Cornell Law School
LL.M. Instructions for Spring 2016
Online Course Pre-registration

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 is available October 28 through 12 noon on November 24 at 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 pre-registering to read the information Registrar’s site about courses and meeting times.

Spring 2016 Course Selection

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

To proceed you must read and acknowledge you understand all instructions for pre-registration.

Several important academic policies and degree requirements are highlighted below:

LL.M. Curricular and Degree Requirements:

1. All LL.M. students are required to enroll in Introduction to the American Legal System, take a three-credit seminar with a substantial writing component that satisfies the writing requirement (this can be substituted with a three-credit paper supervised by a faculty member or a five-credit Master’s thesis). Courses that fulfill the writing requirement can be found here: https://support.law.cornell.edu/Students/students/CourseDescriptions/CoursesByCategory.cfm and are designated by the number 3 - - ie. 7146 Comparative Legal Philosophy 3 - Yu (3 Credits) or 7016 Colloquium on Law and Social Movements 3 - Rana, Tarrow (3 Credits).

2. LL.M. students may take no more than six (6) credits outside of regularly scheduled law school classes without advisor approval. These six credits include externships, directed readings, supervised writings, and courses taught in other university divisions. To enroll in courses outside the Law School use Cornell University’s Student Center (https://registrar.cornell.edu/Student/studentcenter.html). Once enrolled complete the Law Credit for Non-law Courses form and submit to the Law School Registrar for approval and credit review. The form can be accessed here: http://www.lawschool.cornell.edu/registrar/forms.cfm
3. **LL.M. students can register for up to 15 credits and no less than 10 credits per semester** or seek advisor approval.

4. **Those planning to sit for the New York Bar exam must complete a total of 24 Law School credits.** Coursework must include a professional responsibility course, a legal writing and research course, and core subjects covered by the New York Bar Exam.

**SIGNING IN TO THE PRE-REGISTRATION SITE**

When you click on Pre-registration for Spring 2016, you will be asked to sign in using your NetID and password.

The first time you log onto the pre-registration site, you will see the 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 Cornell Law School LL.M. Registration and Curricular Requirements 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](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 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**  
**Selecting Core and Upperclass Courses and First Year Offering Courses**  
LL.M. students are able to select up to six (6) Core and Upperclass courses and four (4) First Year Offering courses.

- Check the course descriptions for required pre-requisites or co-requisites.
- Keep the total credit hour requirement for the academic year in mind as you select courses.
- If you elect to take a course outside the Law School for credit or otherwise you must also register for at least 9 credits in the Law School each term.
- If your schedule totals more than 15 credit hours after the lottery enrollment for limited enrollment courses has been processed, you will adjust your schedule accordingly during the add/drop for the Spring 2016 semester.

**VERIFYING STEP 1 SELECTIONS**  
Once you have made your selections, and clicked on the *Submit* button, you will be asked to verify your choices. To change your selections now click on the *GO BACK* button and makes your changes. If your selections are correct, click on the *SUBMIT* button. You may return to the site to view and make changes to your selections up to the pre-registration deadline.

**STEP 2**  
**Selecting Seminar and Problem Courses**  
These courses involve preferences. We urge you to read over the instructions about how to code your preferences before you begin your selections in this section. Contact the Registrar’s Office if you have questions about how to code your choices.

LL.M. students are able to select up to three (3) Seminar and Problem Courses.

**Seminars and Problem Courses Preference Instructions:**
You will receive preference treatment for only **one course**. Preferencing increases the likelihood of enrollment. 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.

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 this section, which includes any course preferenced. Additional requests will not be considered.

You will receive an error message if you do not properly code your selections.
How Preferred Course Rosters are filled:
1. Courses designated as international offerings are first 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. International offerings and all other course roster slots next 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 for international offerings and all other course roster slots are filled by students using the basic preference. (JD, JD-LLM and LLM students)

4. The next slots for international and all other course roster 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.

Verifying Step 2 Selections
Once you have made your selections, and clicked on the Submit button, you will be asked to verify your choices. To change your selections now click on the GO BACK button and makes your changes. If your selections are correct, click on the SUBMIT button.

You may return to the site to view and make changes to your selections up to the pre-registration deadline. The lottery on limited enrollment courses will not run until after pre-registration is over, so changing your selection before then will have no effect on the final selection process.

Step 3
Selecting 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 at:
https://support.law.cornell.edu/students/forms/ClinicalCoursesAndExternshipsDescriptions.pdf

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

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 in each 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 résumé 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 the Submit button, you will be asked to verify your choices. To change your selections click on the GO BACK button and makes your changes. If your selections are correct, click on the SUBMIT button.
You may return to the site to view and make changes to your selections up to the pre-registration deadline.

**Step 4**
Displaying your Schedule
The final screen displays your law school course schedule in a grid format. Conflicting courses are highlighted in red. If a course does not have a regular meeting time, it will be listed below the grid. Your total credits are displayed at the bottom of the grid.

To make changes now, click on the Change Your Schedule button. 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.

**NOTE:** The lottery for Spring 2016 preference course requests will be processed after the end of pre-registration. Every attempt will be made to provide you with your course schedule by early January.

**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 register for non-law courses through the University online pre-enrollment process, the non-law courses will not be displayed on your schedule until just before Add-Drop begins.