

**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

Applications to cross-register for a Fall 2011 Law course will be accepted and processed by the Office of Registration Services only during the Law School's Change of Program period (**August 29-September 13**). **No Law course may be added after September 13.**

Law School offerings are open only to **full-time Columbia University graduate degree candidates**. Full-time graduate degree candidates from other Columbia University divisions 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, and clinical 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 course instructor must provide signature approval for you to cross-register for the Law class.** Applicants must **ALSO have the approval of the Office of Registration Services in order to register for a Law course.** Approval is subject to availability.
- Return this completed form to the Law School's Office of Registration Services in 500 William & June Warren Hall.
- 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.
- Approved applicants will receive a copy of this form and proof of their registration in the Law class. **To finalize the registration of your Law course with the University, you must submit these documents to your degree-granting division and/or official. Only your home school can register you in the University's database. To drop a Law course, you must notify both your home school and the Law School's Office of Registration Services.**

STUDENT SECTION - COMPLETE ALL INFORMATION IN THIS SECTION

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

Last Name (<i>Print</i>)	First Name	MI	Social Security #
Address	City, State	Zip	Telephone #
School/Division	Degree	Expected Award Date	Full-Time or Part-Time
E-mail Address	Birthdate (<i>mm/dd/yy</i>)		
Student's signature	Date Submitted		

Student's Departmental Approval (if required) (*please print name and sign here*) _____ Date _____

REQUESTED LAW SCHOOL OFFERING:			
Title: _____			
Instructor: _____	Course # _____	Sec: _____	Academic Pts. _____

INSTRUCTOR'S APPROVAL

NOTE TO 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 Approval (please place signature here) _____
(Date)

APPROVAL FOR ENROLLMENT BY THE OFFICE OF REGISTRATION SERVICES AT COLUMBIA LAW SCHOOL

Signature or stamp of designated Office of Registration Services official

Date