

**UNIVERSITY OF MICHIGAN
LAW SCHOOL
REGISTRATION INSTRUCTIONS
Spring/Summer and Fall 2011**

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**UNIVERSITY OF MICHIGAN
LAW SCHOOL
REGISTRATION INSTRUCTIONS
Spring/Summer and Fall 2011**

PRELIMINARY INFORMATION

REGISTRATION (DETAILS IN SECTION I)

(1) **Cycle TWO, 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 Monday, April 4 at 8:00 AM (EDT) and ends Friday, April 8 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, April 4 or Tuesday, April 5; 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 Cycle TWO and no placements into any of the classes will take place until after close of business on Friday, April 8. **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, April 8, 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) **Cycle THREE, 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, April 18 at 8:00 AM (EDT) and ends Friday, April 22 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, April 18 or Tuesday, April 19; 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 Cycle THREE and no placements into any of the classes will take place until after close of business on Friday, April 22. **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, April 22, 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). **Spring/Summer begins Tuesday, May 31 at 8:00 AM (EDT) and ends Tuesday, May 31 at 5:00 PM (EDT)--ONE day only! Fall 2011 Drop/Add begins Tuesday, May 31 at 8:00 AM (EDT) and ends Wednesday, September 14 at 5:00 PM (EDT).** 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). **Fall 2011 Waitlist Drop/Add begins Tuesday, September 6 at 8:00 AM (EDT) and ends Wednesday, September 14 at 5:00 PM (EDT). Also, appointments for Law students to use Wolverine Access to drop/add classes ends at 5:00 PM (EDT).** Each morning waitlists are checked, permission codes entered by Amy Bishop, 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.

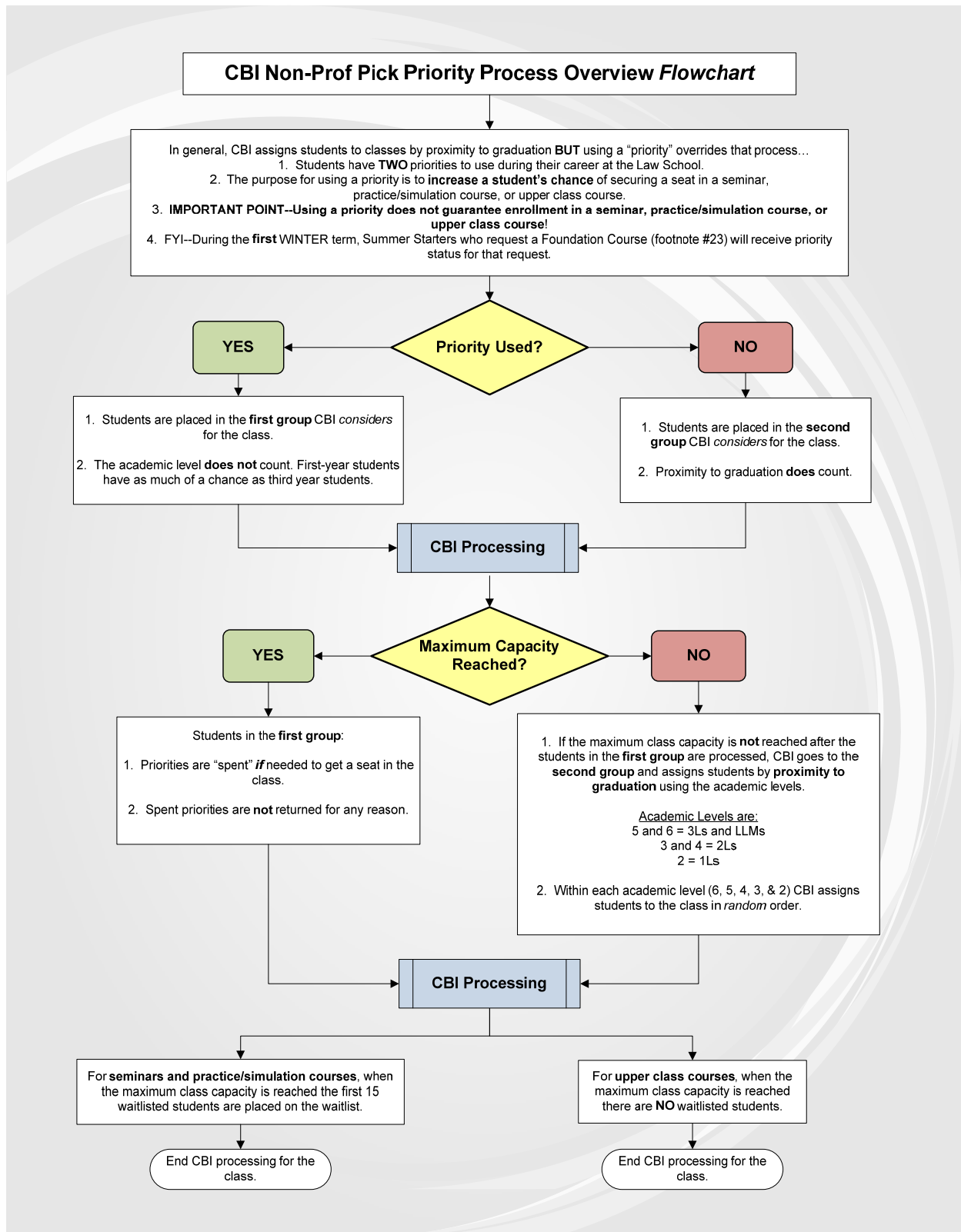
In general, students are assigned to Non-Prof Pick seminars and practice/simulation courses and/or upper class courses based on (1) the use of a priority and (2) proximity to graduation. The use of a priority places those students in the FIRST group from which selections are made. Therefore, first-year 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.

Points to remember:

- **Place your CBI class requests in the order of importance to you--HIGHEST to LOWEST.**
- If you want to use a priority, 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 row number TWO unless you have previously checked the priority box for row 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.
- **IMPORTANT--A priority is “spent” if it was needed to assign you in 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 (positions 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 Cycle THREE, Upper Class Course Bidding, Prof Pick seminars and practice/simulation courses (footnote #9) are listed for students but are unavailable for request.
- **THE PRIORITY SYSTEM IS UNIQUE TO THE LAW SCHOOL’S CLASS BIDDING INTERFACE (CBI) AND IS NOT A FUNCTION USED BY WOLVERINE ACCESS DURING THE DROP/ADD PERIOD.**

PRIORITY PROCESS OVERVIEW FLOWCHART



CLASSES WHERE A PRIORITY WAS “SPENT”

Students always ask which 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 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.

Fall 2010	Class/Section and Title	Class Number	Professor
Fall 2010	601/1 Administrative Law	46556	Mendelson,Nina A
Fall 2010	730/1 Adv Appellate Advocacy	46614	Rosenbaum,Mark D
Fall 2010	804/1 Advanced Corporate Law	46598	Moscow,Cyril
Fall 2010	612/1 Alt Dispute Resolution	46613	Kantor,Allyn David
Fall 2010	412/1 Collat Conseq of Crim Conv	46679	Starr,Sonja Birgitta
Fall 2010	623/1 Commercial Transactions	46480	White,James J
Fall 2010	756/1 Comparative Hum Rgts Law	46450	McCrudden,John Christopher
Fall 2010	414/1 Econ Analysis of Law	46681	Prescott,James Jondall
Fall 2010	662/1 Elements of Advocacy	46618	Rosenbaum,Mark D
Fall 2010	410/1 Energy Law and Climate Change	46599	Learner,Howard Alan
Fall 2010	657/1 Enterprise Organization	46451	Khanna,Vikramaditya S
Fall 2010	628/1 Environmental ADR	46619	Kantor,Allyn David
Fall 2010	429/1 Fed Investig&Prosec Practicum	46684	Feller,Leonid, Tukel,Jonathan
Fall 2010	430/1 Fund of Appellate Practice	46685	Kethledge,Raymond M
Fall 2010	886/1 Impact of Hum Rts on Int Law	46474	Simma,Bruno Eckard
Fall 2010	811/1 International Project Finance	47361	Niehuss,John Marvin
Fall 2010	811/2 International Project Finance	47362	Niehuss,John Marvin
Fall 2010	693/1 Jurisdiction and Choice Of Law	46457	Whitman,Chris
Fall 2010	877/1 Law in Slavery and Freedom	46610	Scott,Rebecca J
Fall 2010	851/1 Legal History Workshop	46665	Jones,Martha S, Novak,William J
Fall 2010	408/1 Litigation Strategy	46718	Boehning,H Christopher
Fall 2010	707/1 Mass Media Law	46664	Niehoff,Leonard Marvin
Fall 2010	747/1 Taxation of Individual Income	46587	Logue,Kyle D
Fall 2010	897/1 The Law in Cyberspace	46609	Litman,Jessica D
Fall 2010	433/1 Transactional Drafting	46688	Becker,Edward R
Fall 2010	753/1 Trial Practice	46563	Connors,Timothy J

Winter 2011	Class/Section and Title	Class Number	Professor
Winter 2011	730/1 Adv Appellate Advocacy	10071	Rosenbaum,Mark D
Winter 2011	608/1 Advanced Legal Research	10093	Leary,Margaret A
Winter 2011	612/1 Alt Dispute Resolution	10091	Kantor,Allyn David
Winter 2011	612/2 Alt Dispute Resolution	10092	Kantor,Allyn David
Winter 2011	809/1 Anatomy of a Deal	10061	Adelman,Barry Alan
Winter 2011	452/1 Client Counseling	29424	Aaron,Marjorie Corman
Winter 2011	643/1 Crim Pro:Bail to Post Con Rev	10121	Larsen,Joan L
Winter 2011	790/1 Criminal Trial Advocacy	27662	Lyon,Andrea D
Winter 2011	445/1 Cross Border Trans/Deal Making	27682	Mamidi,Pavan Kumar
Winter 2011	439/1 Cross-Border Contracts	10156	Gray,Whitmore
Winter 2011	805/1 Environmental Justice	10077	Gosman,Sara Rollet
Winter 2011	426/1 Evolution of Gender Crimes	29345	Chinkin,Christine Mary, MacKinnon,Catharine A
Winter 2011	826/1 Fair Housing Law & Policy	10079	Green,Saul Adair, Levy,Judith E
Winter 2011	429/1 Fed Investig&Prosec Practicum	10096	Feller,Leonid, Tukel,Jonathan
Winter 2011	817/1 Fed Sentencing: Evol&Dynamics	27661	Roberts,Victoria A
Winter 2011	451/1 Global Constitutionalism	29404	Halberstam,Daniel H
Winter 2011	894/1 Good Life/Government	10159	Regan,Donald H
Winter 2011	857/1 Income Tax Treaties	10080	Avi-Yonah,Reuven S
Winter 2011	879/1 Int'l Dispute Resolution	10148	Chinkin,Christine Mary
Winter 2011	434/1 Intell Hist of Compet Policy	10150	Crane,Daniel A
Winter 2011	419/1 Investor Litigaton	10081	Moscow,Cyril
Winter 2011	693/1 Jurisdiction and Choice Of Law	10133	Seinfeld,Gil
Winter 2011	835/1 Law & Econ Development: India	29533	Khanna,Vikramaditya S
Winter 2011	435/1 Legal Careers in Evolving Wrld	10151	Hirshon,Robert Edward
Winter 2011	873/1 Legislation	10083	Novak,William J
Winter 2011	846/1 Nonprofit Law and Policy	10084	Horwitz,Jill R
Winter 2011	893/1 Presidential Power	10085	Larsen,Joan L
Winter 2011	825/1 Public Interest Advocacy	10072	Rosenbaum,Mark D
Winter 2011	813/1 Supreme Court Litigation	10090	Whitman,Chris
Winter 2011	450/1 Thinking Law/Ancient Cultures	29332	Neis,Rachel
Winter 2011	433/1 Transactional Drafting	10098	Osbeck,Mark K
Winter 2011	606/3 Transnational Law	10111	Reimann,Mathias W

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 online 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 April 4 and May 6 in case we need to contact you with important information.

CYCLE TWO, 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**

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 student's CBI request order trumps the professor's selection order. During the Drop/Add period, if a seat is available, the professor makes a selection from any position on the waitlist and contacts Amy Bishop, curriculum coordinator, who creates a "time sensitive" permission code and e-mails the selected student so they can enroll themselves via Wolverine Access.

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**
- **#861 LAW AND ECONOMICS WORKSHOP—Professors Hines and Prescott**
- **#899 NATIONAL SECURITY LAW—Professor Mortenson**
- **#849 STUDENT SCHOLARSHIP WORKSHOP—Professors Mendelson and Radin**
- **#891 THE BOARD OF DIRECTORS—Professor Miro**

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 this seminar **must** e-mail a statement of interest to Professor Adelman (badelman@fklaw.com) **no later than Friday, April 8 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 this seminar **must** e-mail a brief statement of interest (explaining why you would like to take this seminar) to Professors Levy (Judith.levy@usdoj.gov) **AND** S. Green (greens127@gmail.com) **no later than Friday, April 8 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 this seminar **must** e-mail a statement of interest (notice the early deadline) to Professor Regan (donregan@umich.edu) **AND** Karen Pritula (kpritula@umich.edu) **no later than Tuesday, April 5 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.

- #861 LAW AND ECONOMICS WORKSHOP:**
 Students interested in this seminar **must** e-mail a statement of interest (please describe your interest and background in “law and economics” or “economics” and your reasons for wanting to take this seminar) to Professor Prescott (jprescott@umich.edu) **no later than Friday, April 8 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.
- #899 NATIONAL SECURITY LAW:**
 Students interested in this seminar **must** e-mail a statement of interest to Professor Mortenson (jdmorten@umich.edu) **no later than Friday, April 8 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.
- #849 STUDENT SCHOLARSHIP WORKSHOP:**
 Students interested in this seminar **must** e-mail a brief statement of interest (and either a draft paper, if available, or an explanation of the writing project if a draft is not yet available) to Professor Mendelson (nmendel@umich.edu) **AND** Professor Radin (mjradin@umich.edu) **no later than Friday, April 8 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. Selected students **must** bring a draft paper with them to the workshop at the start of the fall term.
- #891 THE BOARD OF DIRECTORS:**
 Students interested in this seminar **must** e-mail a statement of interest (with or within the statement of interest, please provide: 1) your year at the beginning of the Fall 2011 term; 2) prior degrees and the institution(s) where earned; 3) major or concentration; and 4) experience, if any, in the corporate world) to Professor Miro (jmiro@honigman.com) **no later than Friday, April 8 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. CBI identifies time conflicts with a red “!!” and it appears on the same line to flag the class causing the problem.

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 student’s CBI request order trumps the professor’s selection order. During the Drop/Add period, if a seat is available, the professor makes a selection from any position on the waitlist and contacts Amy Bishop, curriculum coordinator, who creates a “time sensitive” permission code and e-mails the selected student so they can enroll themselves via Wolverine Access.

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

- #662 ELEMENTS OF ADVOCACY—Professor Rosenbaum
- #441 ENTREPRENEURIAL BUSINESS PRACTICUM—Professor Loeks

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:

- **#662 ELEMENTS OF ADVOCACY:**

Students interested in this practice/simulation course **must** e-mail a statement of interest to Professor Rosenbaum (mrosenbaum@ACLU-sc.org) **no later than Friday, April 8 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.

- **#441 ENTREPRENEURIAL BUSINESS PRACTICUM:**

Students interested in this practice/simulation course **must** e-mail a statement of interest to Professor Loeks (bloeks@umich.edu) **no later than Friday, April 8 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.

CYCLE TWO 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, April 8 at 5:00 PM (EDT)**. Every consideration will be given to unique scheduling difficulties, although it is **not** always possible to accommodate them.

CYCLE TWO 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, April 8 at 5:00 PM (EDT)**. Every consideration will be given to your request, although it is **not** always possible to accommodate them.

>>> Cycle TWO, Seminar and Practice/Simulation Course Bidding Results -- will be available to students on **Friday, April 15. After CBI has been activated, an M Law Live announcement will be posted. Students will log into CBI and view their results via the “Results” link.**

CYCLE THREE, 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 **must** wait until their law appointment is activated at the start of the Law School’s Drop/Add period to use the additional credit.

CYCLE THREE 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, April 22 at 5:00 PM**. Every consideration will be given to unique scheduling difficulties, although it is **not** always possible to accommodate them.

CYCLE THREE 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, April 22 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, owe 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, April 25.**

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!

>>> Cycle THREE, Upper Class Course Bidding Results -- will be available to students on **Friday, May 6**. After CBI has been activated, an M Law Live announcement will be posted. Students will log into CBI and view their results via the “Results” link.

SECTION II: DROP/ADD VIA THE UNIVERSITY'S WOLVERINE ACCESS SYSTEM

WOLVERINE ACCESS--DROP/ADD HAS TWO PARTS

- (1) **Drop/Add** for the selection of upper class courses (**excluding** seminars and practice/simulation courses which have waitlists). **Spring/Summer 2011 Drop/Add begins Tuesday, May 31 at 8:00 AM (EDT) and ends Tuesday, May 31 at 5:00 PM (EDT)--only ONE DAY. Fall 2011 Drop/Add begins Tuesday, May 31 at 8:00 AM (EDT) and ends Wednesday, September 14 at 5:00 PM (EDT).** 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, seminars, and practice/simulation courses. **Reminder, Law student appointments to use Wolverine Access end Wednesday, September 14 at 5:00 PM (EDT).**
- (2) **Waitlist Drop/Add** for classes with a waitlist (**including** seminars and practice/simulation courses). **Fall 2011 Waitlist Drop/Add begins Tuesday, September 6 at 8:00 AM (EDT) and ends Wednesday, September 14 at 5:00 PM (EDT).** 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. **Again, Law student appointments to use Wolverine Access end Wednesday, September 14 at 5:00 PM (EDT).**

WOLVERINE ACCESS--DROPPING AND ADDING CLASSES

DIFFERENCE BETWEEN COURSE BIDDING INTERFACE (CBI) AND WOLVERINE ACCESS

- A big difference between CBI and Wolverine Access is that students can no longer request open seminars and/or practice/simulation courses. At this point in time, students must **add their name to the bottom of the waitlist for open and full/closed seminars and/or practice/simulation courses:**
 - Through **Wednesday, September 14**, students can add themselves to the bottom of a waitlist **if** the seminar and/or practice/simulation course has at least ONE student already on the waitlist (to activate it) and **if** one of the 15 waitlist positions is available. Should you encounter a problem or have a question, please e-mail Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu).
 - Through **Wednesday, September 14**, students can drop themselves from a waitlist. NOTE--Clinic waitlists are maintained by the clinics. To drop from OR to add to a clinic waitlist, please e-mail Lou Anne Betts (clinic-applications@umich.edu).
- An additional difference between CBI and Wolverine Access is the way “linked classes” are handled for registration purposes. CBI automatically picks-up the second of the two linked classes when students add or drop the first class. However, when adding or dropping linked classes via Wolverine Access students **must** add or drop **BOTH** classes. The linked classes are:
 - #777 Law and Development **and** #778 Law and Development Research
 - #910 Child Advocacy Clinic **and** #911 Child Advocacy Clinic Seminar
 - #920 Clinical Law I **and** #921 Clinical Legal Advocacy Seminar
 - #927 Criminal Appellate Practice **and** #928 Criminal Appel Pract Field
 - #933 Low-Income Taxpayer Clinic **and** #934 Low-Income Taxpayer Clinic Field

- #936 International Taxpayer Clinic **and** #937 International Taxpayer Clinic Field
- #952 Juvenile Justice Clinic **and** #953 Juvenile Justice Clinic Seminar
- #951 Human Trafficking Clinic and #954 Human Trafficking Clinic Seminar
- #955 Urban Communities Clinic **and** #956 Urban Communities Clinic Seminar
- #958 Poverty Law in a Medical Legal Collaborative **and** #959 Poverty Law in a Medical Legal Collaborative Seminar
- #976 Michigan Innocence Clinic **and** #977 Michigan Innocence Clinic Seminar

REGISTRATION REQUIREMENTS








- Active Law Registration Appointment
 - Your law registration appointment is the date and time at which Wolverine Access will allow you to enroll in term classes. You may **not** register prior to the date and time of your appointment.
 - You can check your law registration appointment date and time via the Student Center.
 - **Prior to your law registration appointment going active** (at the beginning of the Law Drop/Add period), you can place non-law classes in your Backpack but **cannot** enroll in any of them.
 - **After your law appointment goes active** (at the beginning of the Law Drop/Add period), you can add, drop, or swap classes. NOTE--Law students may **not** use the edit class option to modify law classes.
 - **IMPORTANT--Dual degree law students may not use the non-law career appointment to add law classes!** Remember, *use your Law career with law classes and Rackham career with non-law classes*. Otherwise, you will create tuition problems for yourself.
 - If you have **not** been issued a law registration appointment, please call the Office of the Registrar for assistance (734) 763-6499 or send an e-mail to Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu) and include your name and UMID number.
- Web Access
- Uniqname and Kerberos password
- Your unqname is printed in lower case letters on the back your your MCard. If you do not have a unqname or have forgotten your password, please go to the ITD Accounts office, basement of the Michigan Union, Campus Computing Site for assistance.

STUDENT BUSINESS HOURS

- Monday - Friday, 6:00 AM to 4:00 AM
- Saturday, 6:00 AM to 11:00 PM
- Sunday, 7:30 AM to Monday 4:00 AM
- Times referenced on hours of operation is Eastern Standard Time (EST)

COMPUTER SOFTWARE (Operating System/Browser)

 = ITS Recommends

- Windows XP/Internet Explorer version 7  or Firefox 3.x
- Windows Vista/Internet Explorer version 7  or version 8
- Windows 7/ Internet Explorer version 8  or Firefox 3.5 
- Adobe Acrobat Reader
- Macintosh OS X 10.3 (Panther)/Safari 3.1.1  or Safari 3.2 or Firefox 3.x
- Macintosh OS X 10.4 (Tiger)/Safari 3.1.1  or Safari 3.2 or Firefox 3.x
- Macintosh OS X 10.5 (Leopard)/Safari 3.1.1  or Safari 3.2 or Firefox 3.x
- Adobe Acrobat Reader

NAVIGATION

- Open Wolverine Access: <https://wolverineaccess.umich.edu>
- Check the student “Announcements” for important information
- Click “Student Business”
- Enter your unickname and Kerberos password
- Click “Self Service”
- Click “Student Center”
- **YOUR** Student Center will appear on the screen

BACKPACK AND REGISTRATION SIMULATIONS

The Student Business Help page has a link to the Backpack and Registration software simulations (Adobe Flash Player required) which students need to view to learn how to backpack non-law classes, add a class, add to a waitlist, drop a class, and swap one class for another classes.

IMPORTANT--The Wolverine Access “Edit” options: 1.) Override Time Conflict, 2.) Grading (pass/fail basis and audit), and 3.) Units are NOT available to law students so DO NOT use them! Waitlist is the only Wolverine Access Edit option available for law student use.

BACKPACK /REGISTRATION FYI

- **Law students are allowed to take a maximum of 15 credits per term. Please ignore the University’s 16 credit default. If you have a compelling need to exceed the maximum number of credits, please see either Dean Baum or Dean Gregory for permission.**
- **The Edit option which allows non-law students to edit class enrollment preferences pertaining to grade basis, audit, variable credit hours, upper-level writing requirement (ULWR), and override time conflicts does not apply to law students.**
- The Law School has an in-house Pass/Fail system to allow students to change the grading basis for a class, if allowed. At the beginning of the term, students will be notified by an M Law Live announcement when the Pass/Fail system is available for use.
- Law students are **not** allowed to enroll themselves directly in a class with variable credits such as 900 Research. Please refer to the online Registration Instructions, Section III Research, for registration information.
- **Time conflicts (overlapping times) for law students are not allowed!** The University of Michigan Law School Academic Regulations state in Part Three: Term Credit Hour Regulations, Section III. Courses with Overlapping Scheduled Meeting Times, “A student may **not** elect courses which have overlapping scheduled meeting times. A student who elects two or more such courses will **not** receive credit for any of the courses.”
- Do **not** open more than two Wolverine Access browser windows at a time.
- Do **not** use the browser BACK button to navigate in Wolverine Access because it may prevent you from saving changes or logging out securely. Instead, use the menus, breadcrumbs, navigation buttons, and shortcut keys provided in the application.
- Wolverine Access will automatically end your session or “time out” when you do not perform a transaction that interacts with the system within the “time out” period. The time out periods are set as follows:
 - Single Login Service - 120 minutes (Remember: your authentication to Wolverine Access continues for 120 minutes after your last transaction if you fail to completely log out.)
 - Student Business – 30 minutes

STUDENT CENTER OVERVIEW

- The Student Center organizes your student transactions into three main categories: Academics, Finances, and Personal Information. Each of these sections has links to additional information via drop-down boxes.

ACADEMICS SECTION

- You can navigate to all your student academic transactions using the primary links or the drop-down navigation list.
- Once you have been enrolled in classes your current class schedule displays. If you have more than one academic career, this view of the class schedule will display classes for all enrolled careers.
- Your class schedule display is based on the term and academic career selected.
- You can click a class section number to display the class details.
- A new printer friendly button makes it easy to print your class schedule.

FINANCES SECTION

- Students with financial holds (Negative Service Indicators) can make a payment at:
University of Michigan Central Campus Teller Services
515 E. Jefferson
2226 Student Activities Building (SAB)
Ann Arbor, Michigan 48109-1316
- **Hours (EST)**
Monday-Wednesday: 8:00 AM - 4:30 PM
Thursday: 10:00 AM - 4:30 PM
Friday: 8:00 AM - 4:30 PM
- **Telephone and Fax**
Phone: (734) 764-7447
Toll Free: (877) 840-4738
Fax: (734)647-0061
- **Identification Requirements**
Teller Services requires two pieces of valid identification. One should be your UMID and the other should be your driver's license or passport. Teller Services needs your UMID number for all transactions.
- **Methods of Payment**
Payments are accepted by mail, online/epayment over the web, or in person at Central Campus Teller Services. Teller Services accepts tuition and fees payments in the form of cash, check, and money order. However, Teller Services does **not** accept credit cards nor debit cards. Cash payments are only accepted in person and it is recommended the student print a Student Account statement from Wolverine Access for expedited service.

PERSONAL INFORMATION SECTION

- Using Wolverine Access is the only way to update your address and phone number with the Law School and the University. Make sure your emergency contact, current address, current phone, and permanent address are correct. If not, please update the information.
- There are individual boxes on the right-hand side of the screen that display notices regarding financial holds, enrollment dates, academic resources, student resources, and financial information.

ERROR MESSAGES (MODIFIED FOR LAW STUDENTS)

- **Course previously taken and may be subject to institutional repeat policy:** You have enrolled in this course in a previous term. E-mail Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu) to see if this course can be taken again for credit. *Warning message only. You have successfully enrolled, please review your schedule.
- **Department Consent required to enroll in class, add not processed: Do not contact the professor seeking permission to add the class!** If you are selected for this seminar, practice/simulation course or clinic, you will receive an e-mail indicating that a “time sensitive” electronic permission code has been entered into Wolverine Access and you **must** add the course to your schedule by the date and time specified. Other courses have been coded with “Department Consent” to prevent students from enrolling themselves due to restricted access or a special registration procedure.
- **Instructor Consent required to enroll in class, add not processed:** Law students are **not** able to enroll in 900 Research (independent study) classes using Wolverine Access. Please follow the instructions in Section III: Research.
- **Multiple Enrollment not allowed for course, add not processed:** You have already waitlisted or enrolled in another section of this course. To enroll, either drop your waitlisted section and re-submit your “add” transaction, or swap from your currently enrolled section to your preferred section.
- **Maximum Term Unit Load exceeded, add not processed:** You are attempting to enroll over your **maximum number of 15 credits for the term!** Contact either Assistant Dean, David Baum (dbaum@umich.edu) or Christine Gregory (crsgreg@umich.edu) for permission to enroll over your maximum number of term credits.
- **Not Enrolled, class full, add was not processed:** The class has reached its enrollment capacity. If an electronic waitlist exists for the class (seminars, practice/simulation courses and clinics), re-submit your class add, being sure to check the “Waitlist if class is closed” checkbox, and select the “Register for Class” button. **Upper class courses do not have waitlists!**
- **Requisites not met for class, not enrolled:** This class has a pre-requisite for enrollment. Your record does not show that you have met the pre-requisite – you may neither waitlist nor enroll in the class. If you have questions regarding the requisite, please e-mail Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu).
- **Time Scheduling Conflict for class X and class Y, not enrolled:** The class you are adding (ex: X) overlaps meeting times with a class in which you are already enrolled (ex: Y). **Law students may not override time conflicts!**
- **Unable to drop class, will drop below required minimum units for enrollment:** You are attempting to drop your last registered class and **cannot** do so. Please contact Jack Atkinson (magnette@umich.edu), registrar, for further information.

CHECK YOUR SCHEDULE

It is very important that you check your class schedule in Wolverine Access after you have finished registering.

LOGOUT

Please be sure to logout completely at the end of your Wolverine Access session (especially if you are using a lab computer) to ensure nobody else can access your records. You **must** perform the four steps to logout completely:

- Click “Sign Out” of Wolverine Access—Student Business
- Click “Log Out” of Weblogin.
- On the Weblogin Log Out screen, click the “Log Out” to confirm that you want to log out.

ASSISTANCE USING WOLVERINE ACCESS

- If you need help using Wolverine Access, please refer to the online help available on each Wolverine Access screen, send a message to 4HELP@umich.edu, or on campus phone 4-HELP or off campus phone (734) 764-4357.

WOLVERINE ACCESS--ENROLLMENT

Students who are **not** “officially enrolled” BEFORE the first day of classes, **Tuesday, September 6**, will be subject to a late registration fee of \$50.00, which increases by \$25.00 on the first of every month during the term.

Students who have **not** registered previously for classes and wait to “officially enroll” BEGINNING the first day of classes **Tuesday, September 6**, will incur a late registration fee of \$50.00 and **must** have permission of either Assistant Dean, David Baum (dbaum@umich.edu) or Christine Gregory (crsgreg@umich.edu).

See **SECTION VI: ADDITIONAL INFORMATION, Fee Adjustment Policy** for dates and impact on tuition fees.

WOLVERINE ACCESS--DEPARTMENT CONSENT

Department Consent means students **cannot** add themselves directly to the class because there are special requirements. The classes that have Department Consent coding include:

- **ALL Seminars, practice/simulation courses, and clinics.** Students can add themselves to the bottom of a waitlist *if* the seminar or practice/simulation course has at least ONE student already on the waitlist (to activate it) and *if* one of the 15 waitlist slots is available. Should you encounter a problem or have a question, please e-mail Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu).
- **If the waitlist is empty (inactive),** then students **must** send an e-mail to Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu) to have their name added to one of the 15 waitlist slots, please make “Waitlist Addition” the subject line. The e-mail **must** contain the following information:
 - FULL name (no nicknames)
 - STUDENT ID number (listed on your U of M ID card)
 - Professor's FULL name (remember, we have many professors with the same last name and even the same first initial)
 - 3-digit course number
 - Course title
 - 5-digit class number
 - Term/year
- **ALL first-year classes--**510 Civil Procedure, 520 Contracts, 530 Criminal Law, 540 Introduction to Constitutional Law, 560 Property, 580 Torts, 590 Legal Practice I, 591 Legal Practice II, and 592 Legal Practice Skills. Law transfer students and LLM students who want to add a first-year class for graduation **must** e-mail Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu). Non-law students are **not** allowed to take first-year classes.
- **#799 Senior Judge Seminar--**students who are interested in #799 Senior Judge Seminar **must** contact Kathi Ganz, (kganz@umich.edu). If selected, Amy Bishop, curriculum coordinator, will be contacted to process the enrollment.
- **#794 Senior Judge Seminar II--**students who are interested in #794 Senior Judge Seminar II **must** contact Kathi Ganz, (kganz@umich.edu). If selected, Amy Bishop, curriculum coordinator, will be contacted to process the enrollment.

- **#942 Law Practicum Research**--students who are interested in #942 Law Practicum Research **must** make an appointment to see Assistant Dean David Baum for more information. If granted, Amy Bishop, curriculum coordinator, will be contacted to process the enrollment.
- **#940 External Studies and #941 Externship Paper**--students who are interested in #940 External Studies and #941 Externship Paper **must** contact Academic Affairs/Services, 313 Hutchins Hall, 734-647-1014 for more information. If selected, Amy Bishop, curriculum coordinator, will be contacted to process the enrollment.
- **#945 Semester Study Abroad and #946 Semester Study Abroad Paper**--students who are interested in #945 Semester Study Abroad and #946 Semester Study Abroad Paper **must** contact the Center for International and Comparative Law, 300D Legal Research Building, 734-764-5269 for more information. If selected, Amy Bishop, curriculum coordinator, will be contacted to process the enrollment.
- **#947 Geneva Externship and #948 Geneva Externship Seminar**--students who are interested in #947 Geneva Externship and #948 Geneva Externship Seminar **must** contact the Center for International and Comparative Law, 300D Legal Research Building, 734-764-5269 for more information. If granted, Amy Bishop, curriculum coordinator, will be contacted to process the enrollment.
- **#980 Advanced Clinical Law**--students who are interested in #980 Advanced Clinical Law **must** contact one of the clinic faculty or administrators. If granted, Amy Bishop, curriculum coordinator, will be contacted to process the enrollment.
- **#990 Part-time Externship**--students who are interested in #990 Part-time Externship **must** contact Professor Sankaran (aharwell@umich.edu) for more information. If granted, Amy Bishop, curriculum coordinator, will be contacted to process the enrollment.

WOLVERINE ACCESS--INSTRUCTOR CONSENT

Instructor Consent means students **cannot** add themselves directly to the class because there are special procedures. The classes that have Instructor Consent coding include:

- #900 Research--students who want to add this class must follow the instructions in **SECTION III: 900 RESEARCH**.
- #800 Seminar Supplement--students who want to add this class must follow the instructions in **SECTION V: 800 SEMINAR SUPPLEMENT**.

WOLVERINE ACCESS--CULLING SEMINAR AND PRACTICE/SIMULATION COURSE WAITLISTS

The process:

- (1) On **Monday, August 8**, an e-mail will be sent to each law student on a seminar and/or practice/simulation course waitlist to ascertain his or her desire to **REMAIN** on the waitlist.
- (2) If the answer is **YES**, the student **must REPLY** to EACH waitlist e-mail received **no later than Thursday, August 11 at 5:00 PM (EDT)!**
- (3) **IMPORTANT--It is imperative to respond to EACH waitlist e-mail sent because the e-mail SUBJECT line pertains to a SPECIFIC class (number and title) and this information is a CRITICAL part of the culling operation. Failure to follow instructions will result in removal from a waitlist or waitlists!**
- (4) **DO NOT** use one e-mail to **REPLY** to multiple waitlist e-mails received.
- (5) **DO NOT** ask questions in your **REPLY** e-mail because they will not be seen.
- (6) **If NO REPLY** is received by the above listed deadline, the student's name will be marked for **REMOVAL** from the waitlist. The actual removal process will take a few days to complete so please **DO NOT** mistake the interim period as clemency. **There is NO grace period in the culling process and the original waitlist position is GONE!**

- (7) If a student is removed from a waitlist but wants to ADD their name to the BOTTOM of the same waitlist (remember, one of the fifteen waitlist positions must be available), the student can do so on a “first come basis” via Wolverine Access.

WOLVERINE ACCESS--PERMISSION CODE

A student attempting to enroll in a seminar, practice/simulation course, or clinic without an electronic permission code (even if s/he is the first person on the waitlist and there is an available seat in the class) will be stopped. Law students **must** ignore the University’s standard “Department Consent” error message and be patient! DO NOT try to “jump the waitlist” by contacting the professor to seek permission to add the class! If you are selected from the waitlist, you will be contacted by e-mail.

NON-PROF PICK CLASSES

Beginning **Tuesday, September 6**, Amy Bishop, curriculum coordinator, will review the waitlists for non-Prof Pick seminars and practice/simulation courses. If a seat is available, she will offer the seat to the **first** student on the waitlist by entering an electronic permission code and sending the student a "time sensitive" e-mail. The student will have until **10:00 AM the NEXT morning or the time specified in the e-mail** to add the class via Wolverine Access. To enroll in the class, the student **must** do TWO things:

- (1) DROP the class (to drop off the waitlist)
AND
- (2) ADD the class (to enroll)

The electronic permission code will work in the background once the “Register for Class” button is clicked. **If the student fails to add the class by the designated date and time found in the e-mail, the enrollment opportunity will be LOST and the next student on the waitlist (in waitlist order) will be offered the seat.**

PROF PICK CLASSES

Prof Pick seminars and practice/simulation courses are identified in the term class schedule by footnote #9. If a seat is available in a Prof Pick seminar or practice/simulation course, the professor will select a student from **any** position on the waitlist, and notify Amy Bishop, curriculum coordinator, who will offer the seat by entering an electronic permission code for the selected student and sending them a "time sensitive" e-mail. The student will have until **10:00 AM the NEXT morning or the time specified in the e-mail** to add the class via Wolverine Access. To enroll in the class, the student **must** do TWO things:

- (1) DROP the class (to drop off the waitlist)
AND
- (2) ADD the class (to enroll)

The electronic permission code will work in the background once the “Register for Class” button is clicked. **If the student fails to add the class by the designated date and time found in the e-mail, the enrollment opportunity will be LOST and the professor contacted for another student selection.**

WOLVERINE ACCESS--NON-LAW COURSES TAKEN AT THE UNIVERSITY OF MICHIGAN AND A COURSE TAKEN AT ANOTHER UNIVERSITY

If approved, foreign graduate students (LL.M) may take up to six credits and second- or third-year J.D. students may take up to twelve credits outside of the Law School and apply these credits to their J.D. degree. (Ordinarily, only graduate-level non-law courses at the University of Michigan will be approved for credit. Exceptions are made for foreign language courses.) For J.D. students, a maximum of six out of these twelve may be taken at another ABA approved law school. **Permission must be obtained from Assistant Dean Baum (dbaum@umich.edu) PRIOR to enrolling in the class!**

APPLICATION PROCESS TO TAKE A NON-LAW COURSE AT THE UNIVERSITY OF MICHIGAN

You can look up non-law course information using the University's *Schedule of Classes* online document. The link is: <http://ro.umich.edu/schedule/>.

Foreign Language Course: Before requesting law degree credit for a foreign language course, please consult with the appropriate foreign language department in order to ascertain the appropriate course for your skill level. Sometimes foreign language departments will make you take a placement test; sometimes they will be able to recommend the proper course after speaking with you about your background with that language, and then what you need to do to make it equivalent to a graduate level course.

Go to the Office of the Registrar's home page (<http://www.law.umich.edu/currentstudents/registration/Pages/default.aspx>), Registration (left column), External Enrollment, and *Request for Permission to Take a Non-Law Course at the University of Michigan*. Complete and submit the online form. Assistant Dean Baum **must** review and approve the non-law course form BEFORE credit can be counted toward the JD degree.

IMPORTANT--If the requested non-law course or foreign language course is approved, you will wait until your law appointment is activated at the start of the Law School's Drop/Add period (NOT before that time) and use Wolverine Access to add the class to your term schedule.

Should you need permission to enroll in a non-law course or foreign language course (e.g., Permission of the Instructor, Department Consent, class is full, etc.) work with the department, **not** the Law School, that supervises the non-law class or foreign language course to obtain permission to enter the restricted course and *tell* them your law appointment time to use Wolverine Access is activated at the start of the Law School's Drop/Add period! For example, if a particular Business School class is full, you would have to go to the Business School to get permission to enroll in that class. Students who receive permission to take Business School courses will most likely **not** be given permission by the Business School to enroll until the start of classes. Students should pick up a permission slip from the Academic Services, Level Two, Suite E2520, and take the slip to the first class meeting. The permission granted is in the form of an electronic code entered by the Business School. Once it is entered, you use Wolverine Access to add the class.

"NDC" (NOT FOR DEGREE CREDIT)

When a law student enrolls in a non-law class, a default grade basis is automatically assigned until the final grade is posted. The grade basis you will see is NDC (Not for Degree Credit).

"S" (MANDATORY LIMITED GRADE OPTION PASS) GRADE VS. LETTER GRADE

If you complete a non-law course with a B- or higher grade you will receive credit toward your law degree, less than B- grade no credit toward you law degree and the letter grade earned is posted on your transcript. The default grade for a non-law course is the letter grade earned. You can elect to have the "S" (mandatory pass) grade posted on your transcript for a non-law course completed with a B- or higher grade. To request this change, you **must** come to the Office of the Registrar, 300

Hutchins Hall, and file a *Limited Grade Option (Pass/Fail) Form* **by the beginning of the exam period for the department, school, or college offering the course.** Note: whether or not you opt to have a letter grade or an “S” grade appear, this credit will not be factored into your Law School GPA and will be counted as mandatory limited grade option (pass) credit.

APPLICATION PROCESS TO TAKE A COURSE AT ANOTHER UNIVERSITY:

Students **must** complete and submit a *Request for Approval of Course Taken at Another University Form* for the class requested. The form resides on the Office of the Registrar web page, Registration (located in the left-hand column), External Enrollment (located in the middle of the blue colored box), and the required form is among the items listed. The link is: <http://www.law.umich.edu/currentstudents/registration/registration/Pages/default.aspx>. This detailed form provides a record of the student's request and is the vehicle through which the enrollment decision is e-mailed to the student. **Assistant Dean Baum must review and approve the non-law course BEFORE credit can be counted toward the JD degree.**

**WOLVERINE ACCESS--ADD/DROP PROCEDURES FOR NON-LAW CLASSES
AFTER THE END OF THE LAW SCHOOL'S DROP/ADD PERIOD**

ADD A NON-LAW CLASS BY THE UNIVERSITY'S DROP/ADD DEADLINE OF [Monday, September 26:](#)

Complete and submit the *External Enrollment Form* (found on the Law School's Office of the Registrar web page). Once you receive the e-mail approval for the non-law class from Assistant Dean Baum, and the non-law department has entered an electronic permission code into Wolverine Access, you need to register for the class by sending an e-mail to Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu) and including the following information:

- FULL name (no nicknames)
- STUDENT ID number (listed on your U of M ID card)
- Uniqname
- Department
- 3-digit catalog/course number
- Course title
- 5-digit class number
- Section number
- Term/year

DROP A NON-LAW CLASS BY THE UNIVERSITY'S DROP/ADD DEADLINE OF [Monday, September 26:](#)

If you need to drop a non-law class **by** the University's deadline, come to the Office of the Registrar, 300 Hutchins Hall, obtain the 4-part *Course Election Change (Drop/Add) Form* from Jan (our receptionist), complete it, and drop the form in the brown wooden box on the counter. The form will be processed and you will be dropped from the non-law class.

DROP A NON-LAW CLASS **AFTER THE UNIVERSITY'S DROP/ADD DEADLINE OF [Monday, September 26:](#)**

If you need to drop a non-law class **after** the University's deadline, you must obtain approval from the school, college, or department. Contact the advising office for the school, college, or department to request the paperwork and then go to the University's Office of the Registrar, LSA Building, 500 South State Street, to process the paperwork.

WOLVERINE ACCESS--NON-LAW STUDENTS WHO WANT TO TAKE A LAW CLASS

PROCEDURE FOR NON-LAW STUDENTS TO REQUEST ENROLLMENT IN A LAW CLASS

- Non-law students *should* consult with the law professor to make sure that it is advisable and appropriate for them to enroll in the class. (If the non-law student fails to consult with the professor, he or she assumes the risk of any resulting problems.)
- The non-law student **must** complete an *External Enrollment Form* for EACH law class requested. The form resides on the Office of the Registrar Web page, Registration (in the left-hand column), and is found in the middle of the blue colored box. The link is: <http://www.law.umich.edu/currentstudents/registration/registration/Pages/default.aspx> (This detailed form provides a record of the non-law student's request and is the vehicle through which the enrollment decision is e-mailed to the student.)
- The credit received for a law class can NEVER be used toward a law degree from the University of Michigan Law School!

PROCEDURE FOR PROCESSING THE EXTERNAL ENROLLMENT FORMS FROM NON-LAW STUDENTS

- During the Law School's Drop/Add Period, it is safe to assume that all current law students have had a chance to enroll in law classes and it is now time to review the *External Enrollment Forms* from non-law students. The review is conducted in June and August and non-law students will receive the decision via e-mail.
- If the requested law class is an upper class course or seminar (**not** a first-year class, practice/simulation course, or clinic) and has plenty of seats available, the *External Enrollment Form* will be approved and an electronic permission code will be entered into M-Pathways so the non-law student can use Wolverine Access to enroll themselves in the law class prior to the listed deadline. Law classes may NOT be taken on an "Audit" or "VI" basis!
- If the number of seats is very limited, the request will be rejected, as we cannot shutout law students during the Law School's Drop/Add Period. The non-law student can reapply at the beginning of the term.
- The Law School's Drop/Add period is **only** nine days in duration and ends earlier than the University's Drop/Add period. No *External Enrollment Forms* are processed **after** the last day of the Law School's Drop/Add period.
- **IMPORTANT--Law classes may NOT be taken on an "Audit" or "VI" basis! Non-law students may NOT enroll in a law class and then change the grade basis via Wolverine Access to "Audit" or "VI." Non-law students MUST abide by the Law School's grade basis which does NOT include "Audit" or "VI."**

SEMINAR EXCEPTIONS

- If a non-law student requests a seminar that is **not** full/closed and there are **no** law students on the waitlist the professor will be contacted for an enrollment decision.
- If the seminar is full/closed and there **are** law students on the waitlist, the non-law student request will be rejected. The non-law student can reapply at the beginning of the term.
- If a seminar is full/closed but the room's maximum seating capacity has **not** been reached and the professor wants to take a particular non-law student as an **additional** student, the professor needs to e-mail Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu) so the student's *External Enrollment Form* can be processed.

WOLVERINE ACCESS--ADD/DROP PROCEDURES FOR LATE STARTING LAW CLASSES

A list of late starting upperclass courses, seminars, and/or practice/simulation courses will be e-mailed to students at the end of the Law School's Drop/Add period.

ADD A LATE STARTING LAW UPPERCLASS COURSE

If there is a seat available, come to the Office of the Registrar, 300 Hutchins Hall, and obtain the 4-part *Course Election Change (Drop/Add) Form* from Jan (at the front desk), complete it, and place the form in the brown wooden box on the counter. The form will be processed on a first come basis until the maximum class/room capacity is reached.

NOTE: *If adding a class increases your total credits above 15, you must make an appointment to see either Assistant Dean, David Baum (301 Hutchins Hall, 764-0516) or Christine Gregory (311 Hutchins Hall, 615-0019) to complete the add process.*

DROP A LATE STARTING LAW UPPERCLASS COURSE

Before the appropriate drop/add deadline passes, come to the Office of the Registrar, 300 Hutchins Hall, obtain the 4-part *Course Election Change (Drop/Add) Form* from Jan (at the front desk), complete it, and place the form in the brown wooden box on the counter. The form will be processed and you will be dropped from the class.

NOTE: *If dropping a class decreases your total credits below 10, you must make an appointment to see either Assistant Dean, David Baum (301 Hutchins Hall, 764-0516) or Christine Gregory (311 Hutchins Hall, 615-0019) to complete the drop process.*

ADD A LATE STARTING LAW SEMINAR AND/OR PRACTICE/SIMULATION COURSE

The existing waitlist process will apply with one exception--if you are offered a seat, Amy Bishop, curriculum coordinator, will enroll you in the class.

NOTE: *If adding the class increases your total credits above 15, the seat will be held and you will be contacted by e-mail.*

DROP A LATE STARTING LAW SEMINAR AND/OR PRACTICE/SIMULATION COURSE

Before the appropriate drop/add deadline passes, come to the Office of the Registrar, 300 Hutchins Hall, obtain the 4-part *Course Election Change (Drop/Add) Form* from Jan (at the front desk), complete it, and place the form in the brown wooden box on the counter. The form will be processed and you will be dropped from the class.

NOTE: *If dropping a class decreases your total credits below 10, you must make an appointment to see either Assistant Dean, David Baum (301 Hutchins Hall, 764-0516) or Christine Gregory (311 Hutchins Hall, 615-0019) to complete the drop process.*

SECTION III: 900 RESEARCH

Students pursue independent research project under faculty supervision:

J.D. PROGRAM—Second- and third-year students with an honor point average of at least 2.0 may enroll for **1 to 3 credits** of independent research under any member of the Law School faculty who is willing to supervise such work. The credit to be given, as well as the scope and subject matter of the project, will normally be determined by the faculty member who undertakes to supervise and grade the student's research. **If more than 3 credits is to be given for the project**, both the project and the completed product **must** be approved by a committee of three faculty members, one of whom must be the faculty member responsible for supervising the research. A student may **not** offer more than a total of 6 credits earned for independent research in satisfaction of the requirements for the J.D. degree.

M.C.L. or LL.M. PROGRAM--Students may enroll for **1 to 6 credits** of independent research under any member of the Law School faculty who is willing to supervise such work. The credit to be given, as well as the scope and subject matter of the project, will be determined by the faculty member who undertakes to supervise and grade the student's research. A student may **not** offer more than a total of 6 credits earned for independent research in satisfaction of the requirements for the M.C.L. or LL.M. degree. If a student wishes to receive more than a total of 6 credits of independent research toward the MCL or LLM, he or she first obtains the approval of the Global Affairs Committee through the Assistant Dean for International Affairs.

LL.M./S.J.D. PROGRAM--Students may enroll for **1 to 6 credits** of independent research under any member of the Law School faculty who is willing to supervise such work. The credit to be given, as well as the scope and subject matter of the project, will be determined by the faculty member who undertakes to supervise and grade the student's research. **If more than 6 credits is to be given for the project**, both the project and the completed product **must** be approved by a committee of three faculty members, one of whom must be the faculty member responsible for supervising the research.

Students are **not** able to enroll themselves in 900 Research (independent study) classes via CBI or Wolverine Access, once you have worked out the details with your supervising professor, send an e-mail to Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu), and please make "900 Research" the subject line. The e-mail **must** contain the following information:

- Your FULL name (no nicknames)
- Your STUDENT ID (it is listed on your U of M ID card)
- Your PROGRAM
- Professor's FULL name (remember, we have many professors with the same last name and even the same first initial)
- Credit (1, 2, or 3)
- Term in which you want to be enrolled
- **Do you need this credit to reach the minimum 10 credits for full-time status? YES or NO**

IMPORTANT--If your professor changes, please e-mail Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu) so your enrollment can be updated.

Deadline: The 900 Research request must be made BY last class day of the term--12/09/11!

WARNING—Due to increased activity at the start of the term, 900 Research e-mails will NOT be processed until the term Drop/Add period has ended. To avoid potential tuition billing problems, make sure you are enrolled in 10 credits (full-time status) PRIOR to the start of the term!

SECTION IV: UPPER CLASS COURSES WITH A “PAPER OPTION” (FOOTNOTES #18 and #19)

J.D. STUDENTS

The upper class courses in the class schedule annotated with footnote #18 and #19 offer students the option of writing a paper instead of taking the final exam. **The paper fulfills the law upper-level writing requirement (LUWR) for JD students and the research requirement for LLM students. EXCEPTION—when the course is requested by Fall Starters as the first-year elective.** To choose the “paper option” students **must** complete TWO steps:

- (1) Make arrangements with the professor to write a paper instead of taking the final exam
AND
- (2) Request enrollment in the paper option section by sending an e-mail to Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu) and make “Paper Option” the subject line

The e-mail should contain the following information:

- Your FULL name (no nicknames)
- Your STUDENT ID number (listed on your U of M ID card)
- Professor’s FULL name (remember, we have many professors with the same last name, and even the same first initial in one case)
- 3-digit course number
- Course title
- 5-digit class number of the section to **drop** (the section in which you are enrolled)
- 5-digit class number of the section to **add** (the section displaying footnote #4)
- Term in which you are making the section change

RACKHAM STUDENTS

Rackham students **must** follow the instructions above so the curriculum coordinator can add an electronic permission into the M-Pathways system. Next, the student visits their department advisor and completes an *Election Worksheet* (drop/add form) to cover the above listed course swap. The advisor **must** approve the course swap (signature on the form). Once that is finished, the student can take the election worksheet to the University Office of the Registrar with photo I.D. and have it processed.

Deadline: The section switch from 001 to 002 must be made BY last class day of the term--12/09/11! (However, the professor can set a date earlier in the term for the section switch.)

SECTION V: 800 SEMINAR SUPPLEMENT (FOOTNOTES #39 AND #40)

Whether or not to permit a student to enroll for the 800 Seminar Supplement is entirely the decision of the professor teaching the seminar.

EXCEPTION--Effective Winter 2010, Fall Starters who request a seminar (footnote #39) as their first-year elective CANNOT request the 800 Seminar Supplement additional credit.

- (1) Seminars that qualify for the 800 Seminar Supplement credit are identified in the class schedule by footnote #39.
- (2) Seminars offered at 3 credits are **not** eligible for the one credit 800 Seminar Supplement and are identified in the class schedule by footnote #42.
- (3) Based on the professor's wishes, some seminars offered at 2 credits are **not** eligible for the one credit 800 Seminar Supplement and are identified in the class schedule by footnote #44.
- (4) The 800 Seminar Supplement on its own does **not** fulfill the upper-level writing requirement.

Students are **not** able to enroll themselves in the 800 Seminar Supplement class via CBI or Wolverine Access so once you have the professor's approval for the additional credit, please do the following to make your 800 Seminar Supplement request.

Send an e-mail to Amy Bishop, curriculum coordinator, (LawCurriculumCoordinator@umich.edu) and please make "800 Seminar Supplement" the subject line. The e-mail **must** contain the following information:

- Your FULL name (no nicknames)
- Your STUDENT ID (it is listed on your U of M ID card)
- Professor's FULL name (remember, we have many professors with the same last name and even the same first initial)
- Credit(s)
- Term in which you want to be enrolled
- **Do you need this credit to reach the minimum 10 credits for full-time status? YES or NO**

Deadline: The 800 Seminar Supplement request must be made BY last class day of the term--12/09/11!

SECTION VI: ADDITIONAL INFORMATION

REDUCED AND EXCESS COURSE LOADS

Students **must** register for a minimum of 10 credits (for full-time status) and a maximum of 15 credits each term. If a student wishes to go below the minimum or above the maximum course load, s/he **must** request permission by sending an e-mail to either Assistant Dean, David Baum (dbaum@umich.edu) or Christine Gregory (crsgreg@umich.edu). **EXCEPTION--Fall Starters, in their first winter term, will register for a maximum of 16 credits.**

DUAL DEGREES

CURRENTLY, MICHIGAN LAW STUDENTS CAN CHOOSE FROM THE FOLLOWING 14 FORMALLY ESTABLISHED DUAL DEGREE PROGRAMS

- Law and Business Administration (JD/MBA)
- Law and Chinese Studies (JD/MA)
- Law and Economics (JD/PhD)
- Law and Information (JD/MSI)
- Law and Japanese Studies (JD/MA)
- Law and Modern Middle Eastern and North African Studies (JD/MA)
- Law and Natural Resources (JD/MS)
- Law and Public Health (JD/MPH or JD/MHSA)
- Law and Public Policy Studies (JD/MPP)
- Law and Russian and East European Studies (JD/MA)
- Law and Social Work (JD/MSW)
- Law and Urban and Regional Planning (JD/MUP)
- Law and World Politics (JD/MA)

ADDITIONAL DUAL DEGREE OPPORTUNITIES

Law students at Michigan can also design their own dual degree programs. Michigan J.D. candidates have pursued concurrent graduate programs in American Culture, Asian Studies, Comparative Literature, Education, History, Mechanical Engineering, Philosophy, and Women's Studies. Applicants should be aware that requirements for some graduate programs may include special language facility, advanced study in science, or additional terms at the University. The *Bulletins* of the other schools and colleges of the University and of the Horace H. Rackham School of Graduate Studies should be consulted for more complete information about the requirements for ad hoc dual degree programs.

APPLICATION TO DUAL DEGREE PROGRAMS

With the exception of the joint J.D./ Ph.D. in Economics, students do **not** have to decide to pursue a joint degree program before entering law school. Application may be made to both schools in advance, with a deferral requested from the school to be attended during the second year, or application may be made to the second school during the first or second year of law classes. Whenever application is made, a student must be admitted independently to each of the schools from which he or she is seeking degrees. A joint degree program is not open to anyone who has already earned either degree. **The Law School cannot accept credits earned in other graduate programs PRIOR to matriculation at the Law School.**

Contact Information:

Office of Academic Services
University of Michigan Law School
313 Hutchins Hall
625 South State Street
Ann Arbor, Michigan 48109-1215
(734) 615-0019
E-mail: law.dual.degrees@umich.edu

DUAL DEGREE REGISTRATION

Dual degree students must register for law classes under their law career not under their graduate school career! For example, dual degree students **cannot** take a law class (even if it is NDC--not for degree credit) under the graduate school career or vice versa. The careers and related courses **must** be kept separate.

TUITION

Tuition is assessed at either the Law School or the Graduate School rate, **whichever is higher**, when courses toward **both** degrees are taken in a single term.

ELECTIVE PASS/FAIL OR LIMITED GRADE OPTION

Academic Regulations for JD students
Part One, Section VI

A. The Elective Pass/Fail or Limited Grade Option (applies to students who matriculated prior to May 2009)

1. Subject to the limitations set forth hereafter, any elective course or seminar may be taken on a limited grade basis at the option of the student. When a course is taken under this option, the instructor will grade the student's performance as "P" (for "C" or better work), C-, D+, D or E. If a grade below C is received, and the student subsequently receives a passing grade through a repeat examination or otherwise, as provided in Part V, Section III, the grade recorded shall be a "C" (not a "P"), and the course will continue to be counted in determining the total limited grade option credit hours allowed under these regulations.

2. The following limitations apply to election of the limited grade option:

- a. The option may not be elected for any of the required first-year courses.
- b. The instructor for a given course may deny the option. Reasonable notice of such denial will be given to students prior to course election time, usually in the registration materials.
- c. No more than two courses or seminars may be taken under this option during the student's last term in residence. Only one such option may be elected if the last term is a summer term.
- d. Limitations on the number of limited grade option credit hours which may be submitted for the various degrees are set forth in Part One, Sections I and III.

3. Students electing the limited grade option in a course that is normally given on a graded basis must make the election online or, in certain circumstances, file the appropriate form with the Registrar of the Law School before the final exam becomes generally available. In addition to making the election online or filing the required form, a student making this election must write the word "ungraded" at the top of the front cover of the required examination or paper. By prior announcement, the instructor for a given course may permit the election to be postponed until the

time the exam is handed in. In this case, students who elect the limited grade option when the exam is handed in should so indicate on the examination and file an appropriate form with the Registrar of the Law School as soon after the exam as possible. In courses in which graded quizzes, papers, or other assignments are given and returned during the term, the instructor may accelerate the deadline to a date no earlier than one week before the due date of the quiz, paper, or other assignment. Notice of the accelerated date must be given to students by announcement in class and on the appropriate bulletin board. Instructors who establish early deadlines will not be informed of the names of students electing the limited grade option until that information is available for all courses that term.

CONVERSION OF A LETTER GRADE TO A “PASS”

Academic Regulations for JD students
Part One, Section VI

B. Conversion of a Letter Grade to a “Pass” (Applies To Students Who Matriculated In May 2009 Or Thereafter)

1. Subject to the limitations set forth hereafter, a student may elect to convert a letter grade in any elective course or seminar to a “Pass” represented by a “P,” for “C” or better work. A student may not elect to convert a grade of C-, D+, D or E to a “P.” If a student receives a grade below a C, and the student subsequently receives a passing grade through a repeat examination or otherwise, as provided in Part V, Section III, the grade recorded shall be a “C,” and the student may not elect to convert that “C” to a “P.”
2. The following limitations apply to a student’s right to elect to convert a letter grade to a “P”:
 - a. A student may not convert a letter grade in any required first-year course.
 - b. The instructor for a course may deny the option to convert a letter grade to a “P.” The instructor must give reasonable notice of such denial to students before course election time, usually in the registration materials.
 - c. A student may only convert a letter grade to a “P” in two courses or seminars during the student’s entire law school career.
 - d. Limitations on the number of credit hours which may be converted to a “P” for the various degrees are set forth in Part One, Sections I and III.
3. A student electing to convert a letter grade to a “P” must make the election through the Office of the Registrar using the process designated by that Office within three weeks after all grades are posted after a semester. The Registrar’s Office will provide notice to students once all grades are posted after a semester.
 - a. During the three-week period, a student may only choose to convert a letter grade to “P” in courses taken during the immediate past semester.
 - b. If a student receives an “Incomplete” in a course, the student shall have three weeks from the time the professor assigns a letter grade to convert that letter grade to a “P.”
 - c. Once the three-week period has ended, any conversion of a letter grade to a “P” becomes final and may not be reversed, revoked or transferred, even if hindsight proves that another choice would have been more beneficial.

FEE ADJUSTMENT POLICY

(Policy applies to Tuition Fee only)

ACTION	SPRING/SUMMER 2011	FALL 2011	IMPACT ON TUITION FEES
Official Term Disenrollment	By 06/01/11	By 09/05/11	Fee assessment cancelled. Student not required to pay any fees.
Official Withdrawal	06/02/11-06/22/11	09/06/11-09/26/11	Fee assessment cancelled. Student required to pay \$50 disenrollment fee and \$80 registration fee.
Official Withdrawal	06/23/11-07/13/11	09/27/11-10/17/11	Student required to pay 50% of fee assessment and \$80 registration fee.
\$\$\$ Official Withdrawal	<i>After <u>07/13/11</u></i>	<i>After <u>10/17/11</u></i>	Student will be charged entire fee assessment.
Drop/Add a Course	By 06/22/11	By 09/26/11	Fee assessment based on hours for which student is registered.
Drop a Course	<i>After 06/22/11</i>	<i>After 09/26/11</i>	No reduction in fee assessment.
Add a Course	<i>After 06/22/11</i>	<i>After 09/26/11</i>	Fee assessment based on total credit hours, including added course.

NOTE: Fee Adjustment Policy for 7 week courses is found on the University's Office of the Registrar Web site, Academic Calendar, Student Registration Deadlines.

VETERANS BENEFITS

All students who are eligible for and elect to receive education and training benefits while attending the University are required to register with the Certification Office, Room 1510 LSA.

BOOKS

The main bookstore that carries books for law classes is Ulrich's, located at the corner of E. University and S. University Streets.

DIPLOMA APPLICATIONS

Students applying for graduation **MUST** use the self-service graduation application in Wolverine Access. The Student Business Help Page has a link to Graduation.

ACADEMIC REGULATIONS

Students should carefully consult the *Academic Regulations* for their program, which is available online (<http://www.law.umich.edu/currentstudents/registration/Pages/default.aspx>), in the lower right-hand column, regarding such matters as:

- Professional Responsibility requirement
- Residence Term requirements
- Limited Grade Option (pass/fail) limits
- Drop/add limitations
- Class Attendance
- Overlapping course meeting times (NO time conflicts are allowed for law students)
- Minimum and maximum course load
- Seminar requirement
- Credit hours required to receive degree
- GPA required for degree and degree with honors
- Credit limits for clinics, external studies, and research
- Non-Law courses
- COIF (honors) restrictions
- Minimum of 65/64 credits of regular law school courses
- Transnational Law requirement

PROFESSIONAL RESPONSIBILITY REQUIREMENT (FOOTNOTE #3)

The following courses (identified by footnote #3 in the class schedule) fulfill the professional responsibility requirement for graduation:

- #411 Entrepreneurial Business Practicum
- #435 Law Firm Careers/Evolving Profession
- #545 Lawyers and Clients
- #550 Legal Process
- #603 Access to Justice
- #612 Alternative Dispute Resolution
- #628 Environmental ADR
- #654 Law as a Profession
- #655 Law as a Business
- #672 Practice of Law
- #712 Negotiation
- #716 In-House Counsel
- #718 Legal Profession and Legal Ethics
- #723 The Public Corporation
- #731 Legal Ethics and Professional Responsibility
- #769 Litigation Ethics
- #785/786 Poverty Law Litigation and Poverty Law Litigation Workshop
- #790 Criminal Trial Advocacy
- #797 Model Rules and Beyond
- #843 U.S. Asylum Workshop
- #850 Professional Responsibility and Ethics
- #872 Role of In-House Counsel
- #884 Domestic Violence Litigation
- #896 Mediating Legal Disputes
- #906 International Transactions Clinic
- #907 International Transactions Clinic
- #910 Child Advocacy Clinic*
- #911 Child Advocacy Clinic Seminar*
- #920 Clinical Law I*
- #921 Clinical Legal Advocacy Seminar*

- #922 Domestic Violence Clinic*
- #923 Domestic Violence Clinic Seminar*
- #933 Low-Income Taxpayer Clinic*
- #934 Low-Income Taxpayer Clinic Field*
- #935 Children’s Rights Appellate Practice
- #936 International Taxpayer Clinic
- #937 International Taxpayer Clinic Field*
- #951 Human Trafficking Clinic
- #954 Human Trafficking Clinic Seminar
- #952 Juvenile Justice Clinic
- #953 Juvenile Justice Clinic Seminar
- #955 Urban Communities Clinic*
- #956 Urban Communities Clinic Seminar*
- #958 Pediatric Advocacy Clinic
- #959 Pediatric Advocacy Clinic Seminar
- #965 Asylum and Refugee Law Clinic*
- #966 Advanced Asylum and Refugee Law Clinic*
- #976 Michigan Innocence Clinic*
- #977 Michigan Innocence Clinic Seminar*
- Ethics “bridgeweeks” for first-year students

(*Linked classes listed on the term Class Schedule.)

Updated May 23, 2011 alb