

## Visiting Student 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/BiddingandRegistration/yearlongregistrationinformation/index.htm>

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

### **Please note the following:**

- Beginning August 23 at 1:30 p.m. through September 10 at 9:30 a.m., visiting students register for fall and spring courses using the add/drop process via ABRA. Add/drop is not conducted in real time and each day at 1:30 p.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 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**

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 13 and 14). Once the add/drop period ends in September, spring add/drop resumes in November 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.

### **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 CERTIFICATONS**

In order to confer your degree, your Registrar may need to know that you have completed your course requirements and will receive a passing grade of “C” or better before your final grades post to your transcript. At NYU School of Law, fall grades are due the first week in **February 2014** and spring grades are due **June 6, 2014**.

If your Registrar will need passing grade certifications for you, it is important that you keep in mind the date by which your Register must receive the certifications and exam dates when selecting your spring classes. The course description will include exam date. The spring 2014 examination period is May 9-19. For classes which have full-period take-home exams, you may need to submit the exam earlier than the end of the exam period in order for the professor to have sufficient time to receive and review your exam. Please note that we require the professors to have **at least** three days in which to review your exam or paper before submitting a passing grade certification to our office.

If your registrar confirms they will need passing grade certifications, please submit a Passing Grade Certification Form to the Office of Academic Services.

The form can be found at:

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

Although we will request your faculty to read your exam or paper by the deadline your school requires the passing grade certifications, 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 the passing grade certification by the professor.) **There is a possibility you will not be certified to graduate in time for January or May graduation.**

Additionally, it is important that you request an official transcript be sent to your home school at the end of each semester. (*Please be sure all your grades have posted to your transcript before you make this request.*) You may make this request either in person at the Office of Records and Registration, located in Furman Hall, Suite 400, or by completing the online request form at: <http://www.nyu.edu/registrar/transcripts-certification/official-transcript.html>.

### **TUITION**

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