WINTER 2016 DROP/ADD PROCEDURES FOR LATE STARTING LAW CLASSES AND U OF M NON-LAW CLASSES

The Law School’s Winter 2016 Drop/Add period and corresponding Wolverine Access enrollment appointments for Law students end Thursday, January 21, 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 (#4-9):

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

1.) LATE starting Upper Class Courses:

- **516 Formation of the Common Law** (Professor Hudson) - starts **Monday, March 14** (drop/add deadline is **Wednesday, March 16 at 5:00 PM**)
- **787 Impact of Human Rights on Int’l Law** (Professor Simma) - starts **Monday, March 21** (drop/add deadline is **Wednesday, March 23 at 5:00 PM**)
- **777 Law and Development/778 Law and Development Research** (Professor Rine) - starts **Wednesday, January 27** (drop/add deadline is **Friday, January 29 at 5:00 PM**)
- **745 Sex Equality** (Professor MacKinnon) - starts **Monday, March 14** (drop/add deadline is **Wednesday, March 16 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 16, you must make an appointment to see David Baum (212 Hutchins Hall, 764-0516) or Darren Nealy (212 Hutchins Hall, 615-0019) BEFORE the drop process can be completed.**

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

- **426 Evolution of Gender Crimes “Prof Pick”** (Professors Chinkin & MacKinnon) - starts **Tuesday, March 29** (drop/add deadline is **Thursday, March 31 at 5:00 PM**)
- **846 Impact Litigation: Theory & Practice** (Professor Korobkin) - starts **Tuesday, January 26** (drop/add deadline is **Thursday, January 28 at 5:00 PM**)
- **485 International Law & Security** (Professor Chinkin) - starts **Monday, March 28** (drop/add deadline is **Wednesday, March 30 at 5:00 PM**)
- **845 Refugee Rights Workshop** (Professor Hathaway) - starts **Wednesday, March 9** (drop/add deadline is **Thursday, January 21 at 5:00 PM, the last day of the Law School’s regular Drop/Add period**
• 878 State Supreme Court Practice (Professor McCormack) - starts Monday, January 25
  (drop/add deadline is Wednesday, January 27 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 (212 Hutchins Hall, 764-0516) or Darren Nealy (212 Hutchins Hall,
615-0019) BEFORE the drop process can be completed.

3.) To DROP a law class later in the Winter 2016 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 (212 Hutchins Hall, 764-0516) or Darren Nealy (212 Hutchins Hall, 615-0019) for approval.

University of Michigan Non-Law Class (#4-9)

4.) To ADD a non-law class BY the University’s drop/add deadline of Tuesday, January 26 for
full term classes OR Monday, February 1 for Grad Business 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 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
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 26 for full term classes OR Monday, February 1 for Grad Business 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 26 for full term classes OR Monday, February 1 for Grad Business 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 University of Michigan Election Worksheet (University 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 Jane Ozanich), 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 [non-Grad Business] **1st 7 Week Session non-law class by the University’s Drop/Add deadline of Tuesday, January 19** for non-Grad Business 1st 7 Week Session classes, please contact LawCurriculumCoordinator@umich.edu.

8.) If you need assistance dropping or adding a [Grad Business] **1st 7 Week Session non-law class by the University’s Drop/Add deadline of Monday, January 25** for Grad Business 1st 7 Week Session classes, please contact LawCurriculumCoordinator@umich.edu.

9.) 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 21** for 2nd 7 Week Session classes, please contact LawCurriculumCoordinator@umich.edu.

Debby Hartranft
Curriculum Coordinator
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