

2023-24 Class Registration Guide for LLM & Exchange Students

[Registration Videos](#)

[Registration Calendar](#)

[Academic Advising appointment via Acuity*](#)

*for non-tax students; tax students contact the Graduate Tax Office

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1. INTRODUCTION

Welcome to New York University School of Law’s Graduate Program! We are excited to meet you before the semester begins when 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 periodically throughout the year during Bidding Cycles to give students opportunities to bid on courses and make changes to their schedule. The first bidding cycle opens in late June for registration for fall classes. Later in summer, students will have an opportunity to bid for spring classes. The dates of the Bidding Cycles are shown in the online [Registration Calendar](#). Please note these registration dates as deadlines are strictly applied.

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.

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 this *Guide* carefully. We’ve posted a series of [registration videos](#) with helpful advice on planning your class schedule and tips on registering for classes. We also encourage you to review [Planning Your Year-Long Class Schedule](#). Please bookmark this webpage and check it periodically.

For academic advisement, students in Tax programs should contact the Graduate Tax Office. For all other LLM programs, please schedule an [academic advising appointment](#) with staff in the Office of Graduate Affairs. Contact information for these offices is below – don’t hesitate to write or call with your questions. We are pleased to assist you as you develop your plans for the year.

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
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 a separate application procedure for these.

LLM students take classes with upper-level JD students (first-year JD students follow a predetermined curriculum). However, there are a few 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 during the LLM year (this does not include credits for *Introduction to US Law* and *Introduction to US Legal Practice*). You may take between 11 and 15 credits per semester. In rare circumstances, students may request and be approved for less than 11 or more than 15 credits in a semester, but may not exceed a total of 30 credits in fall and spring.

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.

Keep in mind that students are limited to two seminars/colloquia each semester in part because this type of class generally requires quite a lot of reading and preparation. However, there is a process for requesting a waiver of that limit; these requests are reviewed on a case-by-case basis.

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 2023](#) and [Spring 2024](#) 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. You can also use the [course search](#) feature to search for courses.
- **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).
- **Instructor Permission:** Some courses require instructor permission before students are able to bid and register for the course. If a course requires instructor permission, then you will need to request permission from the instructor first (see page 13 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. [Learn more about NY bar eligibility](#) and review the [list of 2023-2024 classes at NYU Law that count toward meeting NY bar eligibility 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 schedule will look like by focusing on which topics you would like to cover and when classes meet. 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, for the schedule and links to 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 2023](#) and [Spring 2024](#)) 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 students' transcripts or curricular choices. 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 recommend that students register for a section of the *Graduate Lawyering I* class in the first semester of their studies. 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. While the course is useful to all foreign graduate students, many of the course's concepts will be familiar to students trained in common law jurisdictions.

To meet the diverse needs of students, the Law School offers intensive sections of *Graduate Lawyering I* which meet every week and are designed for students who want to focus on improving their legal English language skills. Seats in these sections are reserved for students recommended by the faculty teaching *Introduction to US Law*.

In spring, students who want to continue to develop their US research and writing skills may register for *Graduate Lawyering II*. If you receive a grade of "3 - exceeds expectations" on the *Intro to US Law* exam, you may receive permission to enroll in *Graduate Lawyering II* without the prerequisite class, *Graduate Lawyering I*.

Students who need the NYU LLM to meet the NY Bar eligibility requirements may count *Introduction to US Legal Practice* (1 credit) and *Graduate Lawyering I or II* 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 Writing 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 be registered for the class associated with the Writing Credit in the same semester. Once you have successfully registered for the seminar to which the Writing Credit is attached, you may add a Writing Credit via COURSES (during a bidding cycle) or by submitting an add/drop request in the Law Registrar's Service Desk, which can also be found in COURSES (after the start of the semester). Check the [Registration Calendar](#) for the deadline for adding a Writing Credit.

[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 also 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 along with the professor's approval (via email) to the Office of Graduate Affairs or the Graduate Tax Program Office. Check the [Registration Calendar](#) for the deadline for adding Directed Research.

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. Information about clinics and the [deadlines for clinic application](#) are posted online. **The application deadline for fall and spring clinics is June 1.**

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. Additionally, audited courses do not appear on the Law School transcript. Professors expect auditors to do the reading. Courses that have closed during registration, so that there were no open seats in the class, may not be audited. Please be in touch with the professor and their assistant for access to the course website (i.e. NYU Brightspace).

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 the academic year. 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.

Stern School of Business

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 via bidding. The list of fall preferential courses is posted online by late summer.
- 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* and submit a [Request to Register for Stern Non-Preferential Course](#) form to the Office of Graduate Affairs.

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 often require some previous background or education in finance. A student who has taken *Corporate Finance* at the Law School (LAW-11461) in fall will 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 the *Foundations of Finance* (COR1-GB.2311) and *Corporate Finance* classes 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 registration.

Cross-listed Classes

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 Law School’s online course schedule are cross-listed and typically include both law students and business school students. Cross-listed classes do not fall under the “cross-registration” umbrella and are treated the same as other Law School classes.

[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. 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.

A typical credit load for full-time LLM students is 12 credits per semester to earn the 24 credits required. It is highly advisable to take no more than 11-12 credits during the Fall semester, as you become acclimated to the Law School environment. To register for fewer than 11 or more than 15 credits, students must obtain approval from the Office of Graduate Affairs via a [Credit Load Permission form](#).

Please note that full-time LLM students who register for more than 30 credits in fall and spring will incur charges in addition to the flat rate charged each semester. Students taking 10-15 credits/semester are charged the flat rate of tuition.

It is especially important for international students to note that in accordance with the US Department of Homeland Security (DHS), all international students must be registered for 9 credits (the minimum credit load required by the University for full-time administrative enrollment status) within two weeks of the start of *Introduction to US Law*, or if they have waived out of *Introduction to US Law*, within two weeks of the first day of classes of the Fall semester. For the Spring semester, students must be registered full-time within two weeks of the start of classes.

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 may 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 work load. 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.

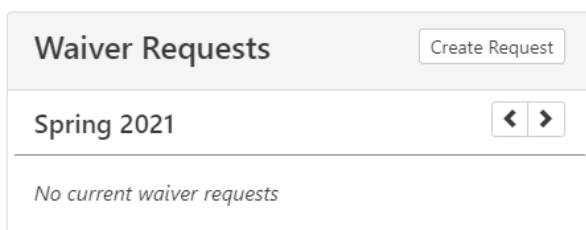
Some refund deadlines may fall on a weekend. If you decide to drop courses which would entitle you to a refund on a weekend deadline date, contact the appropriate program office via e-mail or fax in order to meet the deadline.

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.

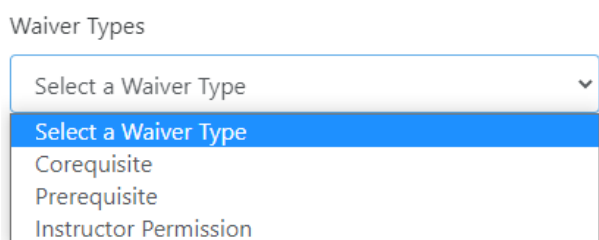
If you have already taken a class similar to the prerequisite course (even if it was at another school) and/or you have practice experience in a relevant area, you may request a waiver of the pre/co-requisite. To do so:

- a) Log into the COURSES bidding system
- b) From the Waiver Requests section, click the "Create Request" button



The screenshot shows a web interface for 'Waiver Requests'. At the top right is a 'Create Request' button. Below it is a dropdown menu for the semester, currently set to 'Spring 2021', with left and right arrow navigation buttons. At the bottom, it displays the text 'No current waiver requests'.

- c) Select a Waiver Type from the available options



The screenshot shows a dropdown menu titled 'Waiver Types'. The menu is open, showing the following options: 'Select a Waiver Type' (the selected option), 'Corequisite', 'Prerequisite', and 'Instructor Permission'.

- d) To search for a class, click directly on the "Semester Year." That should allow you to enter a search term. In this example, the student searched for a class title with "Health" in the

Spring 2021 semester, and results are listed.

Spring 2021 Health

Public Health Law - J. Goldman - LAW-LW.12471.001.SP21

Health Law - J. Lytle - LAW-LW.10797.001.SP21

Federal Health Reform: Law, Policy and Politics Seminar - M. Chirba - LAW-LW.11371.001.SP21

- e) After selecting a course (below Health Law is selected), it appears at the bottom of the form. If you selected the wrong Section, or wish to change Sections, you can delete the section using the trash can icon.

Section Number	Course Name	Credits	
001	Health Law	3	

- f) You are then required to provide a "Brief explanation of reason for seeking Permission or Waiver"

Brief explanation of reason for seeking Permission or Waiver

- g) After which, you can submit your request by clicking the "create" button:

- h) The professor will be alerted to your request and will either approve or deny it. If you have not received a response from the professor after a couple of days, please email OGA.

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 request for each course (and each section of a course) for which you are seeking a waiver. The waiver process may over a week, 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 prerequisite class in an earlier semester, or you've requested a waiver that has been approved and then been entered by administrators into the COURSES system.

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 often mutually exclusive so that 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 only after the results of the first bidding cycle of the semester have been posted. To do so, submit the [Permission to Waive the Two Seminar/Colloquia Limit](#) form to the Office of Graduate Affairs. 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 you are granted a discretionary add, follow the instructions regarding “Discretionary Admit to Closed Seminars/Colloquia/Simulations” posted on the [Start of Classes - First Class Attendance](#) webpage.

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.

PERMISSION OF INSTRUCTOR CLASSES

There are a few classes that require the permission of the instructor to register. To request to join the class, please follow the instructions provided in the online course description; note that there may be a deadline by which you need to make the request for permission. If the professor admits you to the class, submit an Instructor Permission request via the “Waivers” tab in COURSES. The professor teaching the course will approve the request in COURSES so that the permission is added to your COURSES record, and you may bid for the class.

Classes that require instructor permission include (but are not limited to):

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...”) may 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 via email;
- 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 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

During a bidding cycle, you will be able to drop classes on COURSES in the “Registrations” tab by clicking the red “x” next to the course title. 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 submitting a Drop Request via the [Law Registrar’s Service Desk](#), which can also be found on the bottom right-hand corner of the COURSES site. We recommend that you send an email to law.graduateaffairs@nyu.edu after you’ve submitted a drop request to help expedite the process. You may drop a class through 5:00 p.m. on the last day of classes (not exams) for the 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. You can upload a PDF of the email directly to your request via the Law Registrar’s Service Desk or forward the email to law.graduateaffairs@nyu.edu.
- 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.

4. REGISTRATION ELIGIBILITY

You will use COURSES for Law School course registration. Additionally, you will also use Albert, the University's student information system (accessible via [NYU Home](#)), to: enter your emergency contact information, enter your NYU Emergency Alert number, and to see the schedule of any classes you are taking outside of the Law School. To be eligible to register for classes, please be sure to comply with the following University requirements:

CELL PHONE AND EMERGENCY CONTACT REQUIREMENT

The University requires you to provide (a) **Cell Phone & Emergency Alert** phone; and (b) **Emergency Contact** phone numbers. Students who do not provide ALL pieces of information will be blocked from registration and will not be permitted to log into COURSES to register for classes.

The **Emergency Alert** number is used for NYU to alert YOU in the event of an emergency around the NYU campus. The Cell Phone number & Emergency Alert phone can be either a domestic US or an international cell number (and can be the same number).

The **Emergency Contact** number is a third party (someone other than you) that the University can contact in case of an emergency. The emergency contact can be either a person residing in the US or reachable at an international phone number.

Take the following steps to enter your cell phone number, Emergency Alert 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 you to 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. In the 'phone numbers' tab, *make sure you enter numbers for both "Mobile" and "NYU Emergency Alert" phone types* – these can be the same number but both types must be listed.
6. The emergency contact number must be different from the phone numbers you list for yourself, including your cell phone number.
7. We suggest entering the phone number – both yours and the one for your emergency contact – using dashes ("-") instead of a slash ("/"). For example: 123-121-2468.

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.

5. REGISTRATION OVERVIEW

THE BIDDING PROCESS

Law School course registration via 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 place a bid on that class, 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 a student places on the particular bid for a class in which they “win” (are registered for). For example, if you bid 400 points for a class, but the “clearing price” turns out to be only 200 points, your winning bid will only cost you 200 points for COURSES to register you for the class – COURSES will then return the remaining 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.

BIDDING CYCLES

Registration for fall semester classes begins when COURSES opens in late June. The first bidding cycle, *Cycle #1*, is about one week long, followed by a second bidding cycle for fall classes, *Cycle #2*. There are also *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 late summer and 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. However, don’t wait until the last minute to enter your bids! (we may not be able to provide assistance if you wait until the last moment). Be aware that bidding cycles tend to close at 9:30 in the morning NY time. Review the online

[Registration Calendar](#), and note in your calendar the opening and closing dates (and times) of the bidding cycles.

During *Daily Bidding Cycles*, bidding cycles are daily – this means that 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 attend classes.

HOW TO ALLOCATE POINTS

Students have 1000 points to bid each semester; points that you have not used do not roll over from one semester for use in another. 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. If a class does not appear on the list of closed classes for a particular bidding cycle, that means that all those who bid on the class during that particular cycle were enrolled. 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. You can use the clearing prices from past years as a guide, but note that 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!

Use strategy to make your points work for you during the early bidding rounds when clearing prices are lowest. For example, 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. You can enter separate primary bids for classes also listed as alternates.

Plan for the Full Academic Year Before Bidding

Even though you will bid for your first semester earliest, plan your schedule for the entire academic year so that you use your points strategically. Some classes are offered in more than one semester.

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.

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 screenshot shows the NYU Law Courses registration home page. At the top, there is a dark purple header with the NYU Law logo and the text "Student Name". Below the header, the word "Courses" is displayed. On the left side, there is a search bar with the placeholder text "Search...". On the right side, there are two panels. The top panel is titled "Bids (1000 Pts Remaining)" and shows "Fall 2016 Registration Cycle #1" with navigation arrows and "No Current Bids". The bottom panel is titled "Registrations" and shows "Fall 2016" and "No current registrations". At the bottom of the page, there is a dark purple footer with the NYU Law logo and the text "© 2016 New York University School of Law. 40 Washington Sq. South, New York, NY 10012. Tel. 212.998.6100".

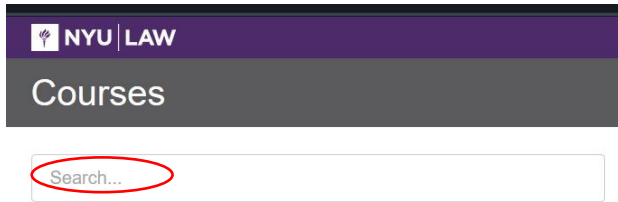
The “Bids” section will show your current bids while the “Registrations” section will show the classes you have won and are enrolled in.

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

This is a close-up screenshot of the "Bids" section from the previous image. The text "Bids (1000 Pts Remaining)" is circled in red. Below this, it shows "Fall 2016 Registration Cycle #1" with navigation arrows and "No Current Bids".

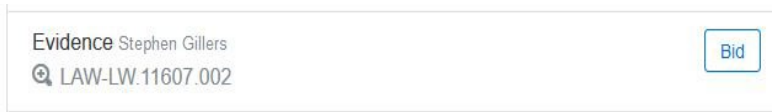
SEARCHING

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

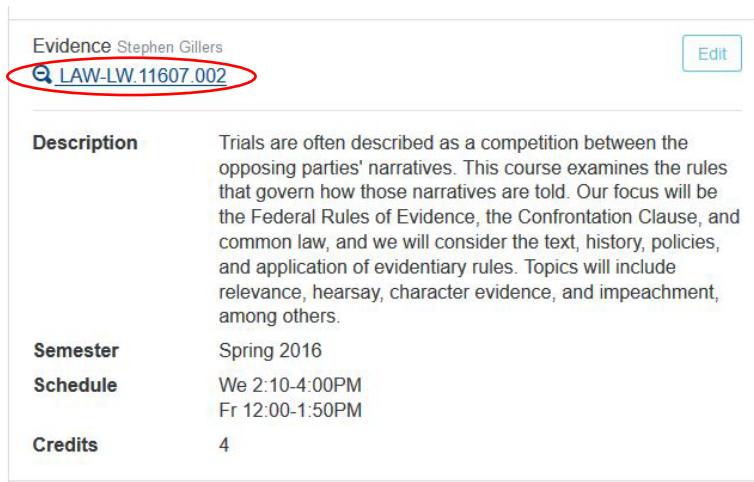


- Note: the search function is sensitive – if you input one wrong letter, space or symbol, your search will not yield results. If you are having difficulty finding a class, type a single word for the class instead of the full name.

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

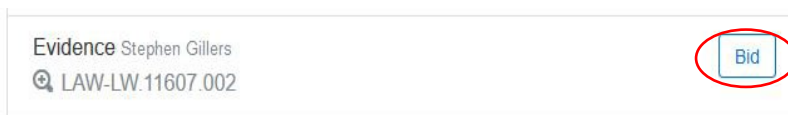


Click the CourseID link for a more detailed description of the class:



BIDDING

When you find the desired class, place a bid on it by clicking the "Bid" button.



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":

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 (555 Pts Remaining)

Spring 2017 Registration Cycle #1

Evidence 445 pts
Stephen Gillers Section: 002

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:

Evidence - Stephen Gillers
LAW-LW.11607.002

Amount

445 / 1000

[Add Alternate](#)

Cancel **OK**

Alternate Bids:

corporations

Taxation of Affiliated Corporations - William Castleberry LAW-LW.11842.001.SP21	Select
Corporations (for 1Ls) - Robert Jackson LAW-LW.10223.001.SP21	Select
Corporations - Marcel Kahan LAW-LW.10644.001.SP21	Select
Corporations - Stephen Choi LAW-LW.10644.002.SP21	Select
Corporations - Ryan Bubb LAW-LW.10644.003.SP21	Select

Your primary and alternate bids will look like this:

The screenshot shows a 'Bids' window with a title '(204 Pts Remaining)'. Below the title is the text 'Spring 2021 Registration – November Daily #2'. The primary bid is 'Evidence - D. Capra' with course ID 'LAW-LW.11607.001.SP21' and a bid of '500 pts'. Below it are two alternate bids: 'Corporations - R. Bubbb' with course ID 'LAW-LW.10644.003.SP21' and 'Corporations - S. Choi' with course ID 'LAW-LW.10644.002.SP21'.

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 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 screenshot shows an 'Amount' input field with the value '0' and a maximum value of '1755'.

[Add Conditional Drop](#)

the arrow indicates a dropdown which allows you to select the class(es) you wish to drop conditionally:

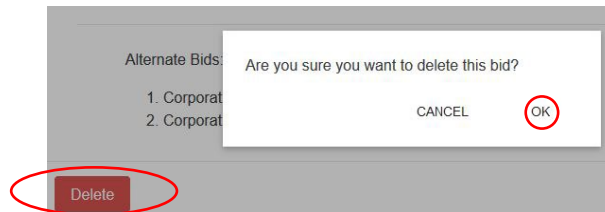
The screenshot shows the 'Conditional Drops' dropdown menu. The 'Amount' input field is still visible at the top, showing '0' and '1755'. Below it, the 'Conditional Drops:' label is followed by a dropdown menu with the following options: '1. Select a Registration', 'Corporate Tax I & II - J. Blank - 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', and 'Income Taxation of Trusts and Estates I - A. Bramwell - LAW-LW.11038.001'. An 'OK' button is visible at the bottom right of the dropdown menu.

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, 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 NY 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). Note that students who win a seat for a course via a Priority Bid will be charged either the number of points they bid or the clearing price, whichever is less.

When using the Priority Bid option you are competing for a seat in the class only with other LLM students who are also using the Priority Bid option. If you are using the Priority option during the first bidding cycle for a semester you are likely to win a seat in a course even with a bid of "0." However, that may not always be the case: we cannot predict the number of other students who will make a Priority Bid so that it's possible you'll need to bid points to win a seat, or that you will not win a seat even with a Priority Bid because there are more students using the option than there are seats available in the class.

The courses available for priority bidding are:

Evidence - LW.11607

Commercial Law – LW.10965

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.

Amount	<input type="text" value="25"/>	/ 555
<input checked="" type="checkbox"/> Priority Bid		
		<input type="button" value="Cancel"/> <input type="button" value="OK"/>

RESULTS

Once a bidding cycle closes and the results are published (check the [Registration Calendar](#) for exact timing for each bidding cycle), you will be able to check COURSES for 2 things:

1. Under the “Bids” section, you will be able to see the results of all your bids from any previous bidding cycle indicated by a colored symbol next to each bid. If you hover your cursor over the colored symbol, a message will appear detailing the result of the bid and reason for that particular result
 - a. Most common symbols:
 - i. Green Check Mark = Bid Won
 - ii. Red “X” = Bid Loss. If you hover your cursor over this symbol, COURSES will let you know why that bid was loss
2. Under “Registrations” you will see the list of classes in which you are currently enrolled. This is usually automatically updated after the bids of a particular bidding cycle are processed. It typically takes a few hours for this section to be updated after bid results are published in the “Bids” section.

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)?
- Will adding the class make you exceed the per semester credit limit, 15 for full-time and 6 for part-time (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. There is a process for requesting a waiver of the limit; seminar limit waivers are not considered until AFTER the first bidding cycle is over.
- A time conflict exists between two classes you are bidding for. COURSES will schedule you for only one of the classes.

- You bid 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 may accept your bid, but will 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 – course numbers for these classes will start with a prefix other than LAW-LW)
- 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 these two classes. You will receive information separately via email prior to the beginning of your first semester about enrolling in the introductory classes.

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 make an [Incoming Student or Academic Advising appointment via Acuity](#). 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, NYU Emergency Alert 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 each semester. Points that you do not use in a semester do not roll over for use in the next semester.

How do I know if a class closed in previous years?

To guide your bidding in Cycle #1, go to [Clearing Prices for Closed Classes](#) to view historical information on the clearing prices of 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 the class 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 [Clearing Prices for Closed Classes](#) for a list of classes that were popular with students and closed during registration. 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 (i.e. COURSES tells me that "there are no available seats for student")?

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 via bidding on COURSES by bidding 0 points for the Writing Credit during an open

bidding cycle. After COURSES closes completely for bidding you can add a writing credit via the “Add a Course” option in the [Law Registrar’s Service Desk](#). 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 by the faculty member via email, 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 for that particular course regarding the procedure for enrollment in permission of instructor courses. If the professor admits you to the class, submit a Instructor Permission request via the “Waivers” tab in COURSES. The professor of the course will approve the waiver and the permission will be updated on 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 if and only if 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 in the “Registrations” tab of COURSES by clicking on the red “x” next to the course title during open bidding cycles. Following the end of each semester’s add/drop period, you may drop a class by submitting a “Drop a Course” request via the Law Registrar's Service Desk, which can also be found on the bottom right hand corner of COURSES.

How many credits do I need for my LLM degree?

You must complete 24 credits to obtain the LLM degree. Full-time students may take up to 30 credits. Credits earned for *Introduction to US Law* and *Introduction to US Legal Practice* do not count toward the 24 credits you need to earn the degree or toward the 30 credit limit.

Can I register for fewer than 12 credits in a semester?

Full-time students may register for 11-15 credits per semester as long as they meet the 24 credit requirement and do not go over the 30 credit limit. We recommend that students take four or five classes per semester. Taking fewer than 11 credits in a semester requires permission; please submit a [Credit Load Permission Form](#) to the Office of Graduate Affairs if you wish to take 10 credits in a 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 a candidate in one of the specialized LLM degree programs).

Where do I find the add/drop, credit load, and all the other forms that I may need?

You can find all forms online at [LLM and Exchange Student Forms](#).

8. Helpful Links

[Enrolling Students Site](#)

[Registration Calendar](#)

[Academic Calendar](#)

[LLM Specialization Requirements](#)

[Fall 2023 Class Schedule](#) and [Spring 2024 Class Schedule](#)

[Class Updates](#)

Changes to the curriculum are posted here. Please check the site regularly for information on new courses, canceled courses, schedule changes, and other important announcements relating to classes.

[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 Brightspace” 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](#).