Step-by-Step Instructions for Using the
Law School Online Pre-registration Site
For Spring 2016 Courses

We encourage you to read through these instructions before logging on, so that you will be familiar with the process.

The Law School Registrar’s Office site address is: http://www.lawschool.cornell.edu/registrar/

Please note: If you have not read and acknowledged your understanding of the registration process, you will be asked to do that before you are permitted to pre-register for courses.

BEGINNING THE PROCESS:

Pre-registration will be available **October 28 through 12 noon on November 24** at the Registrar’s site. http://www.lawschool.cornell.edu/registrar/

You will be notified by email sent to your Cornell NetID email address when pre-registration is available.

Please note that **pre-registration is not first-come, first-served**, so please take your time before starting to pre-register to read the information available on the Registrar’s site about courses and meeting times.

Spring 2016 Course Selection

These step-by-step instructions are also repeated in the online registration process.

SIGNING IN

When you click on Pre-registration for Spring 2016, you will be asked to Sign In.
You will be asked to enter NetID and password to log-in to the pre-registration site.

The **first time you log onto the pre-registration site**, you will see an introductory page. You will be asked to read and acknowledge that you have read the instructions for using the online pre-registration process and that you have read the Registration and Curricular update before you are permitted to pre-register for courses.

The instructions include a section concerning pre- and co-requisites, which you should read carefully as it may affect pre-registration for some courses.

Course Pre-requisites

The online registration program will only permit students to pre-register in a course requiring a pre-requisite **if the pre-requisite has been taken in a previous semester**. A student who wishes to be considered for enrollment who has not previously taken the required pre-requisite may request a waiver from the instructor. The waiver form which requires the signature of the instructor is available online at: https://support.law.cornell.edu/students/forms/print_waiver.pdf
A student requesting a waiver will need to complete the process before the end of the pre-registration period. Once the instructor’s signature has been secured, the form must be submitted to the Law School Registrar’s Office, 160 Myron Taylor Hall. The next opportunity after pre-registration to request a waiver will be during the Add-Drop period at the beginning of the semester.

Once you have read the instructions and clicked on “YES” to acknowledge that you have done so, you will be able to go to the next step and begin selecting courses.

You will see a window displaying this message, “What would you like to do this morning or afternoon? Register for classes?”

If you are returning to this site after having made course selections, you will be given the option to make changes to your schedule or view/print your schedule.

You may revisit this site as many times as you like until the end of pre-registration.

Remember that you should NOT use the Back button unless the instructions on-screen specifically tell you to do so.

**STEP 1 OF THE PRE-REGISTRATION PROCESS**

The screen will display differently for JD students and LLM & JSD students, because LLM & JSD students are permitted to enroll for certain first-year courses. If you are a JD student, you will see a screen that permits six (6) Core and Upperclass course selections. If you are an LLM or JSD student, you will see a screen that permits six (6) Core and Upperclass selections followed by four (4) First Year Offering course selections.

**THE ON-LINE INSTRUCTIONS FOR STEP 1 ARE AS follows:**

**Recommended Core Courses and Upperclass Courses**

Notes:
To Pre-Register for recommended core and upperclass courses [Step 1], select from the course menu. LL.M. candidates keep your total credit hour requirement for the academic year in mind as you select courses. JD candidates need to select between 12 and 16 credit hours. 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. If your schedule totals more than 16 credit hours after the lottery enrollment for limited enrollment courses has been processed, you will adjust your schedule accordingly during the add and drop for the Spring 2016 semester. For all course requests, be sure to check the course description of each offering for required prerequisites or co-requisites.

You are limited to a maximum of six (6) courses in this category.

**VERIFICATION OF STEP 1 SELECTIONS**

Once you have made your selections, and clicked on Submit, you will be asked to verify your choices. You can Go Back at this point, by clicking on GO BACK, and change your selections.
If you are done, when you click on SUBMIT, you will move to Step 2.

**STEP 2 OF THE PRE-REGISTRATION PROCESS**

This is the step where you will select courses that involve preferences. We urge you to read over the instructions about how to code your choices before you begin. If you have any questions about how to code your choices, you can always ask for advice from the Registrar’s Office.

You can return to this site to view and change these choices as many times as you wish up to the end of the pre-registration period. The lottery on limited enrollment courses will not be run until after pre-registration is over, so changing your selection before then will have no effect on the final selection process.

**THE ON-LINE INSTRUCTIONS FOR STEP 2 ARE AS FOLLOWS:**

**Courses Available for Preferencing**

Preference Instructions:
You will receive preference treatment for only one course. Preferencing increases the likelihood of admission. Your preference is exhausted if you are admitted by lottery and take the course. You have one preference until it is exhausted.

To indicate a first preference select P1, or a second preference, select P2. If you are NOT admitted to your P1 selection, your P2 will be changed to P1. Note: If you are admitted to your P1, you will not be considered for your P2 selection unless you add O1 to that selection (e.g. P2, O1).

In addition, if you preferenced a course previously and were not admitted, you may use your one preference as a "Super Preference" if the same course is offered again. In that case "Super Preference" would replace your P1 or P2 choice, as SP1 or SP2.

For Step Two courses, if you have chosen not to preference or previously exhausted your preference, you must rank in order of interest by selecting O1, O2, or O3. Note: When selecting an "O" (Other) ranking, you must start with an O1, then an O2 and O3 if needed. You are restricted to three (3) selections in step 2, which includes any course preferenced. Additional requests will not be considered.

**Notes:**

1. In courses designated as international offerings: The first slots are filled by third-year students who are enrolled in the JD with Specialization in International Legal Affairs program at the time of pre-registration and by third-year JD/LLM candidates for international and comparative law seminars.

2. The next slots go to those students who have a Super Preference -- that is, those who previously preferenced the particular course and were not admitted and who are now preferencing the course a second time. (JD and JD-LLM students)

3. The next slots are filled by students using the basic preference. (JD, JD-LLM and LLM students)
4. The next slots are filled by any third-year students who otherwise are in danger of failing to fulfill their writing requirement by the time of graduation. (Students are warned not to count on this method of gaining entry into the seminar of their choice. In many seminars, all available slots are already filled by this point, and so the “third-year need” priority typically assures only that the student will be placed in some seminar.).

5. Any remaining slots are filled with any remaining requests.

You are limited to a maximum of three (3) courses in this category.

During the Step 2 selection process, you will be warned by error messages if you do not properly code your selections.

**VERIFYING STEP 2 SELECTIONS**

Once you have made your selections, and clicked on Submit, you will be asked to verify your choices. You can Go Back at this point, by clicking on GO BACK, and change your selections.

If you are done, when you click on SUBMIT, you will move to Step 3.

**STEP 3 OF THE PRE-REGISTRATION PROCESS**

The next step, Step 3, is where you will select Clinical and Externship courses.

[We urge you to read the information concerning prerequisites and screening process for clinical courses contained in the informational memo, Course Descriptions for Clinical Offerings, available on the Registrar’s site at the Course Registration tab before making any selections.]

https://support.law.cornell.edu/students/forms/ClinicalCoursesAndExternshipsDescriptions.pdf

All students who wish to pre-register for Step 3 Courses must read and acknowledge the registration process information.

If you are not interested in the clinic courses, just click on the link below, and continue on to Step3 and just click on Submit and you will be taken to the final step of pre-registration.

[Clinic Registration Process Information document will display and require acknowledgment]

**THE ON-LINE INSTRUCTIONS FOR STEP 3 ARE AS FOLLOWS:**

**Clinical Courses and Externships**

Step Three: Important Note on Clinical Courses and Externships:
Enrollment in Step Three courses is by instructor selection. Students should be aware that many of these courses require sequencing -- i.e., the student must have previously taken another clinical or externship course. In addition, some of the clinics and externships are mutually exclusive because they share classroom components that students may not repeat.
In making course selections among Clinical courses and Externships, student must carefully consult the course descriptions for information on prerequisites, co-requisites and mutually exclusive courses. Students, who, after reviewing these descriptions, have questions about eligibility for a clinical course or externship, or about the effect on future course selection of taking a certain course, should speak with the clinic faculty, the clinic administrative director, or the registrar.

Reminder: Although the selection process varies from clinical course to clinical course, **you must pre-register for all the courses for which you want to be considered**. If you submit a letter or note, and/or resume in accord with one of the selection process procedures, but do not pre-register you will not be considered for the course.

The following clinical offerings have specific instructions in the registration instructions. If you are interested in any of the offerings you must follow the instructions, as well as submit your request online. You are not limited to a maximum in this category, however you must rank your selections in order of preference.

[list of clinical offerings will display; to be ranked]

**VERIFYING STEP 3 SELECTIONS**

Once you have made your selections and indicated your order of interest (ranking) and clicked on Submit, you will be asked to verify your choices. You can Go Back at this point, by clicking on GO BACK, and change your selections.

If you are done, when you click on SUBMIT, you will move to Finish step.

**FINISH**

The final screen display will show you your schedule in a grid format. You should see all your law school course selections displayed. Conflicting courses should be highlighted.

If a course does not have a regular meeting time, it will be listed below the grid.

Your total credits should display at the bottom of the grid.

If you wish to make changes at this point, click on Change Your Schedule. You will see a listing of your courses and buttons which let you REMOVE courses or ADD courses. Please remember not to use the BACK button unless specifically instructed to do so.

**THE ONLINE INSTRUCTIONS FOR THE FINISH STEP ARE AS FOLLOWS:**

Would you like to change your schedule?

If you are done making changes for now, just close the browser to exit from pre-registration.

Here are the courses you selected during Pre-registration.
NOTE: The lottery for Spring 2016 course requests will be processed after pre-registration ends. Every attempt will be made to provide you with your course schedule by early January.

EXITING FROM PRE-REGISTRATION
If you are done, just exit from the Browser.

RETURNING TO PRE-REGISTRATION TO MAKE CHANGES
You may return to this site as often as you wish until the end of pre-registration.

Outside Courses: If you registered for non-law courses through the University online pre-enrollment process, please note that these courses will not be displayed on your schedule at this time. They will be added before Add-Drop begins.