



2017-18

Year-Long Registration Guide

FOR UPDATED INFORMATION:

www.law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/index.htm

REGISTER VIA COURSES:

<https://courses.law.nyu.edu>



NYU

LAW

Office of
Academic Services

June 1, 2017

YEAR-LONG REGISTRATION GUIDE

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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/MSL

You will see references to two systems, COURSES and Albert:

COURSES is the Law School's registration system.

Keep in mind that you use **COURSES** (<https://courses.law.nyu.edu>) 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 each semester **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 number after the add/drop period.

INCOMING TRANSFERS, LLM's AND ALL OTHER CONTINUING STUDENTS: You will be able to register for both fall and spring courses before the fall 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 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 COURSES system for both parts of registration. Students may access COURSES at the following link: <https://courses.law.nyu.edu>. Use your NetID and password to log in.

BIDDING CYCLES

All students are assigned 1000 points for each semester. There will be three rounds of bidding for fall courses during June and July. The first round of spring bidding will take place in August and then spring registration will resume on October 30. At the end of each round, the bid requests are processed when the automated bidding algorithm is run. COURSES 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.

COURSES 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 seminar and you do not have permission to exceed the two-seminar maximum for the semester in question;
- Within the same 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, COURSES will not accept any of your bid requests.

COURSES 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 course updates website (<http://www.law.nyu.edu/academics/courses/courseupdates>));
- The maximum number of credits of 15 has already been scheduled;
- The class was full.

CONTINUED BIDDING CYCLES

Once the results from the bidding period are published on COURSES, you can make changes to your schedule during the subsequent cycles. You must use COURSES to participate. The first opportunity to make schedule changes for fall will be in July and for spring in November. During the longer cycles students will enter their requests and results will be processed and available at a later fixed date. Beginning the week before classes begin, bidding cycles will be processed daily during the remaining registration period.

Registration will resume October 30 for spring classes. 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.**

You have the ability to be placed yourself on a wait list in subsequent cycles. 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 page 11, "Using COURSES Registration System".

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

NOTE: It is recommended that you complete your transactions well before the last day of the bidding period to avoid problems connecting to or being disconnected from COURSES. 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.

REGISTRATION ELIGIBILITY

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

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/life/safety-health-wellness/student-health-center/records-forms-policies/health-requirements.html>. You may also contact University Health Services via email at health.requirements@nyu.edu.

c) ***Complete the sexual misconduct training module:*** This training module is intended to further reduce and enhance our response to incidents of sexual misconduct, relationship violence, and stalking — and to bring the University in compliance with new federal mandates.

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

The University will notify students of an emergency through various media, including text messages.

NYU requires that all students provide two types of emergency contacts:

1. The student's cell phone number (domestic or international).
2. A third party the University can contact in the case of an emergency, including the party's phone number.

Students will not be allowed to register for classes without this information on file in Albert. Updates should be made in the "Emergency Contact" information, which can be found under the "Personal Information" menu of the Albert Student Center.

The following steps will guide you through the process for entering your cell phone number and an emergency contact number. (See also graphics on pages 8-9.)

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 from 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.

Student Center

Academics

Finances

Personal Information

Demographic Data
Emergency Contact
Names
User Preferences

other personal... >>

Contact Information

Permanent Address ████████████████████ ████████████████████	Mailing Address None
Cellular Phone ████████████████████	NYU Email ████████████████████

To make personal data changes the student must use the drop-down menu on the Personal Information section, then click the go button.

SEARCH FOR CLASSES

Holds

Fall 2012-Financially Cleared
Advisor Approval Required
details ▶

To Do List

2011-2012 FAFSA
2012-2013 FAFSA
details ▶

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Fall 2012 Regular Academic Session session on April 19, 2012.
details ▶

Important: Students can not change their names on Albert. They must follow the instructions on:
<http://www.nyu.edu/registrar/forms-procedures/name-change.html>



The student can make changes to the following: addresses, phone, email, and emergency contacts.

go to ...

Personal Information Security Credentials Participation

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

Addresses

View, add, change or delete an address.

In this example, the student wants to make changes in address. They can click Edit or Add a New Address.

Address Type	Address	
Permanent	83 Rock St NY 10	edit
Dorm	[REDACTED]	

ADD A NEW ADDRESS

Personal Information Security Credentials Participation

Addresses Names Phone Numbers Email Addresses Internet Addresses Emergency Contacts Demographic Information Ethnicity Ethnic

go to ...



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.**

Please note that if you have any blocks on your record, including if 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 and the University Health Center, respectively on these matters.

IMPORTANT ITEMS TO KEEP IN MIND DURING REGISTRATION

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. Students will be dropped from a course if the co- or prerequisite is not met (see the Registration Calendar for dates). 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 COURSES, we have several other tools to help you assess classes.

Faculty Profiles and **Course Evaluations** are available at the following link:
<http://www.law.nyu.edu/academicservices/courseandfacultyevaluations>

Course Evaluations are available online 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 bid on 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 Office of Records and Registration will register you for the spring portion.

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>

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, simulations,

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.

Using COURSES Registration System

To access COURSES, go to <https://courses.law.nyu.edu>

REGISTRATION HOME

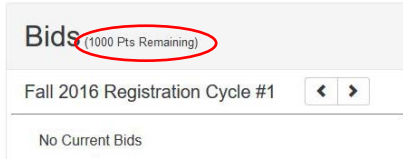
After logging in, you will see this home page:

The screenshot displays the NYU Law COURSES Registration System home page. At the top, there is a purple navigation bar with the NYU Law logo on the left and a 'Student Name' dropdown menu on the right. Below this bar, the word 'Courses' is prominently displayed. A search bar is located on the left side of the main content area. On the right side, there are two main panels. The first panel, titled 'Bids (1000 Pts Remaining)', shows 'Fall 2016 Registration Cycle #1' with left and right navigation arrows, and indicates 'No Current Bids'. The second panel, titled 'Registrations', shows 'Fall 2016' and indicates 'No current registrations'. The footer of the page is a purple bar with the NYU Law logo on the right and copyright information on the left.

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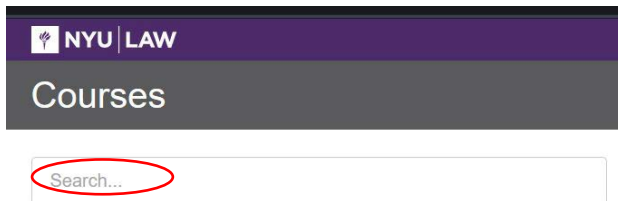
The “Bids” section will show your current bids while the “Registrations” section will show the classes you have won and are enrolled in.

Next to “Bids” you will see how many points you have left to bid.



SEARCHING

To bid on a class, you must search for it by typing the class name, instructor, or course ID in the Search field.

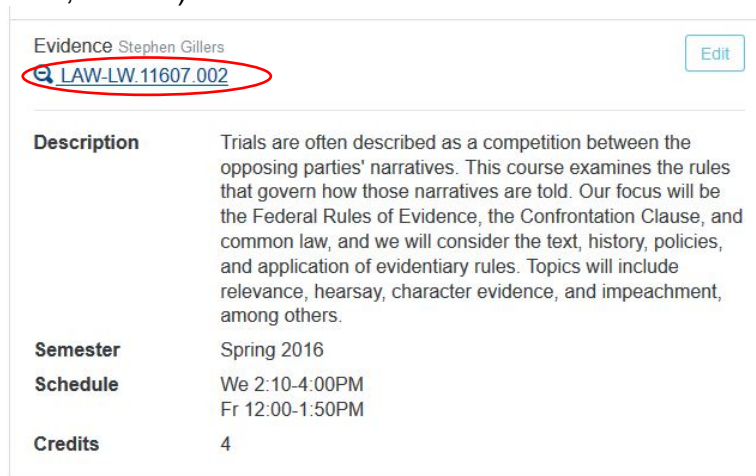


→ Note: the search function may be sensitive – if you input one wrong letter, space or symbol, your search will not yield results. If you are having difficulty finding a class, type a single word for the class instead of the full name.

Search results include basic information about the class including its class number and section number.

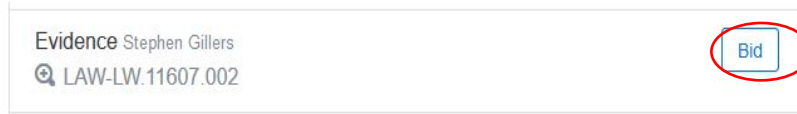


Click the CourseID link for a more detailed description of the class (full class description, schedule, credits):



BIDDING

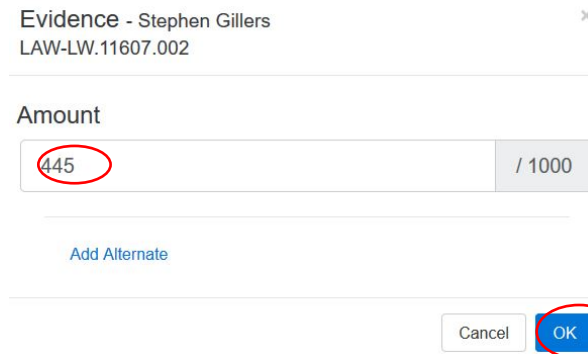
When you have found the desired class, you can place a bid on it by clicking the “Bid” button.



Evidence Stephen Gillers
LAW-LW.11607.002

Bid

The window below will appear so that you can enter the number of points you wish to bid on this class. After you enter the bid amount, click “OK”:



Evidence - Stephen Gillers
LAW-LW.11607.002

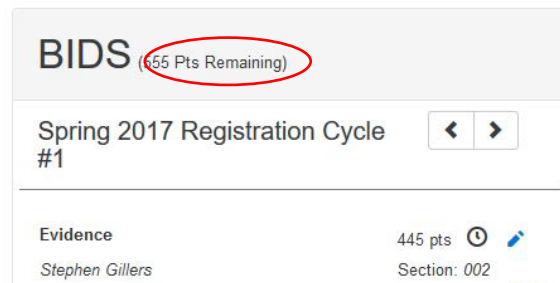
Amount

445 / 1000

Add Alternate

Cancel OK

Once you submit your bid, you will be able to see how many points you have left to bid:



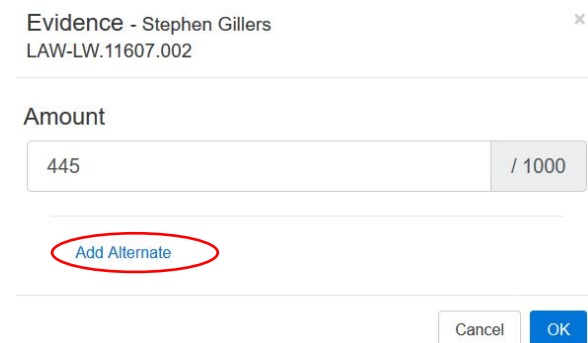
BIDS (655 Pts Remaining)

Spring 2017 Registration Cycle #1

Evidence 445 pts
Stephen Gillers Section: 002

ALTERNATE BIDS

When entering your bid for a class during bidding cycles, you may also add up to two (2) Alternate Classes. To do so, click the “Add Alternate” link, and then type the Class Name, Class ID, or Instructor Name of the class you wish to add as an Alternate, and select the relevant class section from the list:



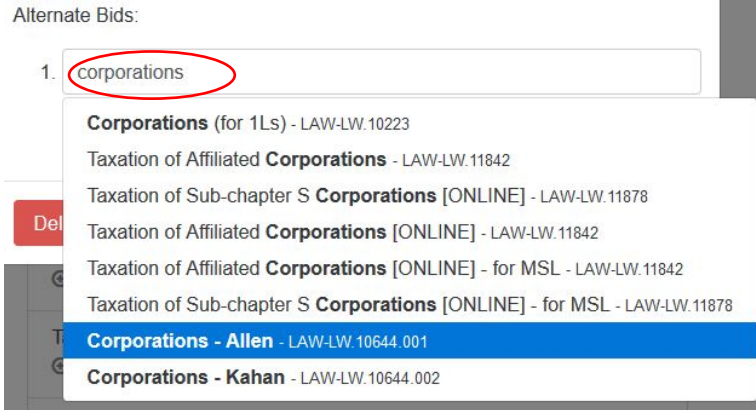
Evidence - Stephen Gillers
LAW-LW.11607.002

Amount

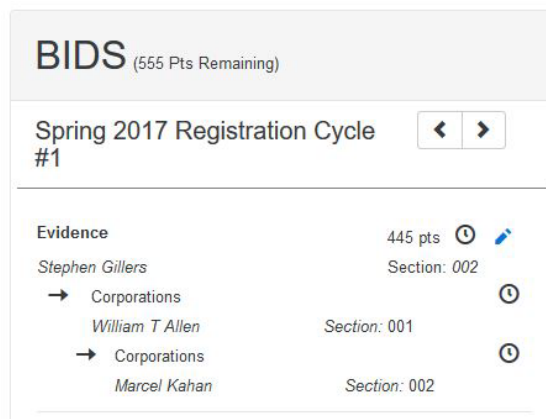
445 / 1000

Add Alternate

Cancel OK



Your principal and alternate bids will look as follows:



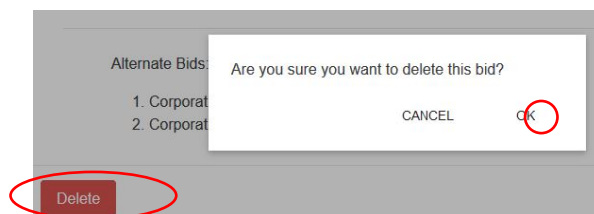
The number of points that you entered as your “principal” bid will roll over to your alternate bid(s) if you do not win the first option. In the example above, you would like to win Evidence. If you do not win Evidence, you would like to be enrolled in a) Corporations Section 001, or b) Corporations Section 002. Note that you may enter as Alternate Bids different sections of the same class.

MODIFYING & DELETING BIDS

You may modify any of your bids for the current Bidding Session by clicking on the stylus icon.



You may delete a bid by clicking on the stylus icon, selecting “Delete,” and then “OK” to confirm that you want to delete the bid.



BIDDING ON A CLASS WHICH HAS A PRE- OR CO-REQUISITE

When bidding on a class which has a co-requisite, you will receive a warning (yellow triangle) if you have not completed or are not bidding on the co-requisite. You must bid on the co-requisite in addition to bidding on the class. Check the Registration Calendar for the date by which you must be registered for the co-requisite before you are dropped from the class.

PRIORITY OPTION

The course priority option assists JD students satisfy the writing requirement and LLM students with bar eligibility by giving them priority to register for one class that they may need to take. The priority option is available for only certain classes (courses that offer writing or a subset of those approved by the NY Court of Appeals to meet §520.6 requirements, respectively) and can be exercised only one time. If you win a class by using the priority option, the option is no longer available to you.

For the 2017-2018 academic year, the courses available for LLM bar priority bidding are:

Commercial Law – LW.10965
Evidence – LW.11607
Information Privacy Law – LW.11019
Real Estate Transactions – LW.11279
Secured Transactions – LW.10118

If you drop a class won using the priority option, you will not be able to make use of the priority again.

NOTE: A limited number of seminars may restrict the number of students that may write a substantial/option A paper in a seminar, i.e., not all students that win a seat in a seminar will be able to satisfy substantial writing. Please check course descriptions. **A professor may want to require permission to register for the writing credit of their seminar. Therefore, you should take this into account when bidding. If you win a seat in the seminar remember that you must separately add the writing credit during the bidding period.**

If you will satisfy the substantial writing requirement in a seminar or course (as opposed to Directed Research), and you have received faculty approval (when applicable), you must register through COURSES during the bidding period for the additional Writing

Credit associated with the seminar/course by the stated deadline. After COURSES closes for registration you must submit an add/drop form to your program office by the stated deadline. No retroactive registration is permitted.

To exercise the priority, check the box for “Priority Bid “in the Bid window.

Information Privacy Law - Ira Rubenstein x
LAW-LW.11019.001

Amount 25 / 555

Priority Bid

Cancel OK

CONDITIONAL ADD/DROP (AVAILABLE IN LATER CYCLES)

There is a distinction between the initial bidding cycle and the subsequent bidding cycles. The first bidding cycle offers the opportunity to list alternates. The later bidding cycles will offer both alternates and the opportunity to use a “conditional drop” option. This option will allow you to drop class “X” if and only if you can get into class “Y”; you may allocate the points you paid for class “X” toward your bid for class “Y.” This is a great feature.

Please see the following instructions on how to choose the conditional drop feature:

1. When you open a bid window, you will see a link to conditionally drop a course from your existing registrations. (Figure 1)
 - a. Some courses are flagged as non-droppable.
 - b. While you cannot drop a course if it is your only registration in a term, you should still be able to conditionally drop it (meaning you will still maintain at least one registration in the term).
 - c. Non-droppable courses (including single registrations) are noted by a greyed-out ‘X’ in the Registrations list (Figure 2).
 - d. If you do not have at least one registration that is considered droppable, you will not see the ‘Add Conditional Drop’ link. (e.g., if you are registered only for a clinic, which is not droppable, you will not see this link)

Amount 0 / 755

[Add Conditional Drop](#)

Figure 1 Add Conditional Drop



Figure 2 Can't Drop a Registration

2. Once the 'Add Conditional Drop' link is clicked, a drop-down list of available registrations will appear.

Amount / 755

Conditional Drops:

1.

[Cancel](#)

Figure 3 Select A Registration

3. Select a course you wish to conditionally drop from this list. Once a course has been selected to be conditionally dropped as part of a bid, it will not appear for any other bids (i.e., a course can only be conditionally dropped as part of one bid).

Amount / 755

Conditional Drops:

1.

[Cancel](#)

- Corporate Tax I & II - J. Blank - LAW-LW.10409.001
- International Tax I and II - V. Zonana - LAW-LW.11352.001
- Estate and Gift Taxation - N. Cunningham - LAW-LW.11893.001
- Income Taxation of Trusts and Estates I - A. Bramwell - LAW-LW.11038.001

Figure 4 Choosing a Section

4. If the conditionally dropped course had a closing price over zero, those points are now required to be part of the new bid. In this screenshot, the closing price for Corporate Tax I & II is 245 points (green +245), and the bid validation now shows that 'the bid amount cannot be less than 245'.

Amount

0

/ 1000

The bid amount cannot be less than 245.

Conditional Drops:

1. Corporate Tax I & II - J. Blank - LAW-LW.10409.001 +245 pts ×

[Add Conditional Drop](#)

Figure 5 Refunded points from a Conditional Drop are required to be spent as part of the bid

5. Once the bid value reaches that minimum, the validation will be correct.

Amount

255

/ 1000

Conditional Drops:

1. Corporate Tax I & II - J. Blank - LAW-LW.10409.001 +245 pts ×

[Add Conditional Drop](#)

Figure 6 Validated Bid amount

6. You may drop as many courses as you have droppable registrations.

Amount

255

/ 1000

Conditional Drops:

1. Corporate Tax I & II - J. Blank - LAW-LW.10409.001 +245 pts ×

2. Estate and Gift Taxation - N. Cunningham - LAW-LW.11893.001 ×

3. International Tax I and II - V. Zonana - LAW-LW.11352.001 ×

[Add Conditional Drop](#)

Figure 7 Multiple Conditionally Dropped Sections on a Bid

7. Once the bid is created, it will show in your bid list.
 - a. The section on top is the course to be added
 - b. The trash can icon denotes any registrations to be conditionally dropped
 - c. The points in green denote the points being refunded from the to-be-dropped registration

Health Law - S. Law	
LAW-LW.10797.001	255 pts
 Corporate Tax I & II - J. Blank	
LAW-LW.10409.001 +245 pts	

Figure 8 Conditional Add Drop bid in Bid List

- d. NOTE: Validation warnings/failure messages do not update when conditionally dropped sections are added to the bid; the bid will go through validation when you try to save it. An example: If you are trying to conditionally swap sections for the same course, there will be a Bid Fail alert that the course is 'previously taken'. If the conflicting section is being conditionally dropped the bid will validate properly and save, and the warning won't appear in the bids list.

RESULTS



To view bidding results, log into COURSES; under "Registrations" you will see the list of classes in which you are currently enrolled.


DROPPING A CLASS

To drop a class, scroll down to the "Registrations" portion of the COURSES screen. Click on the red "x" to the right of the class you want to drop (see below). If you want to drop a class in a different semester, use the directional arrows to go to the appropriate screen.

Registrations

Create

Fall 2016  

<p>Federal Courts and the Federal System - D. Golove</p> <p>LAW-LW.11722.001</p> <p style="text-align: center;">0 Points</p>	4 Credit	
---	----------	---

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 no later than the third week of classes. 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, COURSES will not permit you to register for more than two seminars/colloquia. Seminar waivers will be reviewed after the first round of bidding each semester.

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 COURSES,** 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, simulation or writing credit 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 **COURSES will be closed for add/drop at that time.** If permission has been granted on an add/drop form, a seminar, colloquium, simulation or writing credit 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 classes without receiving a WD on his 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 Office of Records and Registration 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 Office of Records and Registration 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 Office of Records and Registration 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 COURSES record and the Office of Records and Registration 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 (minimum 1,000 words) 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, Property, 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. To make the election, go to the Academics area of the Student Services Center; select the “Enroll” link; select a course to edit; select from a list of eligible courses; select and confirm your grading selection.

VISITING STUDENTS:

Please see the *Visiting Student Memo from Dean Kirkland* for further information regarding credit/fail option (only for J.D. Students).

Registration Policies and Procedures for Courses in Other Divisions at the University

- 1) With the permission of the Office of Academic Services and subject to supervision of the Vice Dean, J.D. students may register for up to 12 credits and with the permission of the Office of Graduate Affairs and subject to the permission of the Faculty Director and supervision of the Vice Dean, LL.M. students up to 6 credits of courses offered in other graduate schools and in exceptional cases undergraduate divisions of the University by submitting a petition to the Office of Academic Services.
- 2) The student's petition must include:
 - a. An explanation of the student's reasons for seeking to receive law school credit for the course. If the student is able to show that the course is directly related to the study of law, the law school administration will usually grant the request to allow law school credit as long as the course is appropriately rigorous. If the course is not directly related to the study of the law, the law school generally will not allow law school credit unless the student is able to make a detailed, persuasive showing that taking the course will further the career that the student intends to pursue and/or enhance the value of law school courses that the student plans to take. Basic courses in foreign languages will not qualify but a course conducted in a foreign language that is directly related to the study of law may be permitted upon petition of a student, and a student can petition to take one course conducted in a foreign language that is not directly related to the study of the law by showing that the course will further the career that the student intends to pursue or enhance the value of law school courses that the student plans to take.
 - b. The syllabus for the course that the student is seeking to take at the other division of the University for law school credit.
 - c. Information about the teacher of the course that the student is seeking to take at the other division of the University for law school credit.
- 3) Grades for these courses are not computed in the GPA, and they may not be taken credit/fail.
- 4) Students may take no more than 6 credits of non-law courses in any one semester. LL.M. students may enroll in no more than 6 credits of non-law courses that may be counted towards the LL.M. degree. For J.D. students, up to 12 credits of non-law courses may be counted towards the J.D. degree and up to 12 transfer credits may be counted for dual-degree students.

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

Additional information for LLM Students:

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.

VISITING STUDENTS:

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

General information for both J.D. and LL.M. students regarding courses outside the School of Law:

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 from 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 Standard 310, “a ‘credit hour’ is an amount of work that reasonably approximates:

(1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or

(2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

Therefore, be advised that the number of credits received towards the law degree will differ despite the actual credits assigned by the graduate school. 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 on our web site at <http://www.law.nyu.edu/recordsandregistration/crossregistration> for registration instructions about Stern courses.

Please note the following:

- a) Preferential Courses: You are required to use COURSES 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>

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

<http://www.stern.nyu.edu/Registrar/CourseInfo/CourseSchedule/>

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 under the Proficiency Exam tabs at: <http://www.stern.nyu.edu/portal-partners/academic-affairs-advising/policies-procedures/program-procedures/core-proficiency>

Law School students interested in taking the exam should email: advising@stern.nyu.edu. Upcoming exam dates are listed at: <http://www.stern.nyu.edu/AcademicAffairs>.

The Foundations of Finance pre-requisite/Corporate Finance co-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 one course at each other's schools. Students must review the information online and use the online request form to apply on our web site

(<http://www.law.nyu.edu/recordsandregistration/crossregistration/columbialawschoolnyuschooloflawexchange/>). 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.**

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:

- **COURSES**
- **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 COURSES to add and drop courses. However, COURSES 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 Dean of Students.

[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. COURSES 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:

You may contact john.stephens@nyu.edu and copy 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.