Instruction in spring semester courses begins on **Monday, January 23, 2017.** **Lawyering Program** begins for 1Ls on **Tuesday, January 17, 2017.**

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**Add/Drop for Spring 2017 Law School courses** will be online on **January 17, 2017.** You will be notified by email to your Cornell NetID email address when the add/drop link is available.

*If you experience any problems using the online registration process, please email the Registrar at law.registrar@cornell.edu.*

We suggest you read through this memo before going online. The memo is updated whenever changes are made that affect courses or if other important information is received by the Registrar’s Office.

**Instructions for using the website**

We suggest that you thoroughly familiarize yourself with the three steps that are part of pre-registration before accessing the registration site. The memo on the Registrar’s website called: *Using Online Registration* explains the process. In addition, when you begin the actual pre-registration process, the online site provides you with step by step instructions for course selection. Step One addresses core courses and other upperclass course offerings, Step Two addresses seminar and problem course offerings, and Step Three addresses all instructor selected clinical offerings.

**Communication**

The Registrar’s Office will communicate with all students by email (to your Cornell NetID).

**Important Curricular requirements and restrictions**

Read now: Several important academic policies and degree requirements are highlighted below. Specific courses fulfilling the requirements are identified in the Course Information section of this document. Please see the note at the end of the degree requirements section re Class of 2019 JD students’ degree requirements. They are slightly different than the degree requirements for Class of 2017 and 2018 students.

1. **Skills Course requirement.** J.D. students are required to take a skills course for at least one credit hour before graduation. Many students already enroll in clinics, externships and simulation classes, such as alternative dispute resolution, that will satisfy the requirement. However, in order to help students fulfill this requirement by providing adequate choice, several one-credit skills classes are available in the curriculum. Priority for the one-credit classes will be for those members of the Class of 2016 who have not yet fulfilled the skills requirement.
Each semester, students will be provided with a list of courses that can be used to satisfy the skills requirement. Note that in general the same course cannot be used to satisfy both the skills requirement and the writing requirement. See ABA Standard (Chapter 3) 302(a)(4): http://www.americanbar.org/groups/legal_education/resources/standards.html

2. **Required Professional Responsibility Course** - All law students must complete an upperclass course in professional responsibility before graduation.

3. **Upperclass Writing Requirement.** All law students must satisfy the writing requirement before graduation. The writing requirement for the Doctor of Law (J.D.) degree is met by satisfactorily completing a three-hour seminar or problem courses. Enrollment in problem course and seminars is limited.

Please note that degree requirements are slightly different for JD students in the class of 2019 going forward. Students must complete the writing requirement, 6 credit hours of experiential learning, and a 2 credit course of professional responsibility.

4. **20 credits outside of regularly scheduled law school classes.** Students may take no more than 20 credits outside of regularly scheduled law school classes. These 20 credits include full-term externships, part-time externships, directed readings, supervised writings, supervised teaching (including Lawyering Honors Fellows), courses taught in other university divisions, and clinics taught by instructors whose primary professional employment is not within the Law School. The course registration materials will identify the courses that are subject to the 20-credit maximum. Students particularly interested in doing a full-term externship, advance planning will be more critical to avoid disappointment. See ABA Standard (Chapter 3) 304(b) and Interpretation 304-3: http://www.americanbar.org/groups/legal_education/resources/standards.html

   **The total credit limits on each category follows and you may take no more 20 combined credits overall.**

   Directed readings: one 2-credit directed reading each upperclass semester for a total of 8 credits.
   Supervised writings: one 3-credit supervised writing each upperclass semester for a total of 12 credits
   Externships: maximum of 18 credits
   Courses in other University divisions – maximum of 12 credits   (Regardless of the number of courses elected outside the Law School, a student must earn 72, of the required 84, semester credit hours in professional law subjects. No exception.)

   Grading: All externships and directed reading, supervised writing and supervised teaching will be graded S/U. (Note that students will continue to have the ability to take two graded upperclass courses S/U if that option is made available by the course instructor).

5. **Credit Hour Requirements.** ABA Standard 304(e) stipulates a Law School may not permit a student to be enrolled at any time in coursework that would exceed 20 percent of the total coursework required by that school for graduation. Therefore, students in the JD program may not take more than 16 credits in any one semester. Students in the JD/LLM program will be allowed (with permission of the Dean of Students) to take a maximum of 20 credits per semester. Students will need to do some advance planning, particularly for those in the JD/LLM program.

   During the second and third years students may not register for fewer than 12 hours or more than 16 hours during any one term or fewer than 26 hours in any one academic year. Exceptions to the credit hour requirements must be approved by the Dean of Students.
In addition, a student electing a course outside the Law School for credit or otherwise must also register for at least 9 credits in the Law School each term. Regardless of the number of courses elected outside the Law School, a student must earn 72, of the required 84, semester credit hours in professional law subjects. No exception.

Unlimited Enrollment Course Add and Drop Policy
A student may add or drop upperclass courses with unlimited enrollment until 3:00 p.m. Wednesday, February 1.

Limited Enrollment Course Add and Drop Policy
A student may add [providing space is available] or drop a problem course, seminar, clinical offering or other limited-enrollment upperclass course until 12:00 Noon Tuesday, January 31. Note: Clinical offerings may have an earlier deadline to add/drop. Consult the clinical registration information on the course registration site.

Waiting Lists
Students will be contacted by email if a place becomes available in a limited enrollment offering for which they are on the wait list. Students must check their email and schedules every day. Anyone admitted to a limited enrollment course who no longer wishes to enroll in the course, must drop the course online by 12:00 Noon Tuesday, January 31.

University Registration
The Office of the University Registrar determines student registration status. In order to be considered a registered student by the University, a student must:

- complete course enrollment according to individual college requirements;
- settle all financial accounts, including current semester tuition;
- clear any holds, whether these are from the Bursar’s Office, Gannett Health Center, the Judicial Administrator, or the Dean of your college;
- satisfy New York State health requirements.

Students can check their registration status at the beginning of the semester using the Student Center (Just the Facts) at: [http://studentcenter.cornell.edu](http://studentcenter.cornell.edu). Look at the “Holds” box on the home page of the Student Center (Just the Facts). If you have no holds, you are registered with the University. If you have a hold that says:

- “No Registration, Trans, Diploma” or
- “No Registration”

then you are not registered. It is possible for there to be other Holds listed that do not affect registration. Click on “Details,” then click on the “Hold Item” link to find out what is affected and how to clear the hold.

After the third week of classes you will lose access to university services and be charged a $350.00 late fee, in addition to finance charges. If you register after the sixth week of classes, you will be charged a $500 late fee, in addition to finance charges. Failure to register will impact financial aid, loan deferments and health benefits that rely on in-school status. This may also affect the ability to use certain services on campus such as your Cornell Card, Library Services and Gannett Health Services.

Grading Option
Each J.D. student, after the first year, may elect to take up to two upperclass courses at Cornell Law School on an S/U basis. Students must make this election to the Law School Registrar’s Office by 12 noon on February 15. If made, the election shall be irrevocable. Students may not make this election in courses that they use to satisfy the law school’s upperclass writing requirement. In addition, instructors may designate specific courses that they
teach as not eligible for the S/U election. The Registrar’s Office will email a link to students after the add/period has ended for students to declare grading options.

Check individual course descriptions in the online Course Description memo at the Course Registration link or the descriptions provided at the Registrar’s Office.

**Additional Course Options**

**Directed Reading Courses**
The faculty has adopted several very specific rules governing directed reading courses. You must be certain that the directed reading you want to take satisfies each of these rules. Interested students may print the registration form from the Registrar’s site at:

*Course Registration link/REGISTRATION FORMS/How to Register for Directed Reading Course:*
https://support.law.cornell.edu/students/forms/print_DIRREAD.pdf

**Supervised Writing and Teaching**
Second- and third-year students may do supervised research and teaching with law faculty members. Interested students may print the registration form from the Registrar’s site at: *Course Registration link/REGISTRATION FORMS/How to Register for Supervised Writing or Supervised Teaching:*
https://support.law.cornell.edu/students/forms/print_Sup_wri.pdf

**Class attendance**
Attendance is required on a regular basis beginning on the first day of the semester. Irregular attendance or neglect of work may result in removal from the course with a grade of F or other sanctions. Regular attendance is required for certification to the bar examiners. Students must remove all conflicts in their course schedules by the end of the drop and add period each semester.

**Auditing Courses**
With permission of the instructors, law students may register as auditors. Auditors may not sit for examinations. Auditing is recorded on the internal/unofficial and official record. Auditing is not available for the majority of non-law course offerings.

**Course pre or co-requisites**
The course description for each offering will alert interested students if prior study is required or recommended study in another area is suggested. It is the responsibility of each student to be familiar with course requisites.

**Course meeting times**
The time schedules for courses are provided on line at: [http://www.lawschool.cornell.edu/registrar/index.cfm](http://www.lawschool.cornell.edu/registrar/index.cfm)

**Course exam dates**
The exam dates are provided on line at: [http://www.lawschool.cornell.edu/registrar/index.cfm](http://www.lawschool.cornell.edu/registrar/index.cfm)

**Faculty Bios**
Biographical biographies for all faculty are available from the Faculty Bios link on the Registrar’s website:
[http://www.lawschool.cornell.edu/faculty/index.cfm](http://www.lawschool.cornell.edu/faculty/index.cfm)

**Courses in Other Divisions of the University**
In addition to courses that are part of the Law School curriculum, courses directly relevant to legal careers are sometimes offered in other units in the university. All Cornell University courses are listed in Courses of Study. Students may not elect courses outside the Law School during the first year. Thereafter, students may enroll in
any university course; the course is recorded on the student's transcript. For students who want to receive Law School credit for courses offered in other departments or schools at Cornell, application must be made to the associate dean for academic affairs. For credit approval, courses must directly relate to the students law study and offer a high degree of rigor. The application is available on the pre-registration site under registration forms or from the Law School Registrar's staff.

**Law School registration for non-law courses (whether taken for credit or not)**
Registration for courses outside the Law School has several steps. It is the same whether you are taking the course for Law School credit or not.

For details on using the University site to Add or Drop courses, please read the memo on the Registrar’s website called: *FAQs on Registering for Courses Outside the Law School* at the Course Registration link: https://support.law.cornell.edu/students/forms/FAQs_Outside_Courses.pdf

For the Spring 2017 semester, **University Online Add/Drop will begin on January 17.** If you do not know how to use Enrollment (formerly CoursEnroll), you should visit the University site that explains the process: http://registrar.sas.cornell.edu/Student/coursenroll.html

The Law School request form for non-law courses is available online at the Registrar’s web site. Interested students may submit the registration form from the site at Forms & Requests/Law Credit for Non-law Courses. Complete this form for all courses and indicate whether or not the course is requested for credit.

**J.D. Programs only**

**Concentrations**
Students working toward a concentration should review the roster of courses which will qualify for the different concentration areas available from the Registrar’s web site.