SPRING 2015

J.D. First Year Electives Registration Guide

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

JD FIRST YEAR ELECTIVES REGISTRATION GUIDE

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AUTOMATIC REGISTRATION

You have been registered automatically for three spring courses[1]: Criminal Law or Torts (4 credits), Legislation and Regulatory State (4 credits) and Lawyering (2.5 credits). You will be registered for the same section and group as your Fall 2014 section and group. You may not change your section or group; you may not drop these classes. For Spring 2015 registration through the rest of your law school career you will use ABRA (i.e. the **Auction Based Registration Algorithm** course bidding system) to view your registration status, bid on classes (i.e. register), and see your schedule. You may view your pre-registered spring courses in ABRA. **REMEMBER, you WILL NOT BID for the three spring classes for which we have pre-registered you. You will be selecting one elective class for the spring.**

REGISTRATION ELIGIBILITY

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

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

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

      If you have NOT met all these requirements by October 6, you will not be eligible to participate for First Year Elective Bidding Registration.

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

You can view your current financial status on Albert. Students will be de-registered from spring courses until their prior account balances (tuition, housing, and/or fees) are paid. This means that in order to participate in the November add/drop cycles and remain registered for your required spring courses you must be paid in full and cleared by the Bursar for Fall 2014 no later than **October 31**.

Be advised that all blocks must be removed before you can re-register for classes. The Bursar requires a minimum of two business days from the date of payment to remove registration blocks from your account. If you make payment that does not permit you to be cleared by October 31, you

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[1] If you are not in compliance with the requirements detailed herein a block will be placed on your account and you will be de-registered from Spring 2015 classes. Additionally, you will not be able to participate in the add/drop cycles beginning October 31, 2014.

will be able to participate in add/drop during the October 31-January 28 add/drop period but <u>you will not be re-registered for the elective you won during the First Year Elective Bidding Cycle if that course is now closed</u>.

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

b) <u>Be in compliance with required School of Law documentation:</u> Students were required to provide the law school with a completed College Questionnaire and final official undergraduate transcript before the start of the semester on August 27. If you were not in compliance with the above, we have notified you that a Registration Block has been placed on your record. You will be re-registered from Spring 2015 classes and you may not participate in the First-Year Elective Bidding Registration.

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

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

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

For additional details on this rule, see the following site:
http://www.nyu.edu/registrar/registration/requirements.html?ref=ALOPHM.

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

Student Financial Services - 212-998-6050

NYU Health Services - 212-443-1199

Academic Services - 212-998-6020

HOW TO USE ABRA

We know that you may not be familiar with the bidding process and this new system, but we assure you that ABRA is easy to use. The ABRA Registration Training Guide can be found on our website at: http://www.law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/index.htm

There will be two cycles of registration in October:

- The bidding cycle will take place from 1:30 p.m. on Monday, October 20, to 9:30 a.m. on Wednesday, October 22. Please keep in mind that bidding is a holding pen. Your requests will not be processed until after the end of the bidding cycle.

- The add/drop cycle is a daily add/drop cycle and will take place from 1:30 p.m. on Friday, October 24, to 9:30 a.m. on Monday, October 27. During daily add/drop, ABRA is available from 1:30 p.m. each day, until 9:30 a.m. the following morning. ABRA is not available between 9:30 a.m. to 1:30 p.m. while ABRA is processing registration requests.

You will have another chance to change your elective class and bid again when add/drop resumes on October 31.

THE BIDDING CYCLE

1) Log into ABRA

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

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

For Spring 2015, you must register for one first-year elective ("Elective") class. There are five courses available, Constitutional Law, Corporations, Income Taxation, International Law and Property. Constitutional Law and Property offer two sections each. You should review the online course descriptions for the Electives: http://its.law.nyu.edu/courses/

These five courses are designated with an "L" footnote on the schedule of classes. Please keep in mind that although Constitutional Law and Property are required courses they may be taken any semester prior to graduation beginning with spring semester of the 1L year. Please familiarize yourself with all graduation requirements: http://www.law.nyu.edu/academicservices/degreerequirements/jdprogram/programrequirements/index.htm

You should note that we have scheduled Elective classes to meet in the E block. Please see the schedule of classes for each specific course meeting pattern. None of these sections will

conflict with the courses for which you were pre-registered. Since you only have space in your schedule for one elective, ABRA will only assign you to one class. Remember you may sign up for an Elective with your reading group professor. This is the only overlap of faculty for courses and reading group allowed.

3) Bid on your bookmarked classes

You will have 1000 points to bid on your elective classes. You should bid on <u>ALL elective classes</u>.

Keep in mind that you have the option of selecting, as alternates to your primary choices, one course or section that you would like to take only if you do not get your first choice of a course or section. (For example, you want course "A" at 500 bid points only if you do not get course "B" at 500 bid points.) More examples of bidding can be found in Addendum 1.

There are more than enough spaces in all of the elective classes **collectively** for the entire first-year class. You may find the following additional information helpful in your elective selection process: both sections of Constitutional Law, both sections of Property, and Corporations have 75 seats available; International Law has 64 seats available; and Income Taxation has 50 seats available.

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

We cannot tell you how much to bid on each class but the Vice Deans have sent you a helpful memo about selecting your elective class. The Vice Dean has also created a Course Advising site at: https://its.law.nyu.edu/advising/. The Office of Student Affairs has created an Academic Pathways site at: http://www.law.nyu.edu/academics/professionalpathways. Finally, you can also view faculty course evaluations at the following link: https://cflive1.law.nyu.edu/courseEval/index.cfm.

4) Submit your bids by close of the bidding cycle

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

ADD/DROP REGISTRATION

Dates: If you are happy with your schedule after the bidding cycle, there is nothing else for you to do. If you wish to make a change to your Elective registration, you will have two opportunities to participate in add/drop. The first session is October 24-27 and bids will be processed on a daily basis. The second opportunity is spring add/drop from October 31

through January 28. Please check the registration calendar for posted add/drop cycle dates during November through January. During November, December and early January, add/drop bids will not be processed on a daily basis. We do not want to interfere with the Thanksgiving holiday and exam preparation and exams, so ABRA will be open for student to place bids as they like, but the algorithm will not be processed very frequently.

If you did not participate in the October bidding cycle, you must select your course during an add/drop cycle. You may not change your Elective class after January 28, the last day of the spring add/drop period. In rare cases when there are compelling personal circumstances (e.g. grave illness, family emergency) a student may submit a petition to the Office of Academic Services for review by the Vice Dean to add late. Please do not submit petitions for reasons other those described above.

Faculty Permission: Faculty members may not grant permission for students to add into full courses nor may they grant permission for students to late add after January 28. Please do not seek such permission as it will not be considered. The only way to register is via ABRA.

ABRA ADD/DROP FUNCTIONS

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

To Add or Drop Courses:

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

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

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

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

- Course Updates (meeting days and times, examination information, etc.) are posted for students as soon as they become available: http://www.law.nyu.edu/academics/courses/courseupdates/index.htm

- Reading Assignments: Once you are registered, your professor may post first day reading assignments on NYU Classes, available through NYUHome or on the Course Syllabi and Early Semester Assignments website: http://www.law.nyu.edu/academics/courses/coursesyllabiandassignments/index.htm.

- Exam Information and Schedules: http://its.law.nyu.edu/cms/public/schedules/index.cfm?fuseaction=Exams.Main

ADDENDUM 1

ABRA FAQs

How do I access the ABRA training materials?

The ABRA Registration Training Guide can be found on our website at:
http://www.law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/index.htm

Training videos can be found on our website at:
http://www.law.nyu.edu/recordsandregistration/biddingandregistration/videos
(Use your NetID and password to gain access.)

How do I enter ABRA?

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

Why won't ABRA let me bid on classes?

- *In order to register you must:*

    - Complete **BOTH** your cell phone AND emergency contact information in Albert.

    - Be in compliance with your Bursar account.

    - Be in compliance with required School of Law documentation.

    - Be in compliance with New York State Health Law requirements.

How much should I bid for a particular class?

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

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

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

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

The Vice Dean wrote to you earlier with helpful curricular advice. The Vice Dean has also put together a course advising website at https://its.law.nyu.edu/advising/. You should review this site carefully. You

should also attend The Milbank Tweed Forum on Wednesday, October 8, "A Roadmap for Law School: Getting the Most Out of 1L Year and Beyond."

How can I see course evaluations for a particular class?

Spring 2005 through Spring 2014 Course Evaluations are available at the following link: (https://cflive2.law.nyu.edu/courseeval/index.cfm). Beginning with Fall 2008 evaluations you will be able to see statistical information as well as comments.

How do I access my results?
To access your results on the ABRA home page click on the "Bidding Results" link. You will see green and red shading. **Green shading indicates** the courses you have **won** and **Red shading indicates the** courses that you did not win. Your bids will not carry over to add/drop on October 24. You will have to bid for this class again if you still have not gained a seat. During the bidding cycle and during add/drop your chance at a seat in a class will be based on the number of points that you bid.

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

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

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

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

During Add/Drop can I bid on Property section #2 if I won Property section #1 during Bidding cycle # 1?
During Add/Drop, if you are registered for a class, you cannot bid on another section of the same class unless you conditionally add/drop the class or drop the class from your schedule.

WHEN TO USE "ABRA" AND "ALBERT":

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

- Registration

- Checking your law school schedule

- Checking for BLOCKS that prevent registration

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

- Entering your emergency contact information.

- Checking your financial information/bursar account.

ADDENDUM 2

EMERGENCY CONTACT/CELL PHONE INSTRUCTIONS FOR ALBERT

1. Go to Albert through NYUHome.

2. Click on 'Student Center' link.

STUDENT CENTER

Visit the new Student Center for your Registration, Bursar, Financial Aid, and Personal Records.

Academics
- ▸ Student Center
- • Registration Status & Holds
- • Course Search
- • Registration
- • Schedule
- • Grades
- • Transcripts
- • Graduation Application
- • Expected Term of Graduation
- • **Degree Audit**
- • **Term Withdrawal**
- • Course Evaluation Guide (CAS & Stern)
- • Academic Calendar
- • 📄 Albert Registration Help
- • Degree Audit & Other Help Guides

Finances
- ▸ Student Center
- • Financial Aid Summary
- • Accept / Decline Financial Aid
- • View My To Do List
- • View My Holds
- • Student Account Center
- • E-Billing
- • Refunds
- • Tuition & Fee Schedule

Personal
- ▸ Student Center
- • Addresses
- • E-mail / Phones
- • Emergency Contacts
- • Ethnicity

Admissions
- ▸ Application Center
- • Undergraduate Application
- • Global Programs Application

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

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

Academics

Search
Enroll
My Academics
Check Registration Status

Setup Advisor Appointment

other academic... ▾ ⟫

(i) You are not enrolled in classes.

Finances

My Account
View Bursar Account
Financial Aid
View Financial Aid
Accept/Decline Awards

Personal Information

Demographic Data
Emergency Contact
Names

other personal... ▾ ⟫

Contact Information

Permanent Address   Mailing Address
                           None

Cellular Phone   NYU Email
None   None

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

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

	Personal Information		Security	

| addresses | names | phone numbers | email addresses | emergency contacts | demographic information | ethnicity |

Emergency Contacts

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

Primary Contact	Contact Name	Relationship	Phone	Extension		
☑		Parent			edit	delete

ADD AN EMERGENCY CONTACT

SAVE

Personal Information **Security**

Addresses   Names   Phone Numbers   Email Addresses   Emergency Contacts   Demographic Information   Ethnicity

go to ... ▼ ⓥ

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

	Personal Information		Security	

| addresses | names | phone numbers | email addresses | emergency contacts | demographic information | ethnicity |

Phone Numbers

Enter your phone numbers below.

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

*Phone Type	*Telephone	Ext	Preferred	
NYU Emergency Alert ▼	999/999-9999		☐	delete
Mobile ▼	999/999-9999		☑	delete

ADD A PHONE NUMBER

SAVE

* Required Field

Personal Information **Security**

Addresses   Names   Phone Numbers   Email Addresses   Emergency Contacts   Demographic Information   Ethnicity

go to ... ▼ ⓥ