OVERVIEW

Registration for classes occurs during two separate periods. The first period is Early Registration (Section I) and the second period is Drop/Add (Section II).

A. EARLY REGISTRATION VIA THE LAW SCHOOL’S PRIORITY REGISTRATION SYSTEM (PRS) OCCURS IN TWO ROUNDS:

1. Round One for the selection of seminars, practice/simulation, and clinics. Round One begins Monday, October 29 at 8:00 AM and ends Friday, November 2 at 5:00 PM.

2. Round Two for the selection of upper-class courses though students can also select open seminars, practice/simulation courses, and clinics, as well as, drop Round One selections. In addition, students can select full/closed seminars, practice/simulation courses, and clinics—PRS identifies them with a red asterisk (*)—and PRS will add their name added to the bottom of waitlists. Round Two begins Monday, November 12 at 8:00 AM and ends Friday, November 16 at 5:00 PM.

B. DROP/ADD VIA THE UNIVERSITY’S WOLVERINE ACCESS SYSTEM HAS TWO PARTS:

1. Drop/Add for the selection of upper-class courses (excluding seminars, practice/simulation courses, and clinics, which have waitlists). Winter 2007 Drop/Add begins Saturday, December 22 at 8:00 AM and ends Thursday, January 17 at 5:00 PM. During these periods, students may drop classes, drop themselves from waitlists, or add themselves to waitlists.

**IMPORTANT WAITLIST NOTE** – Starting Thursday, January 3, student access to add to any waitlist ends. If students want to be added to a law waitlist, please e-mail your request directly to Amy Bishop (albishop@umich.edu), curriculum coordinator.

2. Waitlist Drop/Add for classes with a waitlist (including seminars, practice/simulation courses, and clinics). Winter 2008 Waitlist Drop/Add begins Wednesday, January 9 at 8:00 AM and ends Thursday, January 17 at 5:00 PM. During this period, permission codes will be entered each morning for seminars, practice/simulation courses, and clinics that meet that afternoon. Selected students will be e-mailed and must act quickly to enroll themselves in the class before the “time sensitive” permission code expires. Permission codes for Prof Pick (footnote #9) seminars, practice/simulation courses, and clinics will be entered as received.

FOOTNOTES—VERY IMPORTANT INFORMATION

Students should consult the footnotes for pre-requisites, co-requisites, special sign-up procedures, 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, course, or clinic, 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.

**NOTE:** Check at the top of the Round One or Round Two Registration screen to make sure you have a priority to use BEFORE you check the priority boxes.

**NOTE:** Using a priority does not guarantee you a seat in a seminar, course, or clinic!

**NOTE:** A priority is “spent” only when a student is enrolled in the class. Priorities are not “spent” if a student ends up on a waitlist.

In general, students are assigned to seminars, courses, and clinics 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 that first group. A student's priority will only be “spent” if it was needed to secure a seat in the seminar, course, or clinic. 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 as 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 maximum enrollment capacity is achieved, any remaining students are placed onto the waitlist in numeric order.

**NOTE:** 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 who uses a priority for a particular class has exactly the same chance of getting a seat as a 2L or 1L 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.

Students can find the priority information on the PRS Round One and Round Two screens and you can refer to the Priority Process General Overview Flowchart: [http://www.law.umich.edu/currentstudents/registration/registration-introduction.htm](http://www.law.umich.edu/currentstudents/registration/registration-introduction.htm)

Both the Round One and Round Two e-mailed results and the "Reports" link on the Main Menu of PRS, inform students if a priority was actually “spent” to secure a seat in a class.

## FINANCIAL HOLD (NEGATIVE SERVICE INDICATOR)

The early registration process allows students to temporarily reserve seats in law classes via the Law School's Priority Registration System (PRS). At the end of Round Two processing, the curriculum coordinator loads the early registration results into Wolverine Access. The student identification card becomes valid for a term after the student is “officially” enrolled for that term with the University. The University can process loan deferment forms for terms in which you are officially registered but cannot indicate enrollment for future terms. Obstacles such as a financial hold (negative service indicator) will prevent a student from becoming officially enrolled with 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, November 19.

**IMPORTANT:** Students who do not register for classes using the Priority Registration System (PRS) or who lose their classes due to a financial hold (negative service indicator) on their student account or who lose their classes due to a time schedule conflict, must wait until the drop/add period begins to use Wolverine Access to create their schedule with whatever courses are available at the time. Remember, “spent” PRS priorities are not returned.

**SECTION I: EARLY REGISTRATION (via the Priority Registration System PRS)**

All students will register using the Priority Registration System (PRS), a web interface course selection tool located on the Law School’s web site. PRS is easy to use, incorporating point and click technology with which you are probably familiar. To get to PRS, go to www.law.umich.edu, select the “Current Students” category, and then select the “Registrar’s Office” subcategory and click the “On-line Priority Registration” link. (The direct URL is https://cgi2.www.law.umich.edu/PriorityRegStudent/instructions.asp). Complete instructions on how to use PRS are available on-line. PRS will also link you to on-line versions of the class schedule and course descriptions. Also available on-line in the Registration portion of the Law School’s web site is information concerning recommended courses and other activities for various areas of practice. Assistance with PRS and the Law School's web site will be available during the early registration period in the Office of the Registrar, 300 Hutchins Hall, as well as in the Law School Computing Lab, 200 Hutchins Hall, during regular business hours. It is important that you check your e-mail regularly between October 29 and November 30 to receive any updates concerning PRS and the results of your early registration selections.

**ROUND ONE: SELECTION OF SEMINARS, PRACTICE/SIMULATION COURSES, AND CLINICS**

The Priority Registration System will be activated for Round One on Monday, October 29 at 8:00 AM. Please log on to PRS either Monday, October 29 or Tuesday, October 30; 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 PRS. The deadline for entering your requests is Friday, November 2, at 5:00 PM, after which time PRS will shut down! It is advisable to view the schedule and descriptive materials early in the week, since many of the seminars, clinics, and practice/simulation courses require a statement of interest e-mailed by the Round One deadline. Please note that we are only gathering registration data during Round One, no placements into any of the classes will take place until after close of business on Friday, November 2. In other words, students who use PRS to make their requests on Friday at 3:00 PM will have the same opportunity to get seats in these classes as students who make requests on Monday at 8:00 AM. You can make changes to your requests any time up until 5:00 PM on Friday, November 2. **There is no advantage or need to rush to request classes but do not wait until the last minute on Friday afternoon.** The system can slow down on Friday afternoon if there is a high demand placed on it and the Information Technology staff may not be available to assist you. You can make as many changes to your requests as you would like but you **must** receive the confirmation e-mail that shows your requests were saved prior to 5:00 PM on Friday, November 2! **If you have any problems with PRS, 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 and SAVE your PRS requests before the 5:00 PM Friday deadline!

ROUND ONE REQUESTS USING PRS

- During Round One, PRS can assign students to a maximum of ONE seminar and ONE practice/simulation course, and ONE clinic!
- Indicate a request by clicking on the down arrow on the right side of a box and selecting a course from the drop down list.
- In the topmost box place the request with the highest priority.
- In the next box down, place your request with the second highest priority.
- Continue in this manner until you run out of requests or boxes to put them in (you are allowed seven (7) requests total for Round One).
- You can see the number of priorities you have remaining to the right of the request. If you have any priorities left, then you will see a column of "Use Priority" check boxes next to the request pull downs.
- To use one of your priorities to give yourself a higher chance of getting a course, check the "Use Priority" box next to the request. Note that priorities must be used in order of request preference. For example, you cannot add a priority to your second request unless you have also indicated a priority usage for your first request.

SEMINARS

During Round One, PRS will enroll students in a maximum of ONE seminar. You can request 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.

Students are required to complete at least one seminar as a condition of graduation. IMPORTANT-- the clinic seminars: 911 Child Advocacy Clinic Seminar, 921 Clinical Legal Advocacy Seminar, 956 Legal Assistance for Urban Communities Clinic Seminar, and 959 Pediatric Advocacy Clinic Seminar do not meet the seminar 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 seminar requests and to consider using a priority for them, in case you do not get your first seminar request. We will do our best to get you into some seminar but not necessarily the one you want.

IMPORTANT POLICY: Students are required to attend the first class meeting of a seminar (footnote #7). This policy includes students who enrolled through the Early Registration period 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 in the left column on the Office of the Registrar, Registration web page). 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—A STUDENT MAY DROP A SEMINAR UP TO 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 Early Registration period: (1) students request the seminar and/or practice/simulation course via PRS, (2) the professor receives a list of students and makes selections for the class, (3) the professor contacts the curriculum coordinator who enrolls the selected students in the class. During the Drop/Add period, if seats are available, the professor makes selections from the waitlist and contacts the curriculum coordinator who creates individual “time sensitive” permission codes and e-mails the selected students so they can enroll themselves via Wolverine Access.

SEMINARS WITH THE “PROF PICK” DESIGNATION (FOOTNOTE #9)

- #809 ANATOMY OF A DEAL – Professor Adelman
- #814 COMPARING LEGAL CULTURES: TURKEY AND THE UNITED STATES – Professor Reimann
- #805 CONTEMPORARY ISSUES IN NATIVE AMERICAN LAW – Professor Clarkson
- #818 FAKE IT – Professor Miller
- #894 WHAT MAKES A GOOD LIFE? AND WHAT SHOULD GOVERNMENT DO ABOUT IT? – Professor Regan
- #831 INTERNATIONAL COMMERCIAL TRANSACTIONS – Professor Dickinson
- #846 NONPROFIT LAW AND POLICY – Professor Horwitz
- #893 PRESIDENTIAL POWER – Professor Larsen
- #844 PUBLIC INTEREST LEGAL THEORY: EDUCATION – Professor Rosenbaum
- #860 SELECTED PROBLEMS IN POLICING – Professors Levy and Green
- #849 STUDENT SCHOLARSHIP WORKSHOP – Professor Radin
- #813 SUPREME COURT LITIGATION – Professor Whitman
- #823 WOMEN AND WAR – Professors MacKinnon and Chinkin

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 Priority Registration System (PRS)

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

Seminars requiring special sign-up procedures are:

- #809 ANATOMY OF A DEAL
  Students interested in taking this seminar must e-mail a statement of interest to Professor Adelman (badelman@fklaw.com) no later than Friday, November 2 at 5:00 PM. Admission into 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.
• **#814 COMPARING LEGAL CULTURES: TURKEY AND THE UNITED STATES**
Students interested in taking this seminar **must** interview with Professor Reimann. To make arrangements, please e-mail his assistant, Cynthia Bever (cbever@umich.edu). All student interviews **must** be completed **no later than Friday, November 2 at 5:00 PM.** Admission into 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.

• **#805 CONTEMPORARY ISSUES IN NATIVE AMERICAN LAW**
Students interested in taking this seminar **must** e-mail a statement of interest to Professor Clarkson (gsmc@umich.edu) **no later than Friday, November 2 at 5:00 PM.** Admission into 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 WHAT MAKES A GOOD LIFE? AND WHAT SHOULD GOVERNMENT DO ABOUT IT?**
Students interested in taking this seminar **must** e-mail a statement of interest to Professor Regan (donregan@umich.edu) **no later than Friday, November 2 at 5:00 PM.** The statement should include the student’s academic level (1L, 2L, 3L, LLM, etc.). Admission into 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.

• **#831 INTERNATIONAL COMMERCIAL TRANSACTIONS**
Students interested in taking this seminar **must** e-mail a statement of interest to Professor Dickinson (timothydickinson@paulhastings.com AND kristinroe@paulhastings.com) **no later than Friday, November 2 at 5:00 PM.** Admission into 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.

• **#846 NONPROFIT LAW AND POLICY**
Students interested in taking this seminar **must** e-mail a statement of interest to Professor Horwitz (jhorwit@umich.edu) **no later than Friday, November 2 at 5:00 PM.** The statement should be one paragraph in length. Admission into this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.

• **#893 PRESIDENTIAL POWER**
Students interested in taking this seminar **must** e-mail a statement of interest to Professor Larsen (jllarsen@umich.edu) **no later than Friday, November 2 at 5:00 PM.** Admission into 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.

• **#844 PUBLIC INTEREST LEGAL THEORY: EDUCATION**
Students interested in taking this seminar **must** e-mail a statement of interest to Professor Rosenbaum (mrosenbaum@aclu-sc.org) **no later than Friday, November 2 at 5:00 PM.** Admission into 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.

• **#860 SELECTED PROBLEMS IN POLICING**
Students interested in taking this seminar **must** e-mail a statement of interest to Professors Levy (judith.levy@usdoj.gov) **AND** Green (greens@millercanfield.com) **no later than Friday, November 2 at 5:00 PM.** Admission into 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 taking this seminar **must** e-mail a statement of interest to Professor Radin (mjradin@umich.edu) **no later than Friday, November 2 at 5:00 PM.** The statement should show thought about scholarly work. Admission into this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.

• **#813 SUPREME COURT LITIGATION**
Students interested in taking this seminar **must** e-mail a statement of interest to Professor Whitman (cwhitman@umich.edu) **no later than Friday, November 2 at 5:00 PM.** Admission into 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.

• **#823 WOMEN AND WAR**
Students interested in taking this seminar **must** e-mail a statement of interest to Sandy Springer (sspring@umich.edu) **no later than Friday, November 2 at 5:00 PM.** The statement should be one page in length. Admission into 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**

During Round One, PRS will enroll students in a maximum of ONE practice/simulation course and ONE clinic!

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

**IMPORTANT POLICY:** **Students are required to attend the first class meeting of a practice/simulation course or clinic (footnote #7).** This policy includes students who enrolled through the Early Registration period 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. **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.** **NOTE—Some clinical law courses require students to attend an introductory session scheduled for the first or second day of classes, students will receive a letter giving details on the time and location.**
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 Early Registration period: (1) students request the seminar and/or practice/simulation course via PRS, (2) the professor receives a list of students and makes selections for the class, (3) the professor contacts the curriculum coordinator who enrolls the selected students in the class. During the Drop/Add period, if seats are available, the professor makes selections from the waitlist and contacts the curriculum coordinator who creates individual “time sensitive” permission codes and e-mails the selected students so they can enroll themselves via Wolverine Access.

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

• #668 ADVANCED COPYRIGHT PRACTICE -- Professor Kornfield

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 posted deadline
AND
(2) Request the practice/simulation course via the Priority Registration System (PRS)

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 special sign-up procedures are:

• #668 ADVANCED COPYRIGHT PRACTICE
  Students interested in taking this practice/simulation course must e-mail a statement of interest to Professor Kornfield (skornfield@bodmanlp.com) no later than Friday, November 2 at 5:00 PM. Admission into 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.

CLINICS

Prior to the beginning of Round One Early Registration, students interested in taking a clinic will be invited to an ALL clinic meeting.

Enrollment in all Clinical Law courses is by application only (Winter 2008 Live Client Clinic Programs Application), which must be completed and returned to Lou Anne Betts (bettylou@umich.edu), 727 Legal Research, no later than NOON, October 19, 2007. Applications turned in after this deadline will be considered only if the initial batch of applications fails to fill a clinic. Students will be notified of admitted or waitlisted status via email no later than 5:00 p.m. on October 26, 3 days prior to the start of Round One Early Registration.
Students admitted to a Clinic, will be enrolled automatically and no PRS priority will be spent. The Clinic title will appear near the top of the PRS Round One registration screen and the total number of clinic credits will be deducted from the 15 credit maximum. Round One enrollment in a Clinic does not prohibit Round One enrollment in a seminar and/or practice/simulation course.

Students not admitted to a clinic, will be placed on the waitlist. Admission off the waitlist is also by permission of the professor and not according to waitlist order. Students may be admitted to a Clinic from a waitlist at any time after December 1 by invitation of a Clinical Faculty member.

ROUND ONE 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 (lawPrsAdmin@umich.edu) no later than Friday, November 2 at 5:00 PM. Every consideration will be given to unique scheduling difficulties, although it is not always possible to accommodate them.

ROUND ONE 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 (lawPrsAdmin@umich.edu) no later than Friday, November 2 at 5:00 PM. Every consideration will be given to your request, although it is not always possible to accommodate it.

>>>Round One registration results e-mailed to students on Friday, November 9 and available on the “Reports” link of the main menu of PRS.

ROUND TWO: SELECTION OF UPPER-CLASS COURSES

NOTE: Students can also request open seminars and practice/simulation courses; or add their name to the bottom of waitlists for full/closed seminars and/or practice/simulation courses.

The Priority Registration System will be activated for Round Two on Monday, November 12 at 8:00 AM. Please log on to PRS either Monday, November 12 or Tuesday, November 13; 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 PRS. The deadline for entering your requests is Friday, November 16, at 5:00 PM, after which time PRS will shut down! It is advisable to view the schedule and descriptive materials early in the week. Please note that we are only gathering registration data during Round Two, no placements into any of the classes will take place until after close of business on Friday, November 16. In other words, students who use PRS to make their requests on Friday at 4:00 PM will have the same opportunity to get seats in these classes as students who make requests on Monday at 8:00 AM. There is no advantage or need to rush to request classes but DO NOT wait until the last minute on Friday afternoon. The system can slow down on Friday afternoon if there is a high demand placed on it and the Information Technology staff may not be available to assist you. You can make as many changes to your requests as you would like but you must receive the confirmation e-mail that shows your requests were saved prior to 5:00 PM on Friday, November 16! If you have any problems with PRS, 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 and SAVE your PRS requests before the 5:00 PM Friday deadline!
UPPER-CLASS COURSES

Upper-class courses do not have waitlists.

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

NOTE -- If you are interested in requesting an open seminar, practice/simulation course, and/or clinic, which has a “special sign-up procedure” (footnote #8 in the Class Schedule), the same instructions and e-mail addresses provided in the Round One section apply to your Round Two request. The Round Two submission date for the statement of interest, etc. is no later than 5:00 PM on Friday, November 16.

ROUND TWO REQUESTS USING PRS

• You will see the number of priorities you have remaining at the top of the page above the current schedule.

• Each primary selection now has two possible alternate selections. You will not get both a primary and an alternate selection from the same row (think of them as a "group" from which you will get, at most, one class). Thus, you will be granted, at most, seven (7) classes (one from each row) during Round Two, subject to credit limits, overlapping schedules, etc.

• Specifically, alternates work as follows:
  o PRS tries to place you in to your first primary selection. If PRS is successful, it skips the rest of the row.
  o If you do not get into your first primary selection, then PRS tries to place you into the first alternate. If you get into the first alternate, PRS ignores the second alternate.
  o If you do not get into your first alternate PRS tries your second alternate. It is possible that you will not get any of your selections for a given row.
  o You should pay attention to the alternate meeting times. Since PRS will not grant you overlapping classes, it is possible for an alternate to prevent you from getting a subsequent primary selection.
  o You do not have to request alternates.

• As with the Round One selections, you should place your highest priority selection into the top most row. If you have any possible alternates to this class, select them as alternates on this top most row.

• Summer starters who are in their second term will see that their top most row is labeled "Foundation." The drop-down lists will show only the winter term foundation courses. You should indicate a selection for a foundation course here, as PRS will give you a higher priority to get into this class. Note that this is independent of any priorities you have remaining. You cannot use a priority for this class. You can list alternates for your foundation course, just as you can for any other, and they work the same way.

• Priority boxes work the same way as they do on the Round One Requests page, with the added restriction that you must use a priority for a primary selection before you can use one for an alternate on the same row. Likewise, you must check the priority box for the first alternate before you can check it for the second alternate.

• The drop-downs for Round Two will show all class types, including the ones that were listed for Round One. Some of these classes may already be full/closed (from the Round One assignments). These classes will be marked with an red asterisk (*). You can still request these classes, but PRS will add your name to the end of the waitlist (and may be placed into any alternate you list on the same line).
CREDIT LOAD

Students will not be placed in class loads in excess of 15 credits. Upper-class students can request permission to enroll in class loads in excess of 15 credits by e-mailing either David Baum, Assistant Dean for Student Affairs (dbaum@umich.edu) or Assistant Dean for Affairs Academic Affairs/Services, Christine Gregory (crsgreg@umich.edu).

ROUND 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 (lawPrsAdmin@umich.edu) no later than Friday, November 16 at 5:00 PM. Every consideration will be given to unique scheduling difficulties, although it is not always possible to accommodate them.

ROUND TWO SPECIAL CIRCUMSTANCES

Students who have a specific, compelling reason to take a particular full/closed class (beyond simply having a strong desire to be in the class) must send an e-mail explaining the reason to (lawPrsAdmin@umich.edu) no later than Friday, November 16 at 5:00 PM. Every consideration will be given to your request, although it is not always possible to accommodate it.

>>>Round Two registration results e-mailed to students on Friday, November 30 and available on the “Reports” link of the main menu of PRS.

SECTION II: DROP/ADD via Wolverine Access (http://wolverineaccess.umich.edu)

DROP/ADD HAS TWO PARTS:

1. **Drop/Add** for the selection of upper-class courses (excluding seminars, practice/simulation courses, and clinics, which have waitlists). **Winter 2008 Drop/Add begins Saturday, December 22 at 8:00 AM and ends Thursday, January 17 at 5:00 PM.** During these periods, students may drop classes, drop themselves from waitlists, or add themselves to waitlists.

   **IMPORTANT WAITLIST NOTE** – Starting Thursday, January 3, student access to add to any waitlist ends. If you want to be added to a law waitlist, please e-mail your request directly to Amy Bishop (albishop@umich.edu)

2. **Winter Waitlist Drop/Add** for classes with a waitlist (including seminars, practice/simulation courses, and clinics). **Winter 2008 Waitlist Drop/Add begins Wednesday, January 9 at 8:00 AM and ends Thursday, January 17 at 5:00 PM.** During this period, permission codes will be entered by the curriculum coordinator each morning for seminars, practice/simulation courses, and clinics that meet that afternoon. Students must act quickly to enroll themselves in the class before the “time sensitive” permission code expires. Permission codes for Prof Pick (footnote #9) seminars, practice/simulation courses, and clinics will be entered as received.
Dropping and adding classes AFTER Thursday, January 17 at 5:00 PM requires approval of either Assistant Dean for Student Affairs, David Baum (dbaum@umich.edu) or Assistant Dean for Academic Affairs/Services, Christine Gregory (crsgreg@umich.edu).

REGISTRATION TRANSACTIONS (DIFFERENCE BETWEEN THE PRIORITY REGISTRATION SYSTEM (PRS) AND WOLVERINE ACCESS)

- A big difference between PRS and Wolverine Access is that students can no longer select open seminars, practice/simulation courses or clinics. Rather, students must now add their name to the bottom of the waitlist:
  - For students to do this, the seminar, practice/simulation or clinic must be closed and it must have at least one student already on the waitlist
  - If not, students must send an e-mail to (lawPrsAdmin@umich.edu), to have their name added to a waitlist, please make "Waitlist Addition" the subject line. The e-mail should also contain the following information:
    - FULL name (no nicknames)
    - EMPLID 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
- An additional difference between PRS and Wolverine Access is the way “linked classes” are handled for registration purposes. PRS automatically picks-up the second of the two linked classes when you add or drop the first class. When adding or dropping linked classes via Wolverine Access you 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 and #921 Clinical Legal Advocacy Seminar
  - #927 Criminal Appellate Practice and #928 Criminal Appellate Practice Field
  - #958 Pediatric Advocacy Clinic and #959 Pediatric Advocacy Clinic Seminar
  - #955 Urban Communities Clinic and #956 Urban Communities Clinic Seminar
  - #958 Poverty Law in a Medical Legal Collaborative and #959 Pediatric Advocacy Clinic Seminar or Poverty Law in a Medical Legal Collaborative Seminar

REGISTRATION REQUIREMENTS

- Registration Appointment
  - Your registration appointment is the date and time at which Web Registration will allow you to enroll for the term. You may not register prior to the date and time of your appointment.
  - You can check your registration appointment date and time on Wolverine Access (Registration links/Enrollment Appointment)
  - If you have not been issued a registration appointment, please call the Office of the Registrar for assistance (734) 763-6499 or send an e-mail to (lawPrsAdmin@umich.edu) and include your name and UMID number.
- Web Access
- Uniqname and Password
Your uniqname is printed in lower case letters on the back your your MCard. If you do not have a uniqname or have forgotten your password, please go to the ITD Accounts office, basement of the Michigan Union, Campus Computing Site for assistance.

**REGISTRATION HOURS**

- Monday -- Friday, 7 AM to 4 AM *
- Saturday, 7 AM to 7 PM
- Sunday, Noon to Midnight

* 7 AM to midnight on select dates

**NAVIGATION**

- Open Wolverine Access
- Before continuing with drop and add, you should enter the “Personal Information” area and update your address and phone number (if you have not already done so). Using Wolverine Access is now the only way to update your address and phone number with the Law School and the University. Please make sure your billing address, current address and permanent address are correct.
- In the “Students” area, click Student Business
- Enter your uniqname and password
- Select “Registration” from the Enrollment links
- Select a term (if the term you selected is not available for registration, contact your school or college)

**SEARCHING FOR CLASSES**

- To find out information about a class and to drop/add on-line using Wolverine Access you need to know the M-Pathways **class number** for a given class. This class number is **not** the catalog or course number. It is specific to M-Pathways. (You can find the class number in the left-hand column of the on-line class schedule at [http://www.law.umich.edu/currentstudents/registration/index.htm](http://www.law.umich.edu/currentstudents/registration/index.htm) or you can use the search feature on Wolverine Access.)

- Many subjects have more than 200 class listings offered in a term. If, for example, you choose to search under “Law”, you will receive a message to narrow your search parameters by entering more criteria. You can do this in four ways:
  - Enter the first number of the catalog number (course number) in the Catalog box. By entering LAW (Subject) and 6 (Catalog) your search will return all 600-level Law classes
  - Recent class search improvements:
    - No limitation for the number of subjects or classes returned in a search
    - Easier Term selection

- New Basic Class Search features include:
  - Search using complete, partial or no search criterion
  - Search by Subject Code
  - Search by Subject Description
  - Search by All Classes or Open Classes only
  - View a listing of courses within a subject and then drill down to the class section level
The Advanced Search is used to perform a narrower search. Advanced Class Search features include:
- Search by Subject Code
- Search by Catalog Number (full or partial value)
- Search by Instructor Name
- Search by Class Meeting Days and Times
- Search by All Classes or Open Classes only

TO ADD A CLASS

- Type in the class number or use “Search” to find the class
- Use the Class Enrollment Options screen to modify the election (Waitlist if course is closed)
- Click the "Register for Class” button
- The system will check your appointment time and for holds (negative service indicators) when you choose "Register for Class”. You cannot register prior to your appointment or register your initial course with a hold.
- A pop-up message will appear notifying you of successful registration or of any error messages
- Click “Return to Registration Page” to continue your registration activity and to check your schedule

TO ENROLL IN A CLASS (REGISTRATION FROM YOUR BACKPACK)

- Scroll to the Pre-Registration Backpack class listing
- Click in the checkbox next to the class you wish to enroll. You may only select one class per transaction
- Click the “Process Selected Backpack Class” button
- Verify you have selected the correct class
- Use the Class Enrollment Options screen to modify the election (Waitlist for closed seminars, practice/simulation courses, or clinics)
- Click the "Register for Class” button
- The system will check your appointment time and for holds (negative service indicators) when you choose "Register for Class”. You cannot register prior to your appointment or register your initial course with a hold
- A pop-up message will appear notifying you of successful registration or of any error messages

TO DROP A CLASS

If a student drops a class for which a priority was “spent” the priority is gone and cannot be returned. Please be absolutely sure that you want to drop the class!

- Scroll to the Class Schedule on the Registration page
- Click “Drop Class”
- Your currently enrolled and waitlisted classes will appear on the screen. Locate the class you wish to remove. Click on the Class Number.
- Verify you have selected the correct class
- Click the “Drop Class” button
• A pop-up message will appear notifying you of the successful drop or of any error messages
• Click “Return to Registration Page” to continue your registration activity and to check your schedule

TO MODIFY A CLASS

Currently the options for changing the grading basis, changing to audit, selecting variable credit hours, selecting the class for the upper-level writing requirement (ULWR), and overriding time conflicts do not apply to law students. Time Conflicts 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.”

If you want to modify the grading basis for a class (elective pass/fail) you must use the Law School Pass/Fail System to do it.

• Students will receive an email early in the term when the Pass/Fail System is active and available for use. Those who wish to modify the grading basis for a class must do so on-line by visiting the Law School Registrar’s Office web site http://www.law.umich.edu/currentstudents/registration/index.htm and click on “Exam Identification Numbers, Limited Grade Option, & Bar Selection.”

TO SWAP A CLASS

The “Swap” feature is particularly useful. If you want to drop a class only if you can add another class, please use this feature. Once you drop a class, you have lost your place in that class, and it becomes immediately available to other law students. If you drop a class and then find you cannot add the class you were hoping to add to replace it, you might not be able to get back into the class you just dropped! We suggest using the Swap feature to avoid this problem.

• Scroll to the Class Schedule on the Registration page
• Click “Swap Classes”
• Your currently enrolled classes will appear on the screen. (Since you cannot Swap to or from a waitlisted class, waitlisted classes do not appear)
• Locate the class you wish to drop. In the “Swap To Class Number” box either enter the class number you wish to enroll and Click Find or use the Search functionality to find the class number
• Verify you are swapping from and to the correct classes.
• Click the “Swap Class” button
• A pop-up message will appear notifying you of the successful swap or of any error messages
• Click “Return to Registration Page” to continue your registration activity and to check your schedule
FINANCIAL HOLDS (NEGATIVE SERVICE INDICATORS)

To view Holds on Wolverine Access (Student Business), select “View Current Holds” in the Financial Information links. Students paying financial holds can make payment at the University Cashier’s Office:

777 N. University Avenue, 2nd Floor
Ann Arbor, Michigan  48104-1611

8:00 A.M. - 4:00 P.M., Monday-Friday

Identification Requirements – Your UMID and driver’s license or passport

Methods of payment – Cash (only accepted in person), check, traveler’s check, and money order. No credit cards or debit cards. Electronic payment is accepted through the website at http://www.cashiers.umich.edu/.

WOLVERINE ACCESS 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. Contact Amy Bishop, curriculum coordinator, (albishop@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 Class.

- **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 transaction not processed:** You are attempting to enroll over your maximum number of 15 credits for the term. Contact either Dean Baum (dbaum@umich.edu) or Dean Johnson (chj@umich.edu) for permission to enroll over your maximum number of credits.

- **Not Enrolled, Class Full. The requested enrollment 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 (600’s and 700’s) do not have waitlists!

- **Please enter value for related component(s):** This course has additional required component(s). Scroll to the bottom of the screen, click “Search” next to “Related Component 1:,” select your additional class section and select the “Register for Class” button.
• **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 contact Amy Bishop, curriculum coordinator, (albishop@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, registrar, for further information.

**PERMISSIONS**

• Once you receive an e-mail indicating that a “time sensitive” permission code has been entered into Wolverine Access on your behalf, you **must** add the course by the date and time specified or your enrollment opportunity will be lost and the seat will be offered to another student.

• The permission code entered, will allow you to enroll for the class despite the “Closed” class status once you hit the “Register for Class” button.

**CHECK YOUR SCHEDULE**

It is very important that you check your schedule after you have finished registering. Click the "View Class Schedule" in the Enrollment links or "View Printable Schedule" link in Backpack/Registration on Wolverine Access.

**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 the “Sign Out” link in the banner of any page in Student Business, which will return you to the Wolverine Access Gateway Web Page.

• Click the “Log Out” link in the Wolverine Access Gateway page.

• Click the “Logout” button on the LOGOUT screen

• Click “Yes” on the Security Alert screen

**FOR MORE WOLVERINE ACCESS HELP**

If you need help with Wolverine Access, please refer to the on-line help available on each screen in Wolverine Access, send a message to wolverine.access@umich.edu, or phone (734) 764-4357 (4-HELP).

If you have any specific questions about registration or drop/add which are not related to Wolverine Access, please come to the Office of the Registrar, Room 300, Hutchins Hall or send a message to lawrecords@umich.edu, or phone (734) 763-6499.
**ENROLLMENT**

- Students who are **not** “officially enrolled” **before** the first day that University classes meet, Wednesday, January 3, 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 Wednesday, January 9, will incur a late registration fee of $50.00 and **must** have permission of one of the Assistant Deans, David Baum or Christine Gregory.
- See **SECTION VI: OTHER IMPORTANT INFORMATION, Fee Adjustment Policy** (tuition fee only) for dates and impact on tuition fees.

**“DEPARTMENT CONSENT” AND “INSTRUCTOR CONSENT”**

**DEPARTMENT CONSENT** means that students **cannot** add themselves to the class. **Please do NOT contact the professor seeking permission to add the class UNLESS instructed by a footnote to do so.** The classes that have the department consent coding include:

- **ALL** Seminars, practice/simulation courses and clinics. Students can add their name to the bottom of a waitlist but to do this and **not** run afoul of the "Department Consent" warning, the course **must** meet the following criteria:
  - The seminar, practice/simulation or clinic **must** be closed and it **must** have at least one student listed **before** another student can add their name to the bottom of the waitlist.
  - If the waitlist is empty, then students **must** send an e-mail to (albishop@umich.edu) to have their name added to a waitlist, please make “Waitlist Addition” the subject line.
  - The e-mail **must** contain the following information:
    - FULL name (no nicknames)
    - EMPLID 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** sections of all first-year required classes--510 Civil Procedure, 520 Contracts, 530 Criminal Law, 540 Introduction to Constitutional Law, 560 Property, 580 Torts, 590 Legal Practice I and 591 Legal Practice II--students who want to add any of the first-year required classes, **must** contact either of the Assistant Deans, David Baum or Charlotte Johnson.
  - #799 Senior Judge Seminar
  - #794 Senior Judge Seminar II
  - #980 Advanced Clinical Law--students who want to add #980 Advanced Clinical Law **must** contact one of the clinic faculty or administrators.
  - #942 Law Practicum Research--students who want to add #942 Law Practicum Research **must** make an appointment to see Assistant Dean David Baum for more information.
  - #940 External Studies and #941 Externship Paper--students who want to add #940 External Studies and #941 Externship Paper **must** contact Academic Affairs/Services, 313 Hutchins Hall, 734-647-1014 for more information.
  - #945 Semester Study Abroad and #946 Semester Study Abroad Paper--students who want to add # 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.
**INSTRUCTOR CONSENT** means that students **cannot** add themselves to the class. The class that has the instructor consent coding is:

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

**WAITLISTS AND PERMISSION CODES**

**CULLING THE SEMINAR AND PRACTICE/SIMULATION COURSE WAITLISTS**

The process:

1. On **Friday, December 21**, the curriculum coordinator will send an e-mail to each waitlisted student and ask if they are interested in REMAINING on the applicable waitlist.
2. If the student WANTS TO REMAIN on a waitlist, the **REPLY MUST be sent no later than Thursday, January 3 at 5:00 PM!**
3. **IMPORTANT**—Students will receive multiple e-mails if listed on multiple waitlists. Do NOT reply to multiple waitlist e-mails by using just one e-mail. It is imperative that students respond to EACH waitlist e-mail individually because the SUBJECT line pertains to a SPECIFIC class (number and title) and this information is a critical part of the culling operation as related to the creation of the class reply list. Failure to follow instructions will result in removal from waitlists!
4. If NO REPLY is received from the student by the above listed deadline, the student’s name will be marked for REMOVAL from the waitlist. The actual removal will occur shortly thereafter. **There is no grace period!**
5. The student will be able to ADD their name to the bottom of the waitlist but their original waitlist position will be GONE.

**PERMISSION CODE**

Without a “permission code” you will **not** be able to add yourself to a seminar, practice/simulation course or clinic (even if you are the first person on the waitlist and there is an available seat in the class). Beginning Wednesday, January 9, the curriculum coordinator will review the waitlists for seminars, practice/simulation courses and clinics that are **not** designated footnote #9 or permission of the professor (Prof Pick). If a seat becomes available, the curriculum coordinator will enter an on-line permission code for the student that is tied to the class and then send the student a "time sensitive" permission code e-mail to let them know they can add the class if they wish. Each student will have a limited amount of time to in which to add the class via Wolverine Access. If the student fails to add the class by the end of the designated date and time (or e-mail back saying they are no longer interested in the class) the curriculum coordinator will give permission to the next person in waitlist order. For seminars, practice/simulation courses and clinics that **are** designated footnote #9 or permission of the professor (Prof Pick), the professor will provide the names of students selected for their class and the curriculum coordinator will enter an on-line permission code for each student that is tied to the class and then send the student a "time sensitive" permission code e-mail to let them know they can add the class if they wish. Each student will have a limited amount of time to in which to add the class via Wolverine Access. If the student fails to add the class by the end of the designated date and time (or e-mail back saying they are no longer interested in the class) the curriculum coordinator will contact the professor and another student will be selected.

The Law School uses the University’s “Department Consent” code to prevent students from enrolling themselves in a class with restricted access or a special registration procedure. A
student attempting to enroll in a seminar, practice/simulation course, or clinic without a permission code having been entered for them they will run a foul of the “Department Consent” error message. **Ignore the message and be patient! DO NOT try to “jump the waitlist” by contacting the professor to seek permission to add the class.**

**NOTE--Once you drop a class you added with a permission code, you will not be able to add the class again. You must obtain permission again in order to do so. Therefore, please do not drop a class that you needed permission to add unless you are CERTAIN you want to drop it.**

**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 Cindy (our receptionist), 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 Assistant Dean Baum (301 Hutchins Hall, 764-0516) or Assistant Dean 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 Cindy (our receptionist), 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 Assistant Dean Baum (301 Hutchins Hall, 764-0516) or Assistant Dean 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 (albishop@umich.edu), 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.

**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 Cindy (our receptionist), 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 Assistant Dean Baum (301 Hutchins Hall, 764-0516) or Assistant Dean Christine Gregory (311 Hutchins Hall, 615-0019) to complete the drop process.

**NON-LAW COURSES AND COURSES TAKEN OUTSIDE OF THE UNIVERSITY OF MICHIGAN**
If approved, foreign graduate students (LLM) and second- or third-year JD students may take up to nine 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 (see note below).) A maximum of six out of these nine may be taken at another ABA approved law school. **Permission must be obtained from Assistant Dean Baum prior to enrolling in the class!**

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

Go to the Law School home page (www.law.umich.edu), hit the Current Students link, then hit the Registrars Office link, then hit the External Enrollment link, and hit Request for Permission to Take a Non-Law Course at the University of Michigan, complete the information and submit the on-line form for approval. **Assistant Dean Baum must review and approve your non-law course selection before you can receive law school credit.**

If the course is approved, register for the class using Wolverine Access during the Law School drop/add period. You can look up non-law course M-Pathways class numbers the same way you look up Law School class numbers. The University Time Schedule is an on-line document which can be found at http://www.umich.edu/~regoff/schedule/. If for any reason you need permission to enroll in a non-law course (e.g., Permission of the Instructor, Department Consent, class is full, etc.) work with the department that supervises the non-law class to obtain permission to enter the restricted course, **not** the Law School. 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. (Visitors to the Ross Business School should now enter the Executive Residence building from East University Avenue and stop by the Information Desk on the first floor to obtain specific directions.) Therefore, such students should pick up a permission slip from the Office of Admission and Academic Services, Level Two, Suite E2540, and bring that 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, use Wolverine Access to add the class to your term schedule.

**NOTE FOR THOSE STUDENTS SEEKING TO TAKE FOREIGN LANGUAGE COURSES:**

Before requesting law degree credit for a particular foreign language course, please consult with the appropriate foreign language department in order to ascertain the appropriate course for which to enroll. 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.

**“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.
COURSES OUTSIDE OF THE UNIVERSITY OF MICHIGAN

APPLICATION PROCESS TO TAKE A COURSE AT ANOTHER UNIVERSITY:
Go to the Law School home page (www.law.umich.edu), hit the Current Students link, then hit the Registrars Office link, then hit the External Enrollment link, Request for Approval of Course Taken at Another University complete information and submit the form for approval. Assistant Dean Baum must review and approve your non-law course selection before you can receive law school credit.

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 TBA
Complete and submit the External Enrollment Form (found on the Law School's Web site). Once you receive the e-mail approval for the non-law class from Assistant Dean Baum, and the non-law department has entered a permission code into Wolverine Access, you need to register for the class by sending an e-mail to Amy Bishop (albishop@umich.edu) and including the following information:

- FULL name (no nicknames)
- EMPLID 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 TBA
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 Cindy (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 TBA
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.

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

• Since we have moved into the term 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.
• If the requested law class is an upperclass course (not a first-year class, practice/simulation course, or clinic) and has plenty of seats available, the External Enrollment Form will be approved and a "time sensitive" permission code will be entered into M-Pathways so the non-law student can use Wolverine Access to enroll themselves in the law class.
• If the number of seats is very limited, the request will be rejected, as we cannot shutout law students during the Drop/Add Period. The non-law student can reapply at the beginning of the term.

SEMINAR (800 SERIES) 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 (albishop@umich.edu) so the student’s External Enrollment Form can be processed.

SECTION III: RESEARCH

Students are not able to enroll themselves in 900 Research (independent study) classes using Wolverine Access. To be enrolled, please use the following procedure—

1. Once you have made arrangements with a professor—including how many credits, from one (1) to three (3) credits—send an e-mail to (lawPrsAdmin@umich.edu), please make “900 Research” the subject line. The e-mail must contain the following information:
   • Your FULL name (no nicknames)
   • Your EMPLID (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

2. You will be enrolled in the section of 900 Research that corresponds to the professor.
SECTION IV: UPPER-CLASS COURSES WITH A “PAPER OPTION” (FOOTNOTES #18 and #19)

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 course is elected by Fall Starters as the required 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. (2) Request enrollment in the paper option section of the course by sending an e-mail to (lawPrsAdmin@umich.edu) and make “Paper Option” the subject line. This request must be made no later than the last day of classes for the term in which you are enrolled for the class unless an earlier deadline has been established by the professor. The e-mail should contain the following information:

- Your FULL name (no nicknames)
- Your EMPLID 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.

If you have any Rackham registration questions, please contact Patti Mousseau, pmous@umich.edu, 647-3511.

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

Students are not able to enroll themselves in the 800 Seminar Supplement class using Wolverine Access. To be enrolled, please use the following procedure—

1. Once you have made arrangements with a professor, send an e-mail to (lawPrsAdmin@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 EMPLID (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

2. You will be enrolled in the 800 Seminar Supplement section that corresponds to the professor.

*Point of Clarification*—The 800 Seminar Supplement on its own does *not* fulfill the seminar requirement for graduation!

**SECTION VI: OTHER IMPORTANT INFORMATION**

**REDUCED AND EXCESS COURSE LOADS**

Students must register for a minimum of 10 credits (all students) and a maximum of 15 credits (upper-class students) each term. If a student wishes to go below the minimum or above the maximum course load, the student must write a letter or send an e-mail to either of the Assistant Deans of Students, David Baum (dbaum@umich.edu) or Charlotte Johnson (chj@umich.edu).

**DUAL DEGREES**

• **CURRENTLY, MICHIGAN LAW STUDENTS CAN CHOOSE FROM THE FOLLOWING 13 FORMALY ESTABLISHED DUAL DEGREE PROGRAMS**
  - Law and Business Administration (JD/MBA)
  - Law and Chinese Studies (JD/MA)
  - Law and Economics (JD/PhD)
  - Law and Public Health (JD/MHSA) or Law and Public Health Policy (JD/MPH)
  - 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 and Environment (JD/MS)
  - 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, 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 Bulletin 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:
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
  IMPORTANT-- 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.

PASS/FAIL (LIMITED GRADE OPTION) DEADLINE
The limited grade option (pass/fail) deadline is just before the final exam unless the instructor imposes a different deadline. For take-home exams the deadline is just before the exam first becomes available for pickup. Students may exercise their limited grade option only twice during their final semester.

FEE ADJUSTMENT POLICY
(Policy applies to Tuition Fee only)

<table>
<thead>
<tr>
<th>ACTION</th>
<th>WINTER 2008</th>
<th>IMPACT ON TUITION FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Disenrollment</td>
<td>By 01/08/08</td>
<td>Fee assessment cancelled. Student not required to pay any fees.</td>
</tr>
<tr>
<td>Official Withdrawal</td>
<td>01/09/08 -- 01/29/08</td>
<td>Fee assessment cancelled. Student required to pay $50 disenrollment fee and $80 registration fee.</td>
</tr>
<tr>
<td>Official Withdrawal</td>
<td>01/30/08 -- 02/19/08</td>
<td>Student required to pay 50% of fee assessment and $80 registration fee.</td>
</tr>
<tr>
<td>$SSS Official Withdrawal</td>
<td>After 02/19/08</td>
<td>Student will be charged entire fee assessment.</td>
</tr>
<tr>
<td>Drop/Add a Course</td>
<td>By 01/29/08</td>
<td>Fee assessment based on hours for which student is registered.</td>
</tr>
<tr>
<td>Drop a Course</td>
<td>After 01/29/08</td>
<td>No reduction in fee assessment.</td>
</tr>
</tbody>
</table>
Add a Course | After 01/29/08 | 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 courses is Ulrich’s, located at the corner of E. University and S. University Streets.

**DIPLOMA APPLICATIONS**

Students applying for graduation use the self-service graduation application in Wolverine Access on the Student Business page, select “Apply for Graduation.” Students can apply for graduation one year in advance of their graduation date.

**ACADEMIC REGULATIONS**

Students should carefully consult the *Academic Regulations* available in Room 300 Hutchins Hall and online, 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 fulfill the professional responsibility requirement for graduation:
- #545 Lawyers and Clients
- #550 Legal Process
- #603 Access to Justice
- #612 Alternative Dispute Resolution
- #629 Law Firms and Legal Careers
- #654 Law as a Profession
- #655 Law as a Business
- #672 Practice of Law
- #712 Negotiation
- #718 Legal Profession and Legal Ethics
- #731 Legal Ethics and Professional Responsibility
- #769 Litigation Ethics
- #785/786 Poverty Law Litigation and Poverty Law Litigation Workshop
- #790 Criminal Trial Advocacy
- #843 U.S. Asylum Workshop
- #850 Professional Responsibility and Ethics
- #872 Role of In-House Counsel
- #884 Domestic Violence Litigation
- #896 Mediating Legal Disputes
- #910 Child Advocacy Clinic*
- #911 Child Advocacy Clinic Seminar*
- #920 Clinical Law 1*
- #921 Clinical Legal Advocacy Seminar*
- #922 Domestic Violence Clinic*
- #923 Domestic Violence Clinic Seminar*
- #927 Criminal Appellate Practice*
- #928 Criminal Appellate Practice Field *
- #930 Environmental Law Practicum
- #933 Low-Income Taxpayer Clinic*
- #934 Low-Income Taxpayer Clinic Field*
- #935 Children’s Rights Appellate Practice
- #955 Urban Communities Clinic*
- #956 Urban Communities Clinic Seminar*
- #956 Pediatric Advocacy Clinic*
- #956 Pediatric Advocacy Clinic Seminar*
- #958 Pediatric Advocacy Clinic or Poverty Law in a Medical Legal Collaborative*
- #959 Pediatric Advocacy Clinic Seminar or Poverty Law in a Medical Legal Collaborative Seminar*
- #961 Negotiation/Ethics
- #965 Asylum and Refugee Law Clinic*
- #966 Advanced Asylum and Refugee Law Clinic*
- Ethics “bridgeweeks” for first-year students

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

Updated January 23, 2008 alb