Columbia Law School
Office of Registration Services
William and June Warren Hall, 1125 Amsterdam Ave., 5th Floor Suite 500
registrar@law.columbia.edu ***office: (212) 854-2668*** ***fax:(212) 854-1135***

CROSS-REGISTRATION APPLICATION for NON-LAW STUDENTS

POLICIES & PROCEDURES

Law School offerings are open only to **FULL-TIME Columbia University graduate degree candidates**. Full-time graduate degree candidates may take no more than 2 (two) Law courses per term and no more than 4 (four) Law courses during their entire Columbia course of study. **First-year foundation, legal writing, research, clinical, and externship offerings are NOT open to non-Law students. REGISTRATION AS AN AUDITOR IS NOT PERMITTED FOR ANY LAW COURSE. All students are expected to sit for scheduled Law exams; failure to complete an exam will result in an automatic grade of F. All Law School classes must be taken for a letter grade, which are A, B, (both with plus and minus) C, and F, and will be assigned to all students.**

The Law School's Office of Registration Services will accept requests for cross-registration beginning in November and up to Tuesday, January 24, 2012. Requests will be processed during the Law School Change of Program period (January 9-24) and you will be notified by e-mail whether you can be registered. No Law course can be added after January 24. The notation of W (withdrawal) will be recorded for withdrawals between January 25 and February 15, and the grade of F (failure) will be recorded for withdrawals after February 15. Follow the steps below to complete your request for a Law course.

- Complete **sections 1, 2 and 3** and return to the Law School's Office of Registration Services in 500 William & June Warren Hall.
- **Section 3** requires the Instructor's signature. Instructor's approval **does not** guarantee a seat in the course.
- Decisions and processing of all cross-registration applications will be made on a first-come-first-serve basis.
- By the end of the Law School's Add/Drop period Registration Services will send you e-mail notification of the decision made on your cross-registration application. Every effort will be made to notify you in a timely manner.

Section 1: Student Information (to be completed by the student)

☐ **CHECK HERE IF YOU HAVE EVER REGISTERED FOR A COLUMBIA LAW SCHOOL COURSE**

Last Name *(Print)* _____ **First Name** _____ **MI** _____ **SSN or CUID** _____

School/Division _____ **Degree** _____ **Expected Award Date** _____

E-mail Address _____ **Telephone #** _____ **Birthdate *(MM/DD/YY)*** ____/____/____

Student's signature _____ **Date Submitted** _____

Section 2: Requested Law School Offering (to be completed by the student)

Title: _____

Instructor: _____ **Course #** _____ **Sec:** _____ **Academic Pts.** _____

Section 3: Instructor's Approval (to be completed by the Instructor)

Please be aware that approval is subject to availability of seats in the course, and that priority will be given to Law students.

Instructor's Signature _____ **Date** _____

Section 4: Enrollment Approval (to be completed by the Office of Registration Services at Columbia Law School)

Signature or stamp of designated Office of Registration Services official _____ **Date** _____

Section 5: Finalize Registration

APPROVED applicants will receive a copy of this form and proof of their registration in the Law class.

AFTER you have been registered at the Law School, you must submit this form and proof of Law registration to your degree-granting division and/or official. Only your home school can register you in the University's database.

TO DROP A LAW CLASS: You must notify both your home school and the Law School's Office of Registration Services. The notation of W (withdrawal) will be recorded for withdrawals between January 25 and February 15, and the grade of F (failure) will be recorded for withdrawals after February 15.