2019-20 Class Registration Guide for LLM & Exchange Students

Registration Calendar
www.law.nyu.edu/recordsandregistration/registrationcalendar/
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1. INTRODUCTION

Welcome to New York University School of Law’s Graduate Program! We are excited to meet you in August. Over the summer, you will need to start planning your year at NYU and selecting which courses you want to take. This document guides you through the process of researching and registering for classes.

To register for classes, all NYU Law students use our Course Bidding System (“COURSES”). COURSES opens on June 21, 2019 for registration for fall classes. In August, students will have an opportunity to register for spring classes.

Although the Law School works assiduously to provide adequate capacity in classes, sometimes demand for a class exceeds capacity, especially when demand is driven by the popularity of individual professors or specialized topics. COURSES is designed to allow students to express priorities regarding course selection.

Please note in your calendar the deadlines stated in the online Registration Calendar as they are strictly applied.

Though the amount of information on registration may appear daunting at first, we have tried to provide clear and user-friendly instructions; we urge you to read through the Guide carefully. If you have any questions, please contact the offices listed below. We are pleased to assist you via email, Skype, telephone or in person.

For the Tax Program (including International Tax):
Graduate Tax Office
245 Sullivan Street
Furman Hall, Suite 340
Phone (212) 998-6150
law.taxprograms@nyu.edu

For all other LLM programs and for Exchange students:
Office of Graduate Affairs
245 Sullivan Street
Furman Hall, Suite 340
New York, NY 10012
Phone (212) 998-6015
law.graduateaffairs@nyu.edu
2. PLANNING YOUR SCHEDULE

TYPES OF CLASSES
Classes at the Law School vary in size and format and include courses, seminars, simulations, colloquia and clinics.

- **Courses**: typically, mid-size or larger, lecture-style classes. While courses tend to be larger than seminars, they do feature student and faculty interaction (some faculty use the Socratic Method). Sometimes the word “courses” is used in a more general sense, interchangeably with “classes,” to denote all classes taught at the Law School.
- **Seminars**: smaller classes that emphasize class participation and discussion based on assigned readings. Seminars often require a long paper at the end of the semester or submission of shorter writing assignments throughout the semester.
- **Simulations**: classes in which students receive tangible experience in tasks and processes related to a particular area of law. In simulation classes students may draft briefs and/or memos, and conduct mock arguments, mock trials or mock negotiations.
- **Colloquia**: feature presentations of papers by faculty and distinguished visitors and usually demand that you read and write reaction papers to challenging, cutting-edge research. Many colloquia offer some public sessions open to the Law School community.
- **Clinics/Externships**: involve representation of actual clients or communities under faculty supervision. There is an application procedure for these.

LLM students take classes with upper-level JD students (first-year JD students follow a predetermined curriculum). However, there are some classes covering basic American law topics designed for international LLM students only, including: *Contracts* (for LLM students); *Introduction to US Civil Procedure*; and *Graduate Lawyering*.

CREDIT LOAD
Full-time students take at least 24 credits but no more than 30 credits in fall and spring (this does not include credits for the introductory summer classes). You may take between 10 and 15 credits per semester. In rare circumstances, students may request and be approved for more than 15 credits in a semester, but may not exceed a total of 30 credits in fall and spring.

Fall & Spring: 24-30 credits  
Per semester: 10-15 credits

COURSE LOAD
When planning your course load think about the number of classes you will be taking. Four classes per semester may be ideal, five is common, six is very challenging. During the registration period, you may enroll in more classes than you intend to take and then drop classes after you’ve attended them and decided which ones you prefer.

CHOOSING CLASSES
Choosing classes requires some work on your part. First, spend time reviewing information about class offerings and requirements:

- **Specialization requirements**: Check your specialization’s requirements, so that you know which classes you need for your degree.
• **Class offerings:** Explore the upper-level class offerings for the fall 2019 and spring 2020 semesters. When you click on the title of a class, you will see a description of it including class schedule, examination procedures, and pre/co-requisites. For each class you are considering, note which semester the class is offered, what days and times it meets, the number of credits, the name of the professor, the type of class (e.g. seminar, colloquia, course), method of evaluation, and the exam date.

• **Prerequisites and Co-requisites:** For each class you are considering, note any prerequisites or co-requisites, and make sure you either take the prerequisite class first, or request a waiver of the prerequisite requirement (see page 11 for details).

• **Type of Evaluation:** Check class descriptions to note the type of evaluation each class you are researching requires. If you prefer writing papers to taking in-class exams, choose at least some courses that require or give the option of writing a paper or a full-period take home exam. Many students find that choosing classes with different types of evaluations works best for them.

• **NY Bar exam:** If you plan to take the New York bar exam and need the NYU LLM for bar eligibility, you are required by the NY Board of Law Examiners to take particular classes. Check the list of classes at NYU Law that count toward meeting these requirements.

• **Course updates:** Check course updates on an ongoing basis during registration for information on new courses, canceled courses, schedule changes, and other important announcements relating to classes.

After reviewing this basic information, try to come up with a preliminary idea of what your fall and spring schedules will look like by focusing on which topics you would like to cover and when classes meet. Keep in mind that students are limited to two seminars/colloquia each semester. You will eventually also want to consider advice from faculty who focus on areas of interest to you, alumni and/or lawyers in your field, and, later, your impressions of the first class. To refine your plan, refer to further information at the links below:

• **Online Chats with Faculty and Administrators**
  Click on the link above, enter your netid and password, and click on “Plan Your Class Schedule” for recordings of chats with Faculty Directors of LLM specializations and with administrators who advise LLM and Exchange students.

• **Faculty Biographies**

• **Syllabi** (some are available online).

• **Evaluations of Classes** by students

• **Course Block Schedule**
  Shows the various blocks of time in which classes are scheduled. Each block is designated by a letter (e.g., A,B,C,D). The online schedule of classes (fall 2019 and spring 2020) shows for each class the letter of the time block in which it is taught; noting these letters can help you see time conflicts.

• **Grade Distributions**

The Law School does not monitor the transcripts or curricular choices of every student. It is your responsibility to review degree, specialization, and, if applicable, bar eligibility requirements to ensure that you have satisfied them. Keep these requirements in mind as you make your class selections for each term. If you have questions about requirements, please consult the Office of Graduate Affairs or the Graduate Tax Office.
ACADEMIC OPPORTUNITIES

Graduate Lawyering
We generally recommend that students register for a fall section of the Graduate Lawyering I class. This class provides the opportunity, in a seminar environment, to develop skills crucial to success in a US law school and in US legal practice. However, if you score a “3” (exceeds expectations) on the Introduction to US Law exam, or received approval to waive the requirement to take the summer introductory classes, we recommend that instead of a fall section, you take the one-week January section of Graduate Lawyering I (during the last week of the winter break).

To meet the diverse needs of students, the Law School offers intensive sections of Graduate Lawyering I designed for students who want to focus on improving their legal English language skills. Graduate Lawyering I: Intensive (2 credits) meets for two hours every week. Some seats in these sections are reserved for students recommended by the faculty teaching the introductory summer classes.

Graduate Lawyering II, in spring, offers the opportunity for students to continue to develop their US research and writing skills in a seminar environment.

Students who need the NYU LLM to meet the NY Bar eligibility requirements may count Introduction to US Legal Practice (summer - 1 credit) and Graduate Lawyering I (fall semester or winter break) toward the 2 credits required in legal research, writing, and analysis.

Writing Credit
In seminars, colloquia, and courses that offer the option of an additional writing credit, students may earn one credit for writing a substantial paper. Typically, a seminar will require a 20-25 page paper (assignments do vary – check the class description). To earn an additional credit, if that option is offered, students write a longer paper, typically at least 10,000 words (40 pages) in length, exclusive of footnotes.

To register for a writing credit, you must in the same semester be registered for the class associated with the writing credit. Once you have successfully registered for the seminar to which the Writing Credit is attached, you may add a Writing Credit with a “0” bid or via an add/drop form at the Office of Graduate Affairs. The deadline for registering for a writing credit is September 18 in the fall semester and February 5 in the spring.

Directed Research
Students who wish to undertake independent research and writing may contact individual full-time instructors and agree on a research project. The usual allocation for Directed Research is two credits. A student may write a one-credit Directed Research. A two-credit Directed Research project should conform to the requirements for an Option A paper; a one-credit Directed Research paper should be at least 5,000 words (which corresponds to roughly 20 double-spaced pages in print), exclusive of footnotes. A three-credit Directed Research project is highly unusual and requires the approval of Vice Dean Randy Hertz. To register, submit for approval a written proposal of at least 1000 words (approximately 3 pages) to the faculty member supervising the work. Submit the approved proposal to the Office of Graduate Affairs or the Tax Program Office along with an add/drop form. The deadline for registering is September 18 in the fall semester and February 5 in the spring.
Clinics and Externships
Clinical courses combine work in the field with seminars. Students may not be registered in a clinic without first applying and being accepted into it by the instructor. Clinic applications were accepted beginning May 28, and the deadline for submission of applications was June 5 at 5:00 pm (New York time). If you did not apply for a clinic/externship, but are now interested, you may inquire as to whether there are open spots.

Auditing
A matriculated student may audit classes with the permission of the instructor. Students do not take examinations in or write papers for audited courses, and they do not appear on the Law School transcript. Professors expect auditors to do the reading. Courses that have closed may not be audited.

IF YOU ARE NOT INTERESTED IN REGISTERING FOR CLASSES OUTSIDE OF THE LAW SCHOOL, GO DIRECTLY TO SECTION 3, PAGE 10.

Cross-Registration
On a limited basis, you may register for classes at other NYU divisions including the Stern School of Business, some Columbia Law School classes, and undergraduate language classes.

Classes at Other NYU Divisions

LLM students may count toward the LLM degree up to 6 credits of courses offered in other graduate schools, and in exceptional cases, undergraduate divisions of the University by submitting to the Office of Graduate Affairs a Request to Register for Non-Law School Graduate Course form. The request must be approved by the Faculty Director of the student’s LLM specialization and by the Vice Dean. The request 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.
The maximum of 6 credit hours (to count toward the degree) may be restricted further but not expanded by the Faculty Director. Students may enroll in no more than 6 credits of Non-Law School courses in any one semester. In some cases, the permission of the professor from the other school is also required.

Grades
Grades for courses taken outside NYU School of Law are not calculated in the grade point average.

Allocation of Credits
Classes offered outside of the Law School sometimes have insufficient meeting hours for the Law School to award the same credit value assigned by the school offering the class. Prior to finalizing your schedule, consult with the Office of Graduate Affairs to confirm the number of credits you will earn for the Non-Law School course.

Tuition
Approved Non-Law School classes are covered by the flat rate of tuition paid by full-time students. The flat rate of tuition covers 30 credits in fall and spring. To calculate how many credits you are taking for this purpose, full-time students use the number of credits attributed to a Non-Law School class by the Law School. Please note that for part-time students, tuition is calculated based on the number of credits assigned to the class by the School offering it, though tuition is charged for these credits at the Law School rate.

Students who wish to take courses that have not been approved by the Faculty Director and Vice Dean must pay tuition for those courses and those courses will not count towards their Law School degree.

For information on tuition rates, please contact the Office of Student Financial Services by telephone at (212) 998-6050, or via email to law.finaid@nyu.edu.

Stern School of Business
The Law School offers some classes that are “cross-listed” at Stern and the Law School. Classes that begin with the title “Law and Business of…” and other classes designated by a “Z” in the footnote column of the online course schedule are cross-listed and typically include half law students and half business school students. Cross-listed classes do not fall under the “cross-registration” umbrella and are treated the same as other Law School classes.

There are two categories of Stern classes for which you may cross-register:

a) Preferential Courses: designated by “Prf” in the course schedule, these are pre-approved to count toward the LLM degree. Use COURSES to register for them. The spring selection of preferential courses is available in early November and deadlines for spring registration are set at that time.

b) Other Stern Classes: With approval from the Vice Dean, Law students may take law-related courses at Stern. For registration procedures, refer to the section above entitled Classes at Other NYU Divisions.

Students may take no more than 6 credits at Stern per semester (use the number of credits the classes carry at Stern). Grades in Stern preferential classes do not count towards the Law School
grade point average (GPA). Also, Stern classes often have insufficient meeting hours for the Law School to award the same credit value assigned by Stern (e.g., a course that carries 3.0 credits at Stern may carry only 2.75 credits at the Law School).

Prerequisites for Stern Classes:
Be sure to check the pre and co-requisites for Stern courses on the Stern website. Stern upper-level finance courses require the Stern classes Foundations of Finance (COR1-GB.2311) as a prerequisite and Corporate Finance (FINC-GB.2302) as a co-requisite. A student who has taken Corporate Finance at the Law School (LAW-11461) in fall will meet these requirements and qualify to take some Stern upper-level finance classes in spring [Note: The Law School’s Corporate Finance course (LAW-11461) is mutually exclusive with both Foundations of Finance (COR1-GB.2311) and Corporate Finance at Stern (FINC-GB.2302)].

You may obtain a waiver of a finance prerequisite for a Stern class if you meet one of the following conditions:

- You have taken finance classes as part of an MBA degree.
- You are in the LLM APCLB program and took the Stern summer course on finance topics.
- You were a Finance undergraduate major, or you took a minimum of five courses, from an accredited institution, which directly correspond to the subject matter.
- If you do not meet the requirements above, you will need to take and pass a proficiency exam in the topic(s) required. Students interested in taking a proficiency exam should email: advising@stern.nyu.edu.

If you would like to waive a prerequisite for a Stern course, please contact the Office of Graduate Affairs. OGA staff can answer your questions about prerequisites and registering for a Stern class.

**Columbia Law/NYU Law Exchange**
Columbia Law School and NYU Law allow students to take a limited number of courses at each other's schools. Students may take one course at the other school during their academic career. Only those courses approved by each institution are available for cross-registration. Exchange students and part-time LLM students are not eligible. The list of available Columbia classes is posted late in the registration process, so please register for classes as if you are not taking a Columbia class; if you register for one later, you can then adjust your schedule to accommodate it. 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 (See Registration Calendar).

**Undergraduate Language Courses**
Full-time students may register for a foreign language course in the College of Arts and Science (beginning, intermediate and advanced language courses; literature courses are not available through the program). These courses are not offered for credit towards the LLM degree. To request a language course please submit to OGA a Language Class Request form by the deadline noted in the Registration Calendar.

Law students enrolling in a language class may, with permission, take 18 credits per semester and will not be charged additional tuition. To request approval to take more than 15 credits, submit a Credit Load Permission form to OGA. You may drop a language class until the last day of Law School classes without a notation on your transcript.
3. REGISTRATION POLICIES

FULL-TIME STUDENTS: TUITION AND CREDIT LOAD
The flat rate tuition charge entitles you to take a maximum of 30 credits during the academic year (fall and spring). Undergraduate language courses, and the summer courses Introduction to US Law and Introduction to US Legal Practice, do not count toward the maximum of 30 credits allowed under the flat-rate. However, the one-week winter Graduate Lawyering I course counts towards the 30 credit limit. At the Law School, full-time LLM students must register for a minimum of 10 credits in a semester. If you are registered for fewer than 12 credits in a semester, you are still responsible for full-time tuition (the flat rate) for the semester.

PART-TIME STUDENTS: CREDIT LOAD AND TUITION
Part-time students may register for a maximum of 6 credits per semester. As a strategic matter, part-time students who take more than one class in a semester prefer to register for one class and wait to register for additional classes until they have attended the class to get a sense of the workload. A late registration fee applies if you do not register for any classes before the first day of the semester, so you should register for at least one class ahead of time. Students who are employed full-time are strongly advised to limit their course load to 3 or 4 credits per semester. Most part-time students limit themselves to 2-3 credits per semester.

Part-time students who wish to register for more than 6 credits in a semester must obtain approval before registering for the additional credits (use the Credit Load Permission form). Please note that all part-time students are required to take their exams as scheduled, which may include day-time exams for evening courses; rescheduling is not permitted. Also note that courses required for some programs are not offered in the evening.

Tuition for Part-Time Students
Part-time LLM students are charged for tuition on a per credit basis, and tuition liability attaches at the time of registration.

Students who change status from full-time to part-time or part-time to full-time should consult the Office of Student Financial Services for information concerning tuition rates. For students who change from full-time to part-time, prior semesters are retroactively changed to per-credit billing. For instance, if a student took 13 credits as a full-time student and switched to per-credit billing as a part-time student, the student would now owe additional tuition and fees for the credits already earned.

If you are a part-time student, pay special attention to the refund schedule posted on the Bursar’s website. The refund schedule notes the deadlines for receiving a reduction in tuition liability. There are two refund schedules; one for students who drop all of their courses, and another for students who remain enrolled in at least one credit in that semester. Also, 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 drop a course during the period in which 100% tuition is refunded, you may do so without financial penalty. However, after the 100% refund deadline, any drop will be refunded at the stated rate. Registration fees are distinct from tuition charges, and are non-refundable once the semester begins.
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, contact the appropriate program office via e-mail or fax in order to meet the deadline.

**PREREQUISITES AND CO-REQUISITES**

Some classes require a pre-requisite so that you must have taken a particular class to be eligible to enroll in a more advanced class. In some cases, you may take a required basic class at the same time as you take the more advanced class – this is a co-requisite. Prerequisite and co-requisite requirements ensure that you are prepared to handle course material. For details on pre/co-requisite requirements see the class descriptions posted online.

If you have already taken a class similar to the prerequisite course (even if it was at another school), you may request a waiver of the pre/co-requisite. To do so:

a) Email the Professor teaching the course describing your background and experience relevant to the topic of the class and requesting a waiver (attaching your transcript and/or resume helps)

b) Fill out a [Pre/Co-requisite Waiver form](#).

c) If the professor agrees to waive the pre/co requisite, forward to the Office of Graduate Affairs the message from the Professor granting the waiver, as well as the completed Prerequisite Waiver form.

There is a different procedure regarding requests to waive prerequisites for courses at the Stern School of Business (see pages 8-9).

You must submit a Prerequisite Waiver form for each course (and each section of a course) for which you are seeking a waiver. The waiver process may take a few days, so get this done early in the registration period. COURSES will not allow you to place a bid on a class that requires a prerequisite unless you are registered for the prequisite class in an earlier semester or have completed the prerequisite waiver procedure.

You may place a bid on a class that requires a co-requisite without having received a co-requisite waiver. If you haven’t met the co-requisite requirement or completed the process to waive it by the end of the Cycle #2, you will be dropped from the class.

Tax Students: note that *Corporate Taxation* is a commonly waived prerequisite for students with a US JD.

**MUTUALLY EXCLUSIVE CLASSES**

You may not take two courses with the same course number even if the course names are slightly different; you also may not take courses that are designated as mutually exclusive. For example, *Project Finance* and *Financing Development* are mutually exclusive and you cannot take both classes.

→ You can bid on two mutually exclusive classes, but COURSES will allow you to win only one of them. Avoid this error, which, in early cycles, may result in wasting bidding points when bidding prices tend to be at their lowest.
TWO SEMINAR/COLLOQUIA PER SEMESTER LIMIT
Seminars/Colloquia: Students may take two seminars/colloquia each semester (students may take 2 seminars per semester, or 2 colloquia, or 1 seminar and 1 colloquium). This limit does not apply to the seminar portion of a clinic.

Students may request a waiver of the 2 seminar/colloquia per semester limit. To do so, submit the Permission to Waive the Seminar/Colloq. Limit form to the Office of Graduate Affairs. The faculty director of your program and the Vice Dean will review the request and make a final decision. Requests will be reviewed after Cycle #1 to give all students ample opportunity to obtain places in seminars.

→ You may bid on more than 2 seminars/colloquia in a semester, but COURSES will allow you to win only 2 of these classes. Avoid the error of bidding for more than 2 seminars/colloquia without a waiver because, in early cycles, you may be wasting valuable bidding points when prices are at their lowest.

DISCRETIONARY ADDS – Seminars/Colloquia/Simulations
Faculty members have 2 seats to allocate on a discretionary basis to students who did not get into a closed seminar, colloquium or simulation. To be considered for a discretionary seat, you may contact the professor in advance via email to explain why you would like to join, and also attend the first sessions of the class. If the professor agrees to grant you a discretionary add, submit an add/drop form to OGA during the first week of classes.

YEAR-LONG CLASSES
You must complete the full year of a year-long class in order to receive credit for either semester. To register, bid on the fall portion of the class; if you successfully add the fall portion, the Records Office will register you for the spring portion. If there is a time conflict with another class you are registered for in spring or a credit overload, you will be dropped from the conflicting course and/or randomly dropped from a course to allow the Records Office to add you to the spring portion of the year-long class.

PERMISSION OF INSTRUCTOR CLASSES
There are a few classes that require the permission of the instructor to register. To enroll, please follow the instructions provided in the course description. There may be a deadline by which you need to request permission.

The professor will provide the Records Office with a list of students accepted for enrollment, or will ask accepted students to submit a Course Permission form to the Office of Graduate Affairs. When you submit the form, the Records Office will enter the permission in the course bidding system and notify you that you may register for the class. You are then responsible for registering for the class via Courses (typically, you may bid 0 points on it). Classes that require instructor permission include (but are not limited to):

LW.10272: International Litigation and Arbitration
LW.10236: Law & Business Projects Seminar

TIME LIMITS FOR ADDING AND DROPPING CLASSES
After the first week of classes, COURSES closes and you may not add a class even if there are seats available, except in the limited circumstances below:
a) You have been attending a seminar that is closed, a spot opens very early in the semester, and the professor agrees that you may add late;
b) Classes cross-listed with Stern (for example, classes entitled “Law and Business of...”) typically begin after COURSES closes. If one of these classes was closed (fully enrolled) when registration via COURSES ended and a spot opens, consideration will be given to students who were bidding on the class, attend the first class, and are given permission to add by the professor. If the class was open when bidding ended, students must attend the first class and obtain permission from the professor;
c) In rare cases, when there are compelling personal circumstances (i.e., grave illness, family emergency), students may request to add classes after bidding closes but no later than the third week of classes. In this case, students must talk to Barbara Landress or Ivanna Bilych in the Office of Graduate Affairs. Note that:
   • The request will be reviewed by the Assistant Dean for Academic Services and Registration and Vice Dean Randy Hertz
   • Approval of the professor may be required

Dropping classes
You will be able to drop classes on COURSES while the system is open for registration. If you drop a class on COURSES, it will not be reinstated unless you again win a bid for it. After the final bidding session has closed, you may drop classes by filling out an add/drop form available in the Office of Graduate Affairs. You may drop a class through 5:00 p.m. on the last day of classes (not exams) for that semester, subject to the following rules:

   a) To drop a seminar, colloquium, simulation or writing credit you must present an email from the professor granting permission to drop the class, or obtain the signature of the professor on the add/drop form.
   b) If you have submitted any work that is evaluated, or if any exam has been given in a class, you may drop the class but a notation of “WD” (withdrawn) will be placed on your transcript for that class.
   c) Seven-Week Classes: the last day to drop the course is the last day of the class.
   d) If a faculty member requires you to drop a class for failure to attend, you will be withdrawn with the notation of “WD.” The faculty request to withdraw a student supersedes the dropping with no WD policy.

→ Note: For full-time status, students must remain registered for at least 10 credits in a semester.

4. REGISTRATION ELIGIBILITY

In addition to COURSES, you will also use Albert, the University’s student information system (accessible via home.nyu.edu). Use Albert to: enter your emergency contact information, apply for graduation, and check your schedule for classes outside of the Law School. Please be sure to comply with the following University requirements to be eligible to register for classes.

CELL PHONE AND EMERGENCY CONTACT REQUIREMENT
The University requires you to provide (a) cell phone; and (b) emergency contact phone numbers. The cell phone number can be either a domestic US or an international cell number. The
emergency contact can be either a person residing in the US or reachable at an international phone number. Students who do not provide BOTH pieces of information will be blocked from registration and will not be permitted to log into COURSES to register for classes.

Take the following steps to enter your cell phone number and an emergency contact number:

1. Go to Albert through NYU Home.
2. Click on ‘Personal Info’ icon.
3. Under the ‘Personal Information’ section, click on the ‘Edit Emergency Contacts’ link and/or ‘Edit Phone Numbers’ 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.
5. For your cell phone number, make sure to select ‘Mobile’ as the phone type in the drop-down menu before you click Save.

The emergency contact number must be different from the phone numbers you list for yourself, including your cell phone number.

**SEXUAL MISCONDUCT TRAINING FOR STUDENTS**

In an effort to maintain a safe and aware campus community, all NYU students must complete an online training program called "Think About It." It takes 30-60 minutes to complete the training. You will receive an email that introduces the program and indicates a deadline — if you do not complete this training, your ability to enroll for classes will be affected.

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**5. REGISTRATION OVERVIEW**

**THE BIDDING PROCESS**

COURSES is a bidding system which allocates each student 1000 points per semester to bid on classes. COURSES enrolls students in classes based on the number of points they bid. If a class has fewer seats available than students who would like to take it, COURSES distributes seats to those students who bid the highest number of points for the class. For example, if a class has 22 seats available and 30 students bid on it, COURSES enrolls those students who bid the most points; eight students will not be enrolled in that class.

The highest losing bid is called the “clearing price.” The clearing price is deducted from the total number of points available to students who “win” (are registered for) the class. For example, if you bid 400 points for a class, but the “clearing price” turns out to be only 200 points, COURSES will register you for the class and return 200 points to you for use in future bidding cycles. If a class does not “close,” students are charged 0 points to enroll in that class. For example, if a class has 22 seats and only 20 students bid on the class, all 20 students will be enrolled in the class and all the points they bid on the class will be returned to them for future bidding.

If you do not “win” a class you are interested in, do not despair. You may continue to bid on closed classes during the bidding cycles that follow. Students may drop classes that closed in a previous cycle, and COURSES will allocate newly open seats to students according to their bids. During the first week of classes, changes occur as students attend classes and adjust their schedules.
While there are classes that fill up, part of what makes NYU Law great is the richness and diversity of its course offerings. While you may not get into every class that interests you, keep in mind that LLM students have found rewarding experiences by enrolling in classes they may not have expected to take. We encourage students to attend as many classes as possible during the first week of each semester. At that point, you may want to alter your schedule based on your experiences in classes attended.

**BIDDING CYCLES**
Registration for fall semester classes begins when COURSES opens on June 21. The first bidding cycle, *Cycle #1*, is about one week long, followed by a second bidding cycle for fall classes in July, *Cycle #2*. There are *Daily Bidding Cycles* for fall classes beginning in late August and extending through the first week of classes. The first bidding cycle for spring classes is in August, *Spring 2020 Cycle #1*. Additional bidding cycles for spring classes take place during the fall semester and then in January through the first week of spring classes. Please check the Registration Calendar for specific dates.

To maximize your chances of getting the classes you want most, be sure to participate in the first bidding cycle for each semester since clearing prices tend to rise in the subsequent bidding cycles. It is not necessary to rush to bid on the first day of the cycle – there is no advantage to bidding on the first day rather than toward the end of the cycle. Be aware that bidding cycles tend to close at 9:30 in the morning NY time. Don’t wait until the last minute! (if you need assistance, we may not be able to provide it at the last moment). We can best help you if you contact us at least a few days prior to the close of a bidding cycle. Review the online Registration Calendar, and note in your calendar the opening and closing dates (and times) of the bidding cycles.

During the first several days of the semester in both fall and spring, bids are processed every day to help you adjust your schedule as you begin to attend classes. Keep an open mind throughout the process as your views on the ideal class schedule may change, particularly when you have had the opportunity to sit in classes.

**HOW TO ALLOCATE POINTS**
Students have 1000 points to bid for fall semester classes, and 1000 points to bid for spring semester classes (points do not roll over from fall to spring). For each class you may bid between 0 and 1000 points. Remember, you are bidding even if you enter a bid of “0.” You can bid on as many classes as you wish with a “0” point bid.

**Note Clearing Prices**
A “clearing price” is the amount of the highest losing bid – if the clearing price of a course in the first bidding cycle is 400, all students who bid 401 points or above in that cycle are registered for the class. The clearing prices of classes that closed in previous years are posted online. When looking at data for previous years, note the clearing prices of closed classes during the first bidding round. If a class does not appear on the list of closed classes for a particular bidding cycle, all those who bid on the class during that cycle were enrolled. After the first bidding cycle for fall 2019 classes, you will be able to see the clearing prices of classes that closed – you can continue to bid on closed classes, as spots may open when students drop a class and rearrange their schedules.
It is hard to say exactly how much you should bid on any particular class. Use the clearing prices as a guide, but the clearing price for a class this year may be different from its clearing price last year. It is likely that a class that historically has been popular will continue to be popular. In deciding how much to bid for a class, also consider how much the class is worth to you.

**Use Alternates!**
You may list alternates to a primary bid so that if you do not get into your primary selection, your points will be attributed to your alternate choice or choices. If you are bidding a large number of points on a class because you think it may close, it makes sense to list as alternates other popular classes you may want to take so that you are making your points work for you during the early bidding rounds when clearing prices are lowest: you can enter separate primary bids for classes also listed as alternates.

**Plan for Fall and Spring Before Bidding**
Even though you will bid first for fall semester classes, plan your schedule for fall and spring so that you use your points strategically. Some classes are offered in both semesters.

**Number of Credits to Bid For**
Bids are processed from highest to lowest; COURSES will enroll you first in those classes (or alternates) for which you bid the highest number of points, provided you bid enough to “win” the class. You may bid for an unlimited number of credits but you will not win more than 15 credits per semester. If you make winning bids for a number of credits above the maximum of 15 per semester, you will not be registered for the classes with the lowest bids.

It is important to bid on classes during cycle #1, as it may be harder to get into a course in Cycle #2 than it is in Cycle #1. Allocate your bidding points to the classes you most want, and then enter lower amounts or bids of “0” for classes that you would consider taking but are of lower priority to you. If you are initially registered for 15 credits per semester, you can attend classes during the first week and drop the ones you decide not to take.

### 6. USING “COURSES”

**REGISTRATION IN A NUTSHELL**

**Log in:** Log into COURSES at https://courses.law.nyu.edu. Use your Net ID and NYUHome password.

**Step One:** Search for a class

**Step Two:** Click the ‘Bid’ button and enter the number of points you would like to bid on that class.

**Step Three:** Optionally, add up to two Alternate courses for that Bid. Click ‘OK’ to submit the Bid.

**Step Four:** Review results when they become available and adjust your schedule during subsequent bidding cycles

→ Clearing prices usually rise substantially once a course has closed, so bid accordingly. Use alternates if you are bidding a large number of points on a class (you can make a primary bid on a class you also listed as an alternate).

**REGISTRATION HOME**

After logging in at https://courses.law.nyu.edu, you will see this home page:
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 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 is 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:
**BIDDING**
When you find the desired class, place a bid on it by clicking the “Bid” button.

![Image of Evidence - Stephen Gillers, LAW-LW.11607.002]

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

![Image of Bid window with amount entered]

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

![Image of Bids window with remaining points]

**ALTERNATE BIDS**
When entering your bid for a class, you may also add up to two (2) alternate classes or alternate sections of a class. Click the “Add Alternate” link, and type the Class Name, Class Number, or Instructor Name of the class you wish to add as an Alternate; if there are several sections of the class, select the relevant class section from the list:
Your primary and alternate bids will look like this:

The number of points that you entered as your “primary” 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 win a) Corporations Section 001, or b) Corporations Section 002.

**CONDITIONAL DROP**
This option allows you to drop class “X,” if and only if, you get into class “Y;” COURSES will allocate the points you paid for class “X” as well as any points you are able to add, toward your bid for class “Y.” This is a great feature because it allows you to enlist points that you already spent to bid for a desired class. You may list several classes to conditionally drop in order to add a
preferred class. The conditional drop can be only be used to drop/add classes that are offered within the same semester.

To use the conditional drop function, click on the “Add Conditional Drop” link; the arrow indicates a dropdown which allows you to select the class(es) you wish to drop conditionally:

![Conditional Drop Interface]

**MODIFYING & DELETING BIDS**

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

![Bids Interface]

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

**PRIORITY OPTION FOR NY BAR ELIGIBILITY CLASSES**

The course priority option assists 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 (a subset of those approved by the NY Court of Appeals to meet §520.6 requirements). If you win a class by using the priority option, the option is no longer available to you (even if you later drop that class).
The courses available for priority bidding are:

- Commercial Law: LW.10965
- Commercial Sales Law: Domestic and International - LW.11972
- Evidence - LW.11607
- Information Privacy Law - LW.11019
- Real Estate Transactions - LW.11279
- Secured Transactions - LW.10118

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

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

CHECKLIST
To avoid receiving error messages when you are entering bids, review the checklist below:

- Is it a first-year class for JD students only?
- Do you need a prerequisite for the class?
- Will adding the class violate the limit on taking more than two seminars/colloquia in a semester (without a waiver)
- Is it mutually exclusive with another class for which you are already registered?
- Did you already register for this class in a different semester?

BIDDING “DON'TS”
Under certain conditions, COURSES will accept a bid but will not schedule the class. Even though you get your points back in this case, clearing prices are likely to increase in subsequent cycles. Avoid the scenarios below:

- You are bidding for more than two seminars/colloquia in a given semester. Remember that there is a limit of 2 seminars/colloquia for each semester: you may take 2 seminars, 2 colloquia, or 1 seminar and 1 colloquium.
- A time conflict exists between two classes you are bidding for. COURSES will schedule you for only one of the classes.
- You bid during a cycle for classes that are mutually exclusive with each other. COURSES will only schedule you for one of the classes.
- Permission of the instructor is needed to take the class and you did not request this (COURSES will accept your bid, but not allow you to win it).

If you have questions, please contact OGA for help.
7. REGISTRATION FAQs

When do I use COURSES versus ALBERT?
Use COURSES (via https://courses.law.nyu.edu) for:
- Registering (for Law School classes and Stern preferential classes)
- Checking your Law School schedule
Use Albert (via https://home.nyu.edu/) for:
- Entering your emergency contact information
- Checking your non-law class schedule (classes in other Divisions of the University that start with letters other than LAW-LW)
- Applying for graduation
- Printing your unofficial transcript

Do I need to register on COURSES for Introduction to US Law and Introduction to US Legal Practice?
No, you do not need to use COURSES to enroll in the summer classes. Each of the three sections of Introduction to US Law will focus on a different topic during the class sessions that follow a line of court cases. To express a preference for a section of the class, please go to https://its.law.nyu.edu/classregistration (available in early July), log in and click on “Registration” on the left sidebar. Indicate your first, second, and third choices. We will honor your preference to the extent possible, while maintaining classes of equal size. If you are required to take Introduction to US Law but have not entered your preferences by July 12 at 9:30 a.m. (NY/EDT), we will place you in one of the Intro sections. Once you are assigned to a section of Introduction to US Law, you will be automatically enrolled in the corresponding section of Introduction to US Legal Practice.

I'm really confused about which classes to take. What should I do?
Choosing classes well takes some research. Go to the tab “Planning Your Class Schedule” on the Enrolling Students site which links to chats with the Faculty Directors of the LLM specializations, class evaluations by students, and to other useful information.

Please also sign up for a Skype or phone advising appointment. At the sign up link, you will also find an advising form which we ask you to complete – we can best help when we have information about your legal experience, interests and goals. If you are unable to speak with us during one of the available time-slots, write to law.graduateaffairs@nyu.edu to arrange an appointment.

Do I have to bid on the first day that COURSES opens?
No. You may enter bids and modify bids at any time during a bidding cycle. There is no rush to enter your bids as soon as the system opens, but we do recommend that you do not wait until the last minute to bid as you may need to seek a prerequisite waiver or encounter other issues with which you need assistance. We can best help you if you contact us at least a few days prior to the close of a cycle. Be sure to enter bids during the first bidding cycle, because clearing prices tend to rise in cycles that follow.

When I try to bid in COURSES, a “stop” shows on my screen. What does that mean?
It means that you may not have provided your cell phone or emergency contact information or may have a health or other block on your record. Go to Section Five of this Guide, “Registration Eligibility” for more information.

**How many points do I have to bid?**
You have 1000 points to bid for each semester. You cannot use points that you have not used in fall to bid on spring classes or vice versa.

**How do I know if a class closed in previous years?**
To guide your bidding in the Cycle #1, go to www.law.nyu.edu/recordsandregistration/schedulingyourcourses to view historical information on the clearing prices of classes. Click on the links following the heading “clearing prices of closed classes.”

**What if I don’t see the clearing price of the class I want in the list of clearing prices for a particular bidding cycle?**
If a class does not appear on the list of classes that closed during a particular bidding cycle, then the class either did not close during that cycle (all who bid on the class during that cycle were able to register for it), or was not offered then.

**How much should I bid for a particular class?**
It is hard to say exactly how much you should bid on any particular class. Use clearing prices as a guide, but also keep in mind how much a class is worth to you. Note that clearing prices for a class may change from year-to-year. Please see the following link for a list of classes that were popular with students and closed during registration: www.law.nyu.edu/recordsandregistration/schedulingyourcourses/
It is most likely that a class that has been historically popular will continue to be popular.

**How will COURSES process my bids?**
COURSES processes bids from highest to lowest. COURSES will register you for the class for which you bid the most points if there is space in it and then work its way down your bids.

**Can I bid on a class if it has closed?**
Yes. Since students drop classes to rearrange their schedules throughout registration, there is always a chance that you can get into a class that closed during a previous bidding cycle if you continue to bid on it. Keep in mind that the clearing price usually rises substantially once a course has closed, so bid accordingly.

**During a Bidding Cycle, I won a course but I lost the co-requisite. What will happen to my registration?**
If you won a class that requires a co-requisite that you are not signed up for, you have until the end of the second bidding cycle to add the class. Students who have not successfully added the co-requisite (or waived the requirement) will be dropped from the class requiring the co-req. without notice after that date.

**Can I add a class after add/drop on COURSES closes?**
😊 No (with very limited exceptions – see pages 13-14)
How can I add a writing credit?
In seminars, colloquia, and courses that offer the option to add an additional writing credit, students may earn one credit for writing a substantial paper (typically, at least 10,000 words in length exclusive of footnotes). To earn the additional credit, students must register for the writing credit section of the course within the same semester the course is offered. You may add a writing credit through COURSES by bidding 0 points for the Writing Credit. After COURSES closes you can add a writing credit via an add/drop form. Check the Registration Calendar for the relevant deadline.

What is Directed Research and how do I add it?
Directed Research is an independent research project carried out under the supervision of a full-time faculty member. To register, a written proposal must be approved and signed by the instructor, and then submitted to the Office of Graduate Affairs. The written proposal should be at least 1000 thousand words and should describe the subject matter and issues you intend to explore in the paper. Students typically receive two credits for a directed research project, but it is also possible to write a shorter paper for one credit. Check the Registration Calendar for the deadline for adding Directed Research.

During the bidding cycles can I register for faculty permission-only classes?
Please refer to the information in the course description regarding the procedure for enrollment in permission of instructor courses. If the professor admits you to the class, submit a Permission of Instructor Form to the Records Office which will enter the permission in your COURSES record. You may then bid for the class. If you place a bid on the class without having obtained permission, you will not be registered in the class.

Should I bid for the spring section of a year-long course?
No. Please bid only for the fall portion of a year-long class. The Records Office will register students for the spring portion of a year-long class if they are enrolled in the fall portion of the class.

I have been accepted into a clinic – do I need to bid on the clinic or the clinic seminar?
No. If you have applied to and been accepted by a clinic, the Records Office will register you for the class.

Can I bid on another section of a class that I won already?
Consider using the conditional drop function to drop a section of the class only upon the condition that you successfully add a preferred section of the class within the same semester. The conditional drop function is available only for classes offered in the same semester.

When is the last day to drop a class?
You may drop a class until the last day of classes (not exams) without penalty and it will be removed from your transcript, unless you have already submitted work for the class that is evaluated. Dropping a class for which you have done work that is graded will result in a WD (withdrawn) on your transcript. Also, after the first week of classes, you must obtain the professor’s permission to drop a seminar, colloquia, simulation, or writing credit.

How can I drop a class?
During the registration period, you may drop classes using COURSES. Following the end of each semester’s add/drop period, you may drop a class by filling out an add/drop form available in the Office of Graduate Affairs.

**How many credits do I need for my LLM degree?**
You must complete 24 credits in the fall and spring semesters to obtain the LLM degree. Full-time students may take up to 30 credits in fall and spring. Foreign-educated students must take (or receive permission to waive out of) the summer classes *Introduction to US Law* and *Introduction to US Legal Practice*. Credits earned for the required summer classes do not count toward the 24 credits you need to earn in fall and spring or toward the 30 credit limit.

**Can I register for 10 or 11 credits in a semester?**
Full-time students may register for 10-15 credits per semester as long as they meet the 24 credit requirement and do not go over the 30 credit limit (for fall and spring). We recommend that students take four or five classes per semester.

**Can I take more than 15 credits in a semester?**
You must request special permission from the Office of Graduate Affairs to take more than 15 credits. To make the request, fill out a [Credit Load Permission form](#) and submit it to the Office of Graduate Affairs.

**What is the minimum GPA required to graduate?**
The LLM degree is awarded only if a student has a grade point average of 2.667 (B-) or greater for (1) all 24 credit hours required for the degree in fall and spring, and (2) all credit hours in the candidate's specialization (if he or she is a candidate for a degree other than the Traditional LLM).

**Where do I find the add/drop, credit load, and all the other forms that I may need?**
You can find them at: [www.law.nyu.edu/graduateaffairs/llmforms](http://www.law.nyu.edu/graduateaffairs/llmforms) and, once you arrive, at the Office of Graduate Affairs.

## Helpful Links

*Enrolling Students Site*

*Registration Calendar*

*Academic Calendar*

*LLM Specialization Requirements*

*Fall 2019 Class Schedule* and *Spring 2020 Class Schedule*

*Class Updates*

All changes to the curriculum are posted. Please check the site regularly for information on new courses, canceled courses, schedule changes, and other important announcements relating to classes. Even if you are registered for a course, you will not be notified of changes, so that it is important to check the Class Updates section of the website for changes and new course listings.

*Course Evaluations*

You may search course evaluations from prior semesters by logging in with your NetID and password.
**Class Block Schedule**
Shows the blocks of time when classes take place – a class may not use an entire block.

**Faculty Biographies**

**Course Clearing Prices from Prior Years**
Click on the links following the heading “clearing prices of closed classes.” Classes not shown were either not offered or did not close.

**Grade Distribution**
Classes with more than 28 students typically follow the recommended grading curve which provides guidelines to faculty on how many of each letter grade to award in a class. The grading curve is described in [Academic Policies](#).

**Exam Schedule**
Information about the exam schedule will be available prior to the close of the first bidding cycle.

**Course Syllabi and Early Semester Assignments**
For assignments for the first day of class also check “NYU Classes” via [NYUHome](#)

**New York Bar Exam Information**
To review information on New York Bar eligibility and application procedures, also visit [New York State Board of Law Examiners](#).

Many of the links above, plus more information can be found at: [www.law.nyu.edu/academicservices](http://www.law.nyu.edu/academicservices)