Course Pre-Registration Process

Nov 8 – 12 noon on Nov 19
Step One: Welcome Page

Once you login with your NetID and password, you will be asked to sign the honor pledge (if you have not already done so). Then, you will see this screen.

Click this link to read more information about degree requirements, credit limits, etc.

These buttons will remain at the bottom of the screen. Use these buttons to review course info, email the Law Registrar with questions, etc.
Step Two: Add/Drop Classes

On this screen, you may add upperclass and seminar courses. If you were accepted to or waitlisted for a clinic, you will see the results here. You may drop a clinic during this round, but you cannot add clinics.

This line indicates the maximum number of credits you may take per semester (based on degree program).

All students have 100 bid points, per semester. You can apply them to upperclass and seminar courses using the bid points button.

Use this pull down menu to see the list of available courses. Courses in gray indicate a time conflict. This box will show the enrollment limit (total number of seats available).

This indicates that I was waitlisted for the Legal Research Clinic (red waitlist button), and admitted to the Advanced Labor Law Clinic.
Step Two (cont’d)

Once you’ve added your courses to your schedule, you can adjust the bid points. Each student will have 100 bid points each semester.

Use the plus/minus buttons or key in a number. Click the save button after each change.

Once you’ve added all your courses and adjusted your bid points, click the Review & Confirm button at the bottom of the page.
Step Two (cont’d)

Here are a few tips regarding bid points:

Add a higher number of bid points to the classes that you are very interested in taking.

For example, you may be interested in taking Class A, Class B, Class C, and Class D. You may look to see that Class A has a large enrollment cap, so you bid 30 points to that class. Then you see that the Class B has 16 seats available, so you bid 50 points to that class. You can use your remaining 20 points on Class D and 0 points on Class E since Class E is Directed Reading.

You can bid 0 points on a course, particularly for classes without an enrollment cap (Directed Reading, Supervised Writing/Teaching, Bus Concepts for Lawyers).

If you have questions about how to allocate your bid points, speak to your advisor.
JD students – Dean Miner (law.dos@cornell.edu)
LLM students – Dean Houghton (gls@cornell.edu)
Exchange students – Dean Brundige (eb456@cornell.edu)
Step Three: Review and Confirm

On this screen, you will review your course selections and bid points.

Here is a sample of your course selections:

**Fall 2017 Pre-Registration**

**Review and Confirm Your Course Selections**

You have selected the following courses:

You may adjust your bid points using the tool below. You must make changes one at a time and click the save button after each change. Once you are satisfied with your course selections and bid points, click the submit button below.

If you wish to add or drop courses, click the add/drop button.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Instructor</th>
<th>Credits</th>
<th>Day/Time</th>
<th>Adjust Bid Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Labor Law Clinic</td>
<td>Correll</td>
<td>3</td>
<td>Unscheduled</td>
<td>N/A</td>
</tr>
<tr>
<td>Business and Financial Concepts for Lawyers</td>
<td>Maghares</td>
<td>1</td>
<td>Unscheduled</td>
<td></td>
</tr>
<tr>
<td>Administrative Law</td>
<td>Stiglitz</td>
<td>3</td>
<td>Monday 11:15 AM - 12:10 PM, Tuesday 11:15 AM - 12:10 PM, Wednesday 11:15 AM - 12:10 PM</td>
<td></td>
</tr>
<tr>
<td>Business Organizations</td>
<td>Hocklett</td>
<td>3</td>
<td>Wednesday 2:30 PM - 3:55 PM, Thursday 2:30 PM - 3:55 PM</td>
<td></td>
</tr>
<tr>
<td>Faculty At-Home Seminar Shadow Banking</td>
<td>Hocklett, McCulley</td>
<td>1</td>
<td>Wednesday 6:00 PM - 7:30 PM</td>
<td></td>
</tr>
<tr>
<td>Insurance Law</td>
<td>Heise</td>
<td>3</td>
<td>Monday 8:35 AM - 10:00 AM, Wednesday 8:35 AM - 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>Advanced Topics in Property Theory</td>
<td>Underkutter</td>
<td>3</td>
<td>Thursday 4:15 PM - 5:55 PM</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits: 17**  
**Remaining Bid Points: 10**

Use this button to go back and add/drop more courses.

Once you are happy with your course selections and bid points, click submit.
Step Four: Confirmation

On this screen, you will get a confirmation. You can make changes to your course selections as often as you like until **12:00 noon on November 20** by using the link on the Registrar’s website.
What happens next?

The Registrar will process the lottery in early December.

You will receive the results in mid-December after all exams are done.

Add/drop for law school classes will be available on January 15. You can make adjustments to your schedule at that time. One thing to note is that add/drop is first-come, first-served (unlike pre-registration).

The add/drop deadlines will be noted on your schedule in January. You must be mindful of those deadlines.

Questions? Feel free to email the Law Registrar (law.registrar@cornell.edu) if you have questions or concerns about the course pre-registration process.