UNIVERSITY OF MICHIGAN
LAW SCHOOL
REGISTRATION INSTRUCTIONS

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

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

- Non-law graduate 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 graduate student fails to consult with the professor, he or she assumes the risk of any resulting problems.)
- The non-law graduate student must complete an External Enrollment Form for EACH law class requested. The External Enrollment Form provides a record of the non-law graduate student’s request and is the vehicle through which the enrollment decision is e-mailed to the student. The online form can be accessed from the Law School’s “Office of Student Records” Web site: click on Registration (in the left-hand column), then External Enrollment. The “External Enrollment” direct link is: https://web.law.umich.edu/_ExtEnrlApproval/login.asp (After logging in, the page may begin to “loop.” If this happens, try to access the form the next day. If the page continues to “loop,” please contact LawCurriculumCoordinator@umich.edu.)
- The credit received for a law class can NEVER be used toward a law degree from the University of Michigan Law School!
- Non-law graduate students are not allowed to take or audit first-year required Law courses—510 Civil Procedure, 520 Contracts, 530 Criminal Law, 560 Property, 569 Legislation & Regulation, 580 Torts, 590 Legal Practice I, 591 Legal Practice II, and 592 Legal Practice Skills.
- Undergraduate students are not eligible to enroll for Law School classes.

PROCEDURE FOR PROCESSING THE EXTERNAL ENROLLMENT FORMS FROM NON-LAW GRADUATE 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 time to review the External Enrollment Forms from non-law graduate students. The form review for the winter term occurs in December (time permitting) and January. The form review for the fall term occurs in June (time permitting) and August. Non-law graduate students will receive the decision via e-mail.
- If the requested law class is an upper class course or seminar—not a first-year required course, 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 Wolverine Access. Then the non-law graduate student can use Wolverine Access to enroll themselves in the law class prior to the listed deadline.
- Law professors have the discretion to allow non-law graduate students to audit upper-class (but not first-year required) Law School classes on a formal (enrolled) “Audit” or “VI” basis or informal basis providing there is a seat in the class. (This discretion does not apply to law students who cannot audit Law School classes!)
- If the number of seats is very limited, the request is rejected, as we cannot shutout law students during the Law School’s Drop/Add period. The non-law graduate 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. External Enrollment Forms are not processed after the Law School’s Drop/Add period ends!
SEMINAR EXCEPTIONS

- If a non-law graduate 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 graduate student request will be rejected. The non-law graduate 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 graduate student as an *additional* student, the professor needs to e-mail the Law School’s Curriculum Coordinator, Debby Hartranft (LawCurriculumCoordinator@umich.edu) so that the student’s *External Enrollment Form* can be processed.

LAW COURSE GRADING

Please be aware of the Law School’s grading guidelines. When grading an upper-level Law course in which there are 30 or more students enrolled, faculty must stay within a target mean GPA range. For more information, please speak with an administrator in the Law School’s Office of Student Records.

ADDING PASS/FAIL (SATISFACTORY/UNSATISFACTORY) “MODIFIER”

A non-law graduate student may add the Satisfactory/Unsatisfactory (SUS) “modifier” to their enrollment in a Law class. Be aware of the restrictions on modifiers and realize that they are often school-specific. For more information, check with an academic advisor in your University department/school.

For a Law class, the Law School plans to enter a letter grade for a non-law graduate student. A student who is interested in the Satisfactory/Unsatisfactory (SUS) “modifier” option should discuss this option with an academic advisor in their University department/school to determine what letter grade would be required in order to receive a Satisfactory grade with the SUS “modifier” and whether or not electing this “modifier” is appropriate.

To request the Satisfactory/Unsatisfactory (SUS) “modifier,” you *must* come to the Law School’s Office of Student Records, 300 Hutchins Hall, and fill out a University Drop/Add Form. A Law School *administrator* must review the request and sign the form. Then the student takes the form (signed by an administrator in the Law School’s Office of Student Records) to an advisor in their University department/school for the advisor’s review and signature. Finally, the form is taken to the University Registrar’s Office (LS&A Building, first floor) for processing. The entire process must be completed no later than **5:00 PM on the last day of classes for the University, so the process must be started at least a few days before this deadline. EARLIER DEADLINE for students in the Gerald R. Ford School of Public Policy: check with the Ford school for pass/fail period deadline.**

PLANNING TO GRADUATE?

Non-law students who take a Law class in the term in which they plan to graduate should consult with an advisor in their University department/school regarding the timing of Law School grading and the impact of this on graduation. Law School grades are typically unavailable until mid-January for the Fall term and early June for the Winter term. **If you need a grade by a specific date in order to graduate as planned, let the Law School know well in advance!** Please be aware that taking a Law class in the term in which you plan to graduate can result in your University department/school being unable to meet the University’s graduation approval deadline for a term.

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