WINTER 2015 DROP/ADD PROCEDURES FOR LATE STARTING LAW CLASSES AND U OF M NON-LAW CLASSES

The Law School’s Winter 2015 Drop/Add period and corresponding Wolverine Access enrollment appointments for Law students end Thursday, January 22, at 5 PM. The following will explain the drop/add procedures for LATE starting law classes (#1-3) and U of M non-law classes (#4-8):

Law Upper Class Courses, Seminars and/or Practice/Simulation courses (#1-3)

1.) LATE starting Upper Class Courses:

- **787 Impact of Human Rights on International Law** (Professor Simma) - starts **Monday, February 16** (drop/add deadline is **Wednesday, February 18 at 5:00 PM**)
- **567 Investment Banking** (Professor Kim) - starts **Monday, January 26** (drop/add deadline is **Wednesday, January 28 at 5:00 PM**)
- **700 Japanese Law** (Professor Kinami) - starts **Tuesday, February 24** (drop/add deadline is **Thursday, February 26 at 5:00 PM**)
- **547 Operations for Lawyers** (Professor Svaan) - starts **Tuesday, March 10** (drop/add deadline is **Thursday, March 12 at 5:00 PM**)
- **746 Taxation of Financial Instruments** (Professors Garlock & Keinan) - starts **Friday, February 6** (drop/add deadline is **Tuesday, February 10 at 5:00 PM**)

To ADD a late starting upper class course
If there is a seat available, come to the Office of Student Records, 300 Hutchins Hall, obtain a Course Election Change (Drop/Add) Form from Jan Abbott (at the front desk), complete it, and place the form in the basket on the counter. The form will be processed on a “first come, first served” basis until the maximum class capacity is reached. **NOTE—If adding a class INCREASES your total credits to 16, you must seek approval from David Baum (dbaum@umich.edu) or Darren Nealy (dnealy@umich.edu) BEFORE the add process can be completed.**

To DROP a late starting upper class course
Before the listed drop/add deadline passes, come to the Office of Student Records, 300 Hutchins Hall, obtain a Course Election Change (Drop/Add) Form from Jan Abbott (at the front desk), complete it, and place the form in the basket 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 David Baum (301 Hutchins Hall, 764-0516) or Darren Nealy (311 Hutchins Hall, 615-0019) BEFORE the drop process can be completed.**

2.) LATE starting Seminars and Practice/Simulation Courses:

- **728 Bankruptcy Practicum** (Professor O’Neill) - starts **Monday, March 16** (drop/add deadline is **Wednesday, March 18 at 5:00 PM**)
- **848 Colloquium on International Refugee Law** (Professor Hathaway) - starts **Tuesday, March 10** (drop/add deadline is **Thursday, January 22 at 5:00 PM, the last day of the Law School’s regular Drop/Add period**)
- **878 State Supreme Court Practice** (Professor McCormack) - starts **Tuesday, January 27** (drop/add deadline is **Thursday, January 29 at 5:00 PM**)
To **ADD** a late starting **seminar and/or practice/simulation course**

**IMPORTANT**—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 from the waitlist.

If you are offered a seat (in waitlist order for a **non-** “prof pick” class), come to the Office of Student Records, 300 Hutchins Hall, obtain a Course Election Change (Drop/Add) Form from Jan Abbott (at the front desk), complete it, and place the form in the basket on the counter. You will be added to the class. **NOTE—** *If adding a class increases your total credits to 16, you must seek approval from David Baum (dbaum@umich.edu) or Darren Nealy (dnealy@umich.edu) BEFORE the add process can be completed.*

To **DROP** a late starting **seminar or practice/simulation course**

Before the listed drop/add deadline passes, come to the Office of Student Records, 300 Hutchins Hall, to obtain a Course Election Change (Drop/Add) Form from Jan Abbott (at the front desk), complete it, and place the form in the basket 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 David Baum (301 Hutchins Hall, 764-0516) or Darren Nealy (311 Hutchins Hall, 615-0019) BEFORE the drop process can be completed.*

3.) To **DROP** a law class later in the Winter 2015 term:

If you have a **compelling** need to drop a law class later in the term, you must make an appointment to see either David Baum (301 Hutchins Hall, 764-0516) or Darren Nealy (311 Hutchins Hall, 615-0019) for approval.

**University of Michigan Non-Law Class** (#4-8)

4.) To **ADD** a non-law class **BY** the University’s drop/add deadline of Tuesday, January 27 for **full term classes**:

A few days prior to the deadline, complete and submit the *External Enrollment Form* (found on the Law School’s Office of Student Records Web site). The link is: [http://www.law.umich.edu/currentstudents/registration/registration/Pages/default.aspx](http://www.law.umich.edu/currentstudents/registration/registration/Pages/default.aspx) and look in the left-hand column for the form link. **Dean Baum will review your request and render his decision by e-mail.** If approved, you need to contact the non-law department and ask for a seat in the class. If granted, ask the non-law department to enter an electronic permission code into Wolverine Access for you. Because your law appointment has expired, you **must** send an “ADD Non-Law Class” e-mail to Debby Hartranft (LawCurriculumCoordinator@umich.edu) prior to the permission code expiration date. Please include the following information in your e-mail:

- 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
NOTE--The default grade of “NDC” (not for degree credit) will appear in the Grading Basis section and remain until the final grade has been received. 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 your law degree and the letter grade earned is posted on your transcript.

5.) To DROP a non-law class BY the University’s Drop/Add deadline of Tuesday, January 27 for full term classes:
If you need to drop a non-law class BY the University’s deadline, come to the Office of Student Records, 300 Hutchins Hall, obtain a Course Election Change (Drop/Add) Form from Jan Abbott (at the front desk), complete it, and drop the form in the basket on the counter. The form will be processed and you will be dropped from the non-law class.

6.) To DROP a non-law class AFTER the University’s Drop/Add deadline of Tuesday, January 27 for full term classes:
To drop AFTER the University’s Drop/Add deadline, a student registered for a non-Law course through the Law school should: pick up a Law School Drop/Add form from the Office of Student Records (300 Hutchins Hall) and fill out form, obtain instructor’s signature and ask the instructor to list the last date of participation, bring the signed drop form to the Law School for our review, we sign it at the Law School (signed by Debby Hartranft, David Baum or Jack Atkinson), then the student brings the form to the University Registrar’s Office (LSA Bldg., 500 S. State St.) with photo id. and they will withdraw the course.

7.) If you need assistance dropping or adding a 1st 7 Week Session non-law class by the University’s Drop/Add deadline of Tuesday, January 20 for 1st 7 Week Session classes, please contact LawCurriculumCoordinator@umich.edu.

8.) If you need assistance dropping or adding a 2nd 7 Week Session non-law class by the University’s Drop/Add deadline of Monday, March 23 for 2nd 7 Week Session classes, please contact LawCurriculumCoordinator@umich.edu.

Debby Hartranft
Curriculum Coordinator
LawCurriculumCoordinator@umich.edu

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