

Visiting Student 2009-2010 Registration Supplement

You are responsible for reading and following the procedures and policies that govern the registration process at NYU School of Law as provided in the *Year-Long Registration Guide*, available online at:

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

This Visiting Student Registration Supplement should be read in conjunction but not in place of the *Year-Long Registration Guide*.

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./Exchange/J.S.D. students

Please note the following:

- Beginning August 24 at 11:00 a.m. through September 2 at 11:59 p.m., visiting students register for fall and spring courses using the add/drop process only via ABRA. Add/drop is not conducted in real time and each day at 11 a.m. you will see the results of your add requests from the previous day.
- Space availability in some courses may be extremely limited, and/or courses may be even be closed.
- As a visiting student you can try to register for seminars and clinics but be advised that spaces will be extremely limited and you should be flexible as well as be aware that you might not get the seminar you need or want. There is no guarantee that a specific course (**regardless of whether the same is required by your home school**) will be available to you when you register. Do plan to be flexible by taking a course in a different semester than you may have intended.

YEAR-LONG REGISTRATION

Visiting students may access ABRA - the law school registration from August 24 at 11:00 a.m. through September 2 at 11:59 p.m.

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.

During 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 in the year-long registration guide. **Students register via ABRA, the Auction Based Registration Algorithm**, accessed at <https://abra.law.nyu.edu/abra>. (Please refer to the Year-Long Registration Guide for details on add/drop pages 12 through 16). Once the add/drop period ends in September, spring add/drop resumes in December 1 and January (see registration calendar for specific dates).

Prerequisites - 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.

All students must meet course prerequisites. Visiting students will not be required to submit prerequisite waivers due to the timing of registration for visiting students. However, please be aware that faculty assume that all students have completed coursework in the listed prerequisites and the rigor and pace of the course will reflect this.

CELL PHONE AND EMERGENCY CONTACT REQUIREMENT

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

The University has enacted an additional registration requirement of cell phone and emergency contact information. See the above site for more details. It is advisable that you update Albert with the required cell phone and emergency contact information as soon as possible prior to August 24th. **You will not be allowed to add/drop classes until this information has been completed.**

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CREDIT/FAIL OPTION

Second- and third-year NYU 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.

Visiting students will only be allowed to do this provided the approval of their home school is submitted to the Office of Academic Services and the faculty member teaching the course has listed the course as being open to such registration.

CROSS-REGISTRATION

Visiting students can participate in the election of language courses in the College of Arts & Science and Stern School of Business preferential courses so long as you provide approval from your home school.

(<http://www.law.nyu.edu/recordsandregistration/crossregistration/index.htm>)

Please note that the Columbia/NYU exchange program is "not" open to visiting students.

PASSING GRADE VERIFICATION

At NYU School of Law, fall grades are due at the latest on **February 5, 2010** and spring grades are due **June 8, 2010**. If your school requires early notification that you will earn at least a grade of C in your NYU courses (consult with your registrar to confirm this), you must submit a [Passing Grade Verification Form](#), found online, to the Office of Academic Services. This will enable us to request this verification from your professors before grades are actually due, so that your diploma may be awarded at your home school.

Although we will request your faculty to read your exam or paper by the deadline you need to graduate, we cannot guarantee that your faculty will be able to adhere to this date. If you receive an approved postponement of an exam, this might delay the submission of your grade by the Professor. You need to be aware that it is possible you will not be certified to graduate in time for January or May graduation. However, you may wish to register for courses where exams are scheduled at the beginning of the examination period, to help facilitate this process. Note that exams may not be taken on an earlier date.

To obtain a copy of your NYU transcript for your home school, stop by the Office of Records and Registration in Furman 474 and complete a Transcript Request Form. Please indicate that a final transcript with all grades should be mailed to your home school for the fall 2009 and/or spring 2010 semesters.

TUITION AND FINANCIAL AID

Visiting students must make payment for fall 2009 semester within one week of their first registration.