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UNIVERSITY OF MICHIGAN
LAW SCHOOL
REGISTRATION INSTRUCTIONS
Winter 2011

PRELIMINARY INFORMATION

REGISTRATION (DETAILS IN SECTION I)

(1) Seminar and Practice/Simulation Course Bidding for the selection of seminars and practice/simulation courses. The maximum assignment at this time is ONE seminar and ONE practice/simulation course. Begins Tuesday, October 26 at 8:00 AM (EDT) and ends Friday, October 29 at 5:00 PM (EDT) after which time CBI will shut down! Students have 81 hours to make and finalize their requests, there is NO grace period!

Please log on to CBI either Tuesday, October 26 or Wednesday, October 27; should you have a problem getting into the system, this will give the Law School Information Technology staff the opportunity to correct the problem in time for you to use CBI. It is advisable to view the class schedule and descriptive materials early in the week, since many seminars and practice/simulation courses require a special sign-up procedure (footnote #8 in the class schedule) and have a submission/completion deadline.

Please note that we are only gathering registration data during the week of October 26, no placements into any of the classes will take place until after close of business on Friday, October 29. There is no advantage or need to rush to request classes. In other words, students who use CBI to make their requests on Friday at 4:00 PM will have the same opportunity as students who make requests on Monday at 8:00 AM. You can make as many changes to your requests as you would like but you must click the “FINALIZE” button to save your requests.

If you have any problems with CBI, do not wait, come to the Office of the Registrar, 300 Hutchins Hall, third floor, and use one of the computers in the lobby to make your CBI requests before the Friday deadline! Do not wait until 4:45 PM or later on Friday afternoon! The system will slow down on Friday afternoon if there is a high demand placed on it and the Information Technology staff may not be available to provide assistance. If you choose to wait until the last minute on Friday, October 29, to make your CBI requests, make sure you “FINALIZE” before the 5:00 PM (EDT) deadline or your requests will not be saved when CBI shuts down!

(2) Upper Class Course Bidding for the selection of upper class courses. Students can request open non-Prof Pick seminars and practice/simulation courses. Addition to the waitlist for full/closed seminars and practice/simulation courses depends on the availability of a numbered waitlist position (1-15). Students can also drop seminar and practice/simulation courses. Begins Monday, November 8 at 8:00 AM and ends Friday, November 12 at 5:00 PM (EDT) after which time CBI will shut down! Students have 105 hours to make and finalize their requests, there is NO grace period!

Please log on to CBI either Monday, November 8 or Tuesday, November 9; should you have a problem getting into the system, this will give the Law School Information Technology staff the opportunity to correct the problem in time for you to use CBI. It is advisable to view the class schedule and descriptive materials early in the week.

Please note that we are only gathering registration data during the week of November 8, no placements into any of the classes will take place until after close of business on Friday, November 12. There is no advantage or need to rush to request classes. In other words, students who use CBI to make their
requests on Friday at 4:00 PM will have the same opportunity as students who make requests on Monday at 8:00 AM. You can make as many changes to your requests as you would like but you must click the “FINALIZE” button to save your requests.

If you have any problems with CBI, do not wait, come to the Office of the Registrar, 300 Hutchins Hall, third floor, and use one of the computers in the lobby to make your CBI requests before the Friday deadline! Do not wait until 4:45 PM or later on Friday afternoon! The system will slow down on Friday afternoon if there is a high demand placed on it and the Information Technology staff may not be available to provide assistance. If you choose to wait until the last minute on Friday, November 12, to make your CBI requests, make sure you “FINALIZE” before the 5:00 PM deadline or your requests will not be saved when CBI shuts down!

DROP/ADD (DETAILS IN SECTION II)

(1) **Drop/Add** for the selection of upper class courses (excluding seminars and practice/simulation courses which have waitlists). **Winter 2011 Drop/Add begins Thursday, December 23 at 8:00 AM and ends Thursday, January 20 at 5:00 PM.** Addition to the waitlist for open and full/closed seminars and practice/simulation courses depends on the availability of a numbered waitlist position (1-15). Students can also drop upper class courses, seminar, and practice/simulation courses.

(2) **Waitlist Drop/Add** for classes with a waitlist (including seminars and practice/simulation courses). **Winter 2011 Waitlist Drop/Add begins Wednesday, January 12 at 8:00 AM and ends Thursday, January 20 at 5:00 PM.** Appointments for Law students to use Wolverine Access to drop/add classes ends at 5:00 PM. Each morning waitlists are checked, permission codes entered by the curriculum coordinator for non-Prof Pick seminars and practice/simulation courses. Selected students will have until 10 AM the next morning (unless otherwise noted in the e-mail) to enroll themselves before the “time sensitive permission code expires and the enrollment opportunity is lost! Permission codes for Prof Pick (footnote #9) seminars and practice/simulation courses will be entered as received. Waitlisted students need to check their e-mail frequently between 10 AM and NOON during the Waitlist Drop/Add period.

FOOTNOTES

Students should consult the footnotes for pre-requisites, co-requisites, special sign-up procedures (footnote #8), requirements, limitations, and other important information. A student's ability to enroll or remain in a class depends on information found in the footnotes. Therefore, it is crucial to read them carefully and follow the directions!
PRIORITIES

The Law School recognizes that a student may have a special interest in a particular seminar, practice/simulation course or upper class course which is either traditionally popular or offered on an infrequent basis. Therefore, each student has TWO priorities to use during their law school career to increase their chance of securing a seat in these types of classes.

In general, students are assigned to non-Prof Pick seminars and practice/simulation courses and/or upper class courses based on (1) the use of a priority and (2) proximity to graduation. The use of a priority places those students in the FIRST group from which selections are made. Therefore, first-year students have as much of a chance as third-year students. The computer selections are made in random order within the first group. A priority will only be “spent” if it was needed to assign a student to the seminar, practice/simulation course, or upper class course. Students who did not use a priority, are placed in the SECOND group from which selections are made by proximity to graduation (starting with academic level 6 and LLMs being the closest to graduation and then levels 5, 4, 3, and 2). The computer selections are made in random order within each academic level. Once the class capacity is reached, the remaining students are placed on the waitlist in numeric order (1-15).

Many students are under the mistaken impression that a student with a closer proximity to graduation who uses a priority has a better chance of securing a seat in a class than a student further from graduation who also uses a priority. This is NOT true! In fact, and as stated above, a 3L (academic levels 6 and 5) who uses a priority for a class has exactly the same chance of getting a seat as a 2L (academic levels 4 and 3) or 1L (academic level 2) who uses a priority for the same class because the use of a priority places all of them in the first group from which computer selections are made.

Important points to remember:

- Place your CBI class requests in the order of importance to you—HIGHEST to LOWEST.
- THE PRIORITY SYSTEM IS UNIQUE TO THE LAW SCHOOL’S CLASS BIDDING INTERFACE (CBI) AND IS NOT USED BY WOLVERINE ACCESS DURING THE DROP/ADD PERIOD.
- Look at the top of the bidding screen to make sure you have a priority to use.
- To use one of your priorities check the "P*" column priority box next to the class request.
- Check priority boxes in class request order. For example, you cannot check the priority box for request number TWO unless you have previously checked the priority box for request number ONE.
- You CAN check a priority box for a Prof Pick seminar or practice/simulation course (footnote #9).
- The use of a priority does not guarantee you a seat in a seminar, practice/simulation course, or upper class course!
- Checking a priority box will place you in the first group of students considered for the class.
- A priority is “spent” if it was needed to assign you to the class and this INCLUDES Prof Pick seminars AND practice/simulation courses (footnote #9)!
- A priority is NEVER spent when you are placed on a waitlist (1-15).
- If a priority was spent, the CBI "Results" link will indicate the class where priority was spent.
- A spent priority is NEVER returned.
- A priority that is not spent is returned to the student.
- During Upper Class Course Bidding (Cycle Three), Prof Pick seminars and practice/simulation courses (footnote #9) are listed but unavailable for request.
In general, CBI assigns students to classes by proximity to graduation BUT using a “priority” overrides that process…

1. Students have TWO priorities to use during their career at the Law School.
2. The purpose for using a priority is to increase a student’s chance of securing a seat in a seminar, practice/simulation course, or upper class course.
3. IMPORTANT POINT–Using a priority does not guarantee enrollment in a seminar, practice/simulation course, or upper class course!
4. FYI–During the first WINTER term, Summer Starters who request a Foundation Course (footnote #23) will receive priority status for that request.

1. Students are placed in the second group CBI considers for the class.
2. Proximity to graduation does count.

1. Students are placed in the first group CBI considers for the class.
2. The academic level does not count. First-year students have as much of a chance as third year students.

1. If the maximum class capacity is not reached after the students in the first group are processed, CBI goes to the second group and assigns students by proximity to graduation using the academic levels.

   - Academic Levels are:
     - 5 and 6 = 3Ls and LLMs
     - 3 and 4 = 2Ls
     - 2 = 1Ls

   - Within each academic level (6, 5, 4, 3, & 2) CBI assigns students to the class in random order.

For seminars and practice/simulation courses, when the maximum class capacity is reached the first 15 waitlisted students are placed on the waitlist.

For upper class courses, when the maximum class capacity is reached there are NO waitlisted students.
Students always ask which non-Prof Pick classes are popular. That is a tough question to answer because every class schedule is unique in composition due to different classes scheduled against other different classes in the same time slot. Also, frequently the professors who teach particular classes change. Therefore trying to predict the popularity of a particular class in a particular term is very difficult. The next best thing is to provide a table showing the term and the non-Prof Pick classes for which students actually “spent” a priority.

The following information is provided as a reference tool only! The decision to use or not to use a priority for a class rests solely with the student.

<table>
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<th>Class/Section and Title</th>
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SECTION I: REGISTRATION VIA THE LAW SCHOOL’S CLASS BIDDING INTERFACE (CBI)

All law students will use the Class Bidding Interface (CBI), a web interface class bidding tool located on the Law School’s Office of the Registrar web site to temporarily reserve their law classes. The link is: http://www.law.umich.edu/currentstudents/registration/registration/Pages/default.aspx and click on “Online Law Class Bidding Interface.” Complete CBI instructions are available on the same page. Once you have completed the login, you will notice that CBI will also link to on-line versions of the registration instructions, curriculum interest areas (concerning recommended courses and other activities for various areas of practice), course descriptions, and class schedules.

Assistance with CBI and the Law School's web site will be available during the Registration period in the Office of the Registrar, 300 Hutchins Hall, third floor.

It is important that you check your e-mail regularly between October 26 and November 24 in case we need to contact you with important information.

SEMINAR AND PRACTICE/SIMULATION COURSE BIDDING

SEMINARS

CBI can assign students to a maximum of ONE seminar.
You can select more than one seminar, and you may use a priority for as many of your requests as you wish. Indication of additional requests, even with a priority, will not jeopardize your first seminar request. Indication of only one seminar will not increase your chance of enrollment. CBI identifies time conflicts with a red “!!” and it appears on the same line to flag the class causing the problem.

Students are required to meet the upper level writing requirement for graduation. The clinic seminars: #911 Child Advocacy Clinic Seminar, #921 Clinical Legal Advocacy Seminar, #953 Juvenile Justice Clinic Seminar, #954 Human Trafficking Clinic Seminar, #956 Urban Communities Clinic Seminar, #959 Pediatric Advocacy Clinic Seminar, and #977 Michigan Innocence Clinic Seminar do not meet the upper level writing requirement!

If you are graduating this term and have never had a seminar, you do not have a greater chance of getting a seat in the seminar than any other student who has exercised a priority. Therefore, in the case of seminars, it is important for you to indicate additional requests and to consider using a priority for them, in case you do not get your first seminar request.

IMPORTANT: Students are required to attend the first class meeting of a seminar (footnote #7). This policy includes students who enrolled through a Class Bidding Interface cycle or during the Drop/Add period from the waitlist and those students not enrolled but who are interested in enrolling, whether or not they are on the waitlist. Non-law students seeking to enroll in a seminar must complete an External Enrollment Form (the link is on the Office of the Registrar’s web page, in the left column click “Registration” and then “External Enrollment.”). Students who fail to attend the first class meeting without making prior arrangements with the professor for an excused absence will have their name removed from the class roster or forfeit their enrollment opportunity.

IMPORTANT—IF A STUDENT DECIDES TO DROP A SEMINAR OR CLINIC, S/HE MUST DO SO WITHIN 24 HOURS AFTER THE FIRST CLASS MEETING. This will allow another waitlisted student an expedited opportunity to enroll in the seminar.

Point of Clarification for Footnote # 9 (Prof Pick) -- unless a footnote indicates otherwise, students do not contact the professor for “permission to register” for any seminar or
SEMINARS WITH THE “PROF PICK” DESIGNATION (FOOTNOTE # 9)

- #809 ANATOMY OF A DEAL—Professor Adelman
- #826 FAIR HOUSING LAW AND POLICY—Professors S. Green and Levy
- #894 GOOD LIFE/GOVERNMENT—Professor Regan
- #835 LAW & ECONOMIC DEVELOPMENT: INDIA—Professor Khanna
- #893 PRESIDENTIAL POWER—Professor Larsen
- #865 SELECTED TOPICS IN FEDERAL JURISDICTION—Professor Seinfeld
- #813 SUPREME COURT LITIGATION—Professor Whitman

SEMINARS WITH “SPECIAL SIGN-UP PROCEDURES” (FOOTNOTE #8)

Students interested in any of the seminars listed below must do TWO things:

(1) Complete the special sign-up procedure by the deadline
AND

(2) Request the seminar using the Law School’s Class Bidding Interface (CBI)

Student selection will take into account compliance with the special sign-up procedure by the specified deadline, then the use of priorities, and last the proximity to graduation. Therefore, you must decide whether to use a priority for seminars requiring statements, interviews, etc.

Seminars requiring special sign-up procedures are:

- **#809 ANATOMY OF A DEAL:** Students interested in taking this seminar must e-mail a statement of interest to Professor Adelman (badelman@fklaw.com) no later than Friday, October 29 at 5:00 PM (EDT). Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.

- **#826 FAIR HOUSING LAW AND POLICY:** Students interested in taking this seminar must e-mail a statement of interest (one or two paragraphs) to Professors Levy (Judith levy@usdoj.gov) AND Professor S. Green (greens127@gmail.com) no later than Friday, October 29 at 5:00 PM (EDT). Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.

- **#894 GOOD LIFE/GOVERNMENT:** Students interested in taking this seminar must e-mail a statement of interest to Professor Regan (donregan@umich.edu) AND Karen Pritula (kpritula@umich.edu) no later than Friday, October 29 at 5:00 PM (EDT). Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.
• **#835 LAW & ECONOMIC DEVELOPMENT IN INDIA:**
Students interested in taking this seminar must e-mail a statement of interest to Professor Khanna (vskhanna@umich.edu) no later than Friday, October 29 at 5:00 PM (EDT). Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.

• **#893 PRESIDENTIAL POWER:**
Students interested in taking this seminar must e-mail a statement of interest to Professor Larsen (jllarsen@umich.edu) no later than Friday, October 29 at 5:00 PM (EDT). Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.

• **#865 SELECTED TOPICS IN FEDERAL JURISDICTION:**
Students interested in taking this seminar must e-mail a statement of interest to Professor Seinfeld (gsein@umich.edu) no later than Friday, October 29 at 5:00 PM (EDT). Please specify what courses you have taken (other than #540 Introduction to Constitutional Law) that involve the study of federalism and jurisdiction and state the reasons for your interest in the seminar. Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.

• **#813 SUPREME COURT LITIGATION:**
Students interested in taking this seminar must e-mail a statement of interest to Professor Whitman (cwhitman@umich.edu) no later than Friday, October 29 at 5:00 PM (EDT). Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.
PRACTICE/SIMULATION COURSES

CBI can assign students to a maximum of ONE practice/simulation course! You can request more than one practice/simulation course, and you may use a priority for as many of your requests as you wish. Indication of additional requests, even with a priority, will not jeopardize your first practice/simulation course choice. Indication of only one practice/simulation course will not increase your chance of enrollment.

IMPORTANT: Students are required to attend the first class meeting of a practice/simulation course (footnote #7). This policy includes students who enrolled through a Class Bidding Interface cycle or during the Drop/Add period from the waitlist and those students not enrolled but who are interested in enrolling, whether or not they are on the waitlist. Non-law students seeking to enroll in a practice/simulation course must complete an External Enrollment Form (the link is on the Office of the Registrar’s web page, in the left column click “Registration” and then “External Enrollment.”). Students who fail to attend the first class meeting without making prior arrangements with the professor for an excused absence will have their name removed from the class roster or forfeit their enrollment opportunity.

Point of Clarification for Footnote # 9 (Prof Pick) -- unless a footnote indicates otherwise, students do not contact the professor for “permission to register” for any seminar or practice/simulation course. During the Registration period: (1) students request the seminar and/or practice/simulation course via CBI, (2) the professor receives a list of students and makes selections for the class, (3) the professor contacts the curriculum coordinator who enrolls the selected students in the class. During the Drop/Add period, if seats are available, the professor makes selections from the waitlist and contacts the curriculum coordinator who creates individual “time sensitive” permission codes and e-mails the selected students so they can enroll themselves via Wolverine Access.

PRACTICE/SIMULATION COURSES WITH THE “PROF PICK” DESIGNATION (FOOTNOTE # 9)

• #415 FAMILY LAW LITIGATION—Professors Connors and Sankaran
• #442 LAWYERING SKILLS IN A DIVERSE WORLD—Professor Carr
• #444 PATENT LITIGATION—Professor Grauer

PRACTICE/SIMULATION COURSES WITH “SPECIAL SIGN-UP PROCEDURES” (FOOTNOTE #8)

Students interested in any of the practice/simulation courses listed below must do TWO things:

(1) Complete the special sign-up procedure by the deadline
AND
(2) Request the seminar using the Law School’s Class Bidding Interface (CBI)

Student selection will take into account compliance with the special sign-up procedure by the specified deadline, then the use of priorities, and last the proximity to graduation. Therefore, you must decide whether to use a priority for practice/simulation courses requiring statements, interviews, etc.
Practice/simulation courses requiring a special sign-up procedure are:

- **#415 FAMILY LAW LITIGATION:**
  Students interested in taking this practice/simulation course must e-mail a statement of interest to Professor Sankaran (vss@umich.edu) no later than Friday, October 29 at 5:00 PM (EDT). Admission to this practice/simulation course is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.

- **#442 LAWYERING SKILLS IN A DIVERSE WORLD:**
  Students interested in taking this practice/simulation course must e-mail a statement of interest to Professor Carr (carrb@umich.edu) no later than Friday, October 29 at 5:00 PM (EDT). Admission to this practice/simulation course is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.

- **#444 PATENT LITIGATION:**
  Students interested in taking this practice/simulation course must e-mail a statement of interest to Professor Grauer (rick@graueradr.com) no later than Friday, October 29 at 5:00 PM (EDT). Please indicate your level of interest in pursuing a career path that has a strong focus on patent law and whether the Winter 2011 term is the last opportunity you will have to take the practice/simulation course prior to graduation. Admission to this practice/simulation course is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.

**UNUSUAL SCHEDULING PROBLEMS**

Students who have unusual scheduling problems such as those created by the requirements of a joint degree program, family responsibilities, etc., must send an e-mail describing the problem to (lawCBIAdmin@umich.edu) no later than Friday, October 29 at 5:00 PM (EDT). Every consideration will be given to unique scheduling difficulties, although it is not always possible to accommodate them.

**SPECIAL CIRCUMSTANCES**

Students who have a specific, compelling reason to take a particular seminar or practice/simulation course (beyond simply having a strong desire to be in the class) must send an e-mail explaining the reason to (lawCBIAdmin@umich.edu) no later than Friday, October 29 at 5:00 PM (EDT). Every consideration will be given to your request, although it is not always possible to accommodate them.

>>> Seminar and Practice/Simulation Course Bidding Results -- will be available to students on Friday, November 5. After CBI has been activated, an M Law Live announcement will be posted. Students will log into CBI and view their assignments via the “Results” link.
UPPER CLASS COURSE BIDDING

UPPER CLASS COURSES

Upper Class courses do not have waitlists!

NON-PROF PICK SEMINARS AND PRACTICE/SIMULATION COURSES

During upper class course bidding, students can request open non-Prof Pick seminars and practice/simulation courses. For full/closed non-Prof Pick seminars and practice/simulation courses, students can request to add their name to the bottom of the waitlist (by requesting the class) but success depends on the availability of a numbered waitlist position (1-15). CBI identifies all full/closed classes with a red “F” and full/closed waitlists with a red “WLF.” CBI identifies time conflicts with a red “!!” and it appears on the same line to flag the class causing the problem.

CREDIT LOAD

The Class Bidding Interface (CBI) limits student assignment to 15 credits (unless you are a Fall Starter in the first winter term at which time you are limited to 16 credits). An upper class student can request permission to enroll in 16 credits by e-mailing Assistant Dean, David Baum (dbaum@umich.edu) or Christine Gregory (crsgreg@umich.edu) for permission. If granted, the student will wait until the Drop/Add period begins to use the additional credit.

UNUSUAL SCHEDULING PROBLEMS

Students who have unusual scheduling problems such as those created by the requirements of a joint degree program, family responsibilities, etc., must send an e-mail describing the problem to (lawCBIAdmin@umich.edu) no later than Friday, November 12 at 5:00 PM. Every consideration will be given to unique scheduling difficulties, although it is not always possible to accommodate them.

SPECIAL CIRCUMSTANCES

Students who have a specific, compelling reason to take a particular upper class course (beyond simply having a strong desire to be in the class) must send an e-mail explaining the reason to (lawCBIAdmin@umich.edu) no later than Friday, November 12 at 5:00 PM. Every consideration will be given to your request, although it is not always possible to accommodate them.

FINANCIAL HOLD (NEGATIVE SERVICE INDICATOR)

The registration period allows students to temporarily reserve seats in law classes via the Law School's Course Bidding Interface (CBI). Obstacles such as a financial hold (negative service indicator) will prevent a student from becoming “officially” enrolled at the University. Due to features in the University’s centralized computer registration system, the Law School is not able to hold the temporarily reserved seats in law classes for a student who has a financial hold or time conflict. This means that a student who has a past due balance on their student account, bounced a check, wrote a personal check for tuition which is waiting to clear, owes a cable TV bill, etc., or have a time schedule conflict will not be officially enrolled and lose their temporarily reserved seats in law classes. These classes will become available for other students to obtain during the Drop/Add period. You must have financial holds (negative service indicators) removed by Monday, November 15.
IMPORTANT: Students who do not register for classes using the Course Bidding Interface (CBI) or who lose their classes due to a financial hold (negative service indicator) or who lose their classes due to a time schedule conflict, must wait until the Drop/Add period begins to create a schedule with whatever courses are available at the time. Remember, “spent” CBI priorities are not returned!

>>> Upper Class Course Bidding Results -- will be available to students on Wednesday, November 24. After CBI has been activated, an M Law Live announcement will be posted. Students will log into CBI and view their assignments via the “Results” link.

Updated October 27, 2010 alb