MEMO

To: Transfer Students
From: Michelle Kirkland, Assistant Dean for Academic Services and Registration
Re: Important Year-Long Course Registration and Relevant Information
Date: June 2016

Congratulations and welcome to New York University School of Law. **Please read this memo and the attached documents called J.D. Academic Regulations and Requirement Guide and the Year-Long Registration Guide** These guides have been prepared to help you plan to meet your requirements and schedule your courses for the entire year. The general process of registering for courses is explained, as are the course and credit requirements for the Juris Doctor degree. These guides can be found on our website at: [http://www.law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/](http://www.law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/)

Students register via the Courses Site accessed at [https://courses.law.nyu.edu/](https://courses.law.nyu.edu/). You will be able to register for both fall and spring courses in advance of the start of the fall semester. You will have access to the Courses Site on the day of orientation. 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. **There will be two fall registration cycles for transfer and visiting students.** After the transfer/visitor fall registration cycles, all students will bid on spring 2017 courses.

The Courses Site will be available for transfer and visiting students as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>August 8 at 1:30 pm</td>
<td>Transfer and Visiting students only: Deadline to submit permissions or waivers (including waivers of prerequisites taken at other law schools) for Fall. <strong>Bids for applicable courses will not be accepted without waiver, permission or satisfied requisites.</strong></td>
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<tr>
<td>August 8 at 1:30 pm - August 10 at 9:30 am</td>
<td>Transfer and Visiting students only: COURSES SITE available to register requests for Fall 2016 Transfer/Visitor Bidding Cycle # 1.</td>
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<tr>
<td><strong>WEDNESDAY MORNING</strong>, August 10 at 9:30 am</td>
<td>Fall 2016 Transfer/Visitor Bidding Cycle # 1 is run.</td>
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<tr>
<td>August 10 at 6:00 pm</td>
<td>Results of Fall 2016 Transfer/Visitor Bidding Cycle # 1 are available on the COURSES SITE.</td>
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<tr>
<td>August 10 at 6:00 pm - August 12 at 9:30 am</td>
<td>Transfer and Visiting students only: COURSES SITE available to register requests for Fall 2016 Transfer/Visitor Bidding Cycle # 2.</td>
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<tr>
<td><strong>FRIDAY MORNING</strong>, August 12 at 9:30 am</td>
<td>Fall 2016 Transfer/Visitor Bidding Cycle # 2 is run.</td>
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August 12 at 3:00 pm  Results of Fall 2016 Transfer /Visitor Bidding Cycle # 2 are now available on the COURSES SITE

The following information should be read in conjunction with but not in place of the Year-Long Registration Guide and the J.D. Academic Regulations & Requirements Guide.

REQUIREMENTS FOR JURIS DOCTOR DEGREE

A student may transfer a maximum of 30 credits from their first law school. A student transferring from an international law school may only transfer a maximum of 27 credits. A statement of transfer credits will be prepared and distributed to you at orientation to assist you in registering for classes. Please read the J.D. Academic Regulations & Requirements Guide, available online in our Guides Library at: http://www.law.nyu.edu/academicservices/

All transfer students will be registered for Legislation and the Regulatory State in the fall semester (see the Schedule of Classes for details). If you have taken an equivalent course at your former institution, you may be waived from this requirement; submit a syllabus to the Office of Academic Services for review.

YEAR-LONG REGISTRATION

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 in our Guides Library at http://www.law.nyu.edu/academicservices/

Pre- or Co-requisites – 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. form available online at http://www.law.nyu.edu/academicservices/forms.) All waivers signed by the instructor must be received in the Office of Records and Registration no later than 1:30 pm on August 8, 2016. If you have not taken the prerequisite or provided prior JD confirmation of the course(s) taken at another law school by submitting the waiver form, the Courses Site will not permit you to bid on the course. Note: Prerequisite waivers for courses must be filed each semester.

TUITION

Transfer students must make payment for the Fall 2016 semester by the first day of class, August 31, 2016.

HELPFUL LINKS FOR REGISTRATION

Carefully review the information at the links listed below. This information is essential for a successful registration experience.

1) Academic Sitemap – To facilitate finding information, we have created a site map. Simple headings should help you find the information that you seek: http://www.law.nyu.edu/academicservices/.

2) Registration and Academic Calendars – Important dates for each semester. It is especially important for you to be aware of dates and deadlines since you will register for both fall and spring courses.
3) **Degree Requirements:** [http://www.law.nyu.edu/academicservices/degreerequirements/](http://www.law.nyu.edu/academicservices/degreerequirements/)

4) **Scheduling Your Courses:**
   [http://www.law.nyu.edu/recordsandregistration/schedulingyourcourses/](http://www.law.nyu.edu/recordsandregistration/schedulingyourcourses/)

5) **Year-Long Registration Guide:**
   [http://www.law.nyu.edu/recordsandregistration/biddingandregistration/yearlongregistrationinformation](http://www.law.nyu.edu/recordsandregistration/biddingandregistration/yearlongregistrationinformation)

6) **Course Descriptions** – These online descriptions contain all relevant information about the course, including method of evaluating work, attendance requirements, pre/co-requisites, mutual exclusivity, etc., so it is important to read the entire page. If a faculty member has not completed their course description, you will not be able to search for that class via this site. The course will only be listed on the Schedule of Classes link: [https://its.law.nyu.edu/courses/](https://its.law.nyu.edu/courses/)

7) **Schedule of Classes** – Classes can meet at any time within the designated blocks not only at times listed in the schedules. While staying within the block, an instructor may (with notice) alter regular meeting times or use any unallocated time for makeup classes. The schedule of classes and the block schedule can be found at: [http://its.law.nyu.edu/cms/public/schedules/](http://its.law.nyu.edu/cms/public/schedules/)

8) **Faculty Biographies** – [https://its.law.nyu.edu/facultyprofiles/](https://its.law.nyu.edu/facultyprofiles/)

9) **Cross-Registration** – Includes language courses in the College of Arts & Science and Stern Graduate School of Business preferential courses.
   [http://www.law.nyu.edu/recordsandregistration/crossregistration/](http://www.law.nyu.edu/recordsandregistration/crossregistration/)

10) **Course Updates** – All changes in the curriculum will be posted on the web site. You must check the site regularly for updated course information such as new courses, canceled courses, and corrections to the schedule. Even if you are registered for a course, you will not be notified of changes. It is your responsibility to check the update for any changes and for new courses that may have been added prior to either term. [http://www.law.nyu.edu/academics/courses/courseupdates](http://www.law.nyu.edu/academics/courses/courseupdates)

11) **Forms** – Downloadable forms as detailed in your guides.
    [http://www.law.nyu.edu/academicservices/forms/](http://www.law.nyu.edu/academicservices/forms/)

12) **Exam Schedule** – Please note students are advised to review the exam information in course descriptions and on the Exams website: [http://www.law.nyu.edu/academics/exams/](http://www.law.nyu.edu/academics/exams/)

13) **Course Evaluations** – Prior to Spring 2005, course evaluations are available in the Office of Records and Registration or the law library. Course evaluations from Spring 2005 and forward are available online. Beginning Fall 2008 you will be able to see comments in addition to the statistical information. [http://www.law.nyu.edu/academicservices/courseandfacultyevaluations](http://www.law.nyu.edu/academicservices/courseandfacultyevaluations)

14) **Registration Statistics from Prior Years** – Reviewing the enrollment figures from prior years might provide a sense of which courses were historically popular when planning your bids for courses. [http://www.law.nyu.edu/recordsandregistration/schedulingyourcourses/](http://www.law.nyu.edu/recordsandregistration/schedulingyourcourses/)

15) **NYU Classes** – Check NYU Classes for syllabi and assignments for any courses for which you are registered. Sign on to your NYUHome account at [https://home.nyu.edu](https://home.nyu.edu) and choose the Academics tab to view available NYU Classes course pages. Not all faculty post assignments and the
only way you will know is if you check on a regular basis. You can only view NYU Classes assignments for the courses for which you are registered.

16) Course Syllabi or Early Semester Assignments (Class Web Pages) – Not registered for a course but considering registering during add/drop? Check ‘Course Syllabus or Early Semester Assignment’ at http://www.law.nyu.edu/academics/courses/coursesyllabiandassignments/

Please feel free to contact the Office of Academic Services or the Office of Records and Registration if you need additional information or assistance.

**Good luck and we look forward to seeing you on Monday, August 8 at the mandatory transfer student orientation.**