardless of the number of credits for which a student is registered, 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. **Certain required courses for some programs and exams are not offered in the evening**.

Part-time students, who want to register for more than 6 credits in a semester, must obtain approval from the appropriate program office before selecting courses. (Use the LL.M. online form). **CREDIT LOAD REQUESTS ARE CONSIDERED AFTER THE BIDDING PERIOD HAS BEEN COMPLETED.**

3. **IMPORTANT** ***Adding a Law School course or seminar after add/drop ends:*** **STUDENTS MAY NOT ADD COURSES OR SEMINARS AFTER THE FIRST WEEK OF CLASSES.** In rare cases when there are compelling personal circumstances (e.g., grave illness, family emergency) 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. ***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 two seminars/colloquia.

5. ***Simulation Courses:*** The faculty has elected to use a simulation course type to more accurately reflect the work required for some classes. 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 the footnote "Sim" in the schedule of classes. This course type is a small class similar to a seminar.

6. **Dropping a Course: After add/drop closes on ABRA,** you must complete and submit a drop form. Students should go to the appropriate program office to complete and submit the drop form. 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.

7. **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.

8. **Dropping a class with no WD**: A student may drop a course up until the last day of class without receiving a WD on this or her transcript. Please note, however, that 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." The faculty request to withdraw a student supersedes the dropping with no WD policy.

9. **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. You must obtain the fall portion of a year-long class in order to be registered by the Records Office for the spring portion. If there is a conflicting course on your schedule or registration for the spring section would put you at a credit overload you will be dropped from the conflicting course and/or randomly dropped from a course to allow the Records Office to add you to the spring portion. Registering for only one semester is not permitted. Please see the registration calendar for the deadline to adjust your schedule.

10. **Permission of Instructor Courses**: Please follow the information stated in the course description regarding enrollment in permission of instructor courses. The professor will provide the Records Office with a list of permitted students or the student may submit a permission of instructor form. At that time, a waiver will be entered on your ABRA record and the Records Office will notify you that you are able to register for the class. You are responsible for bidding zero points on the class, effectively registering yourself.

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 law 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 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 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 of Appeals 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**. You are required to complete the Request to Register for Non-Law School Graduate Course form available online.

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.

General 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 courses that are not approved for credit towards their degree (i.e. 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" herein.

Registration Dates:
Registration dates for non-Law courses may differ than Law School deadlines. Please see the registration calendar for applicable deadlines for GSAS courses, CAS language courses, and Stern day and evening courses.

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:
Approved non-law classes will be covered in flat tuition for full-time students. Full-time students who have exceeded the maximum credits for the semester or degree, part-time students and students taking unapproved non-law courses will be required to pay the law school's per credit tuition rate for the class. Tuition will be calculated based upon the number of credits assigned to the non-law course by the school offering it.

Stern School of Business:

NOTE: Registration dates are different for Stern courses, and are distinguished between day and evening course offerings

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 a schedule of classes available to non-Stern students, see the following link:

http://www.stern.nyu.edu/Registrar/CourseInfo/CourseSchedule/index.htm

Stern Course with Pre-requisite:

Please note if you would like a waiver for a pre-requisite in a Stern course, you will be required to take a Proficiency Exam. Information regarding the Proficiency Exam can be found here (under "Proficiency Exam Policy"): http://www.stern.nyu.edu/AcademicAffairs/Policies/WaivingandSubstituting/index.htm

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/registrar/courseinfo.cfm?doc_id=654.

The Foundations of Finance pre-requisite only for Stern preferential courses may be waived if you have taken Law School course Corporate Finance LAW-LW.11461.

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 is mid - to late - August for the fall semester and mid-January for the spring semester. **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**.** Part-time students are not eligible.

Internships

No academic credit is given for internships.

TUITION AND FINANCIAL AID

TIMELINE FOR PAYMENT

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.

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. 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.

Outstanding Balances - 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***
- ***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 at (212) 998-6050 or law.finaid@nyu.edu.

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.

WITHDRAWAL AND TUITION REFUND SCHEDULES

Students may receive a refund of tuition for LIVE courses according to the refund schedule posted on the Bursar website: http://www.nyu.edu/bursar/refunds/schedule.html (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 (212-995-3826) or e-mail (law.studentaffairs@nyu.edu) to the Assistant Dean for Student Affairs.

[Note: Students who withdraw for a particular semester but intend to return - Students approved for a leave of absence will be charged Maintaining Matriculation and applicable registration and services fees. Associated fees for maintaining matriculation will be applied according to the degree program of the student.]

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. We will provide a link to the refund schedule for online courses when the same becomes available.**

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.

Process to drop an online course:

The office of Graduate Tax will publish additional information and a separate refund schedule regarding the adding and dropping of on-line tax classes. We will update the guide with this information when it is available. In the interim, you may contact john.stephens@nyu.edu and cc nick.robertson@nyu.edu with questions.

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.