

**UNIVERSITY OF MICHIGAN
LAW SCHOOL
REGISTRATION INSTRUCTIONS
Winter 2010**

Table of Contents 1

PRELIMINARY INFORMATION 5

CLINIC REGISTRATION (DETAILS IN SECTION I) 5

REGISTRATION (DETAILS IN SECTION II) 5

DROP/ADD (DETAILS IN SECTION III) 5

FOOTNOTES 6

PRIORITIES 6

PRIORITY PROCESS FLOWCHART 7

NON-PROF PICK CLASSES WHERE A PRIORITY WAS “SPENT” 8

SECTION I: CLINIC REGISTRATION IS PRIOR TO EARLY REGISTRATION 11

**SECTION II: REGISTRATION VIA THE LAW SCHOOL’S PRIORITY
REGISTRATION SYSTEM (PRS)—ROUND ONE AND ROUND TWO 12**

ROUND ONE--SELECTION OF SEMINARS AND PRACTICE/SIMULATION COURSES 12

PRS REQUEST FORM FOR ROUND ONE 13

SEMINARS 13

SEMINARS WITH THE “PROF PICK” DESIGNATION (FOOTNOTE # 9) 14

SEMINARS WITH “SPECIAL SIGN-UP PROCEDURES” (FOOTNOTE #8) 14

PRACTICE/SIMULATION COURSES 16

PRACTICE/SIMULATION COURSES WITH THE “PROF PICK” DESIGNATION (FOOTNOTE # 9) 16

PRACTICE/SIMULATION COURSES WITH “SPECIAL SIGN-UP PROCEDURES” (FOOTNOTE #8) 17

ROUND ONE--UNUSUAL SCHEDULING PROBLEMS 17

ROUND ONE--SPECIAL CIRCUMSTANCES 17

ROUND ONE--REGISTRATION RESULTS AVAILABLE TO STUDENTS 17

ROUND TWO--SELECTION OF UPPER-CLASS COURSES 18

PRS REQUEST FORM FOR ROUND TWO 19

UPPER-CLASS COURSES 20

SEMINARS, PRACTICE/SIMULATION COURSES, AND CLINICS 20

ROUND TWO--CREDIT LOAD 21

ROUND TWO--UNUSUAL SCHEDULING PROBLEMS 21

ROUND TWO--SPECIAL CIRCUMSTANCES 21

ROUND TWO--REGISTRATION RESULTS AVAILABLE TO STUDENTS 21

FINANCIAL HOLD (NEGATIVE SERVICE INDICATOR) 21

SECTION III: DROP/ADD VIA THE UNIVERSITY'S WOLVERINE ACCESS SYSTEM 22

WOLVERINE ACCESS—DROP/ADD HAS TWO PARTS 22

WOLVERINE ACCESS--DROPPING AND ADDING CLASSES 22

DIFFERENCE BETWEEN THE PRIORITY REGISTRATION SYSTEM (PRS) AND WOLVERINE ACCESS 22

REGISTRATION REQUIREMENTS 23

REGISTRATION HOURS 23

COMPUTER SOFTWARE (OPERATING SYSTEM/BROWSER) 24

NAVIGATION 24

BACKPACK AND REGISTRATION SIMULATIONS (STUDENTS MUST VIEW) 24

BACKPACK/REGISTRATION FYI 24

STUDENT CENTER OVERVIEW 25

ACADEMICS SECTION 25

FINANCES SECTION 25

PERSONAL INFORMATION SECTION 25

ERROR MESSAGES (MODIFIED FOR LAW STUDENTS) 25

CHECK YOUR SCHEDULE 26

LOGOUT 26

ASSISTANCE USING WOLVERINE ACCESS 26

WOLVERINE ACCESS—ENROLLMENT 26

WOLVERINE ACCESS--DEPARTMENT CONSENT 27

WOLVERINE ACCESS--INSTRUCTOR CONSENT 28

WOLVERINE ACCESS--CULLING SEMINAR AND PRACTICE/SIMULATION COURSE WAITLISTS 28

WOLVERINE ACCESS--PERMISSION CODE 28

NON-PROF PICK CLASSES 28

PROF PICK CLASSES 29

WOLVERINE ACCESS--NON-LAW COURSES TAKEN AT THE UNIVERSITY OF MICHIGAN AND A COURSE TAKEN AT ANOTHER UNIVERSITY 29

APPLICATION PROCESS TO TAKE A NON-LAW COURSE AT THE UNIVERSITY OF MICHIGAN 29

NOTE FOR THOSE STUDENTS SEEKING TO TAKE FOREIGN LANGUAGE COURSES AT THE UNIVERSITY OF MICHIGAN 30

“S” (MANDATORY LIMITED GRADE OPTION PASS) GRADE VS. LETTER GRADE 30

APPLICATION PROCESS TO TAKE A COURSE AT ANOTHER UNIVERSITY 30

WOLVERINE ACCESS--ADD/DROP PROCEDURES FOR NON-LAW CLASSES AFTER THE END OF THE LAW SCHOOL'S DROP/ADD PERIOD 30

ADD A NON-LAW CLASS BY THE UNIVERSITY'S DROP/ADD DEADLINE OF TBA 30

DROP A NON-LAW CLASS BY THE UNIVERSITY'S DROP/ADD DEADLINE OF TBA 31

DROP A NON-LAW CLASS AFTER THE UNIVERSITY'S DROP/ADD DEADLINE OF TBA 31

WOLVERINE ACCESS--NON-LAW STUDENTS WHO WANT TO TAKE A LAW CLASS 31

PROCEDURE FOR NON-LAW STUDENTS TO REQUEST ENROLLMENT IN A LAW CLASS 31

PROCEDURE FOR PROCESSING THE EXTERNAL ENROLLMENT FORMS FROM NON-LAW STUDENTS 31

SEMINAR (800 SERIES) EXCEPTIONS 31

WOLVERINE ACCESS--ADD/DROP PROCEDURES FOR LATE STARTING LAW CLASSES 32

ADD A LATE STARTING LAW UPPERCLASS COURSE 32

DROP A LATE STARTING LAW UPPERCLASS COURSE 32

ADD A LATE STARTING LAW SEMINAR AND/OR PRACTICE/SIMULATION COURSE 32

DROP A LATE STARTING LAW SEMINAR AND/OR PRACTICE/SIMULATION COURSE 32

SECTION IV: RESEARCH 33

J.D. PROGRAM 33

M.C.L. OR LL.M. PROGRAM 33

LL.M./S.J.D. PROGRAM 33

SECTION V: UPPER-CLASS COURSES WITH A “PAPER OPTION” (FOOTNOTES #18 and #19) 34

J.D. STUDENTS 34

RACKHAM STUDENTS 34

SECTION VI: SEMINAR SUPPLEMENT (FOOTNOTES #39 AND #40) 35

SECTION VII: ADDITIONAL INFORMATION 36

REDUCED AND EXCESS COURSE LOADS 36

DUAL DEGREES 36

CURRENTLY, MICHIGAN LAW STUDENTS CAN CHOOSE FROM THE FOLLOWING 14 FORMALLY ESTABLISHED DUAL DEGREE PROGRAMS 36

ADDITIONAL DUAL DEGREE OPPORTUNITIES 36

APPLICATION TO DUAL DEGREE PROGRAMS 36

DUAL DEGREE REGISTRATION 37

TUITION 37

ELECTIVE PASS/FAIL (LIMITED GRADE OPTION) DEADLINE 37

FEE ADJUSTMENT POLICY 38

VETERANS BENEFITS 38

BOOKS 38

DIPLOMA APPLICATIONS 38

ACADEMIC REGULATIONS 38

PROFESSIONAL RESPONSIBILITY REQUIREMENT (FOOTNOTE #3) 39

**UNIVERSITY OF MICHIGAN
LAW SCHOOL
REGISTRATION INSTRUCTIONS
Winter 2010**

PRELIMINARY INFORMATION

CLINIC REGISTRATION (DETAILS IN SECTION I)

All clinics are Prof Picks (footnote #9 in the class schedule) and the application-based registration process was completed by **5:00 PM (EDT) on Friday, October 23**, when students were notified of admitted or waitlisted status **via email**. Students who are still interested in adding their name to a clinic waitlist **must** complete and e-mail the *Live Client Clinic Programs Application* to Lou Anne Betts (clinic-applications@umich.edu) or return the completed application to , P-11, Lawyers Club, Section P, First Floor). The clinic application link is:
<http://www.law.umich.edu/currentstudents/registration/registration/Pages/LiveClient.aspx>.

(1) Applications turned in after the original **5:00 PM (EDT) on Friday, October 16** deadline will be considered **only** if the initial batch of applications fails to fill a clinic.

(2) Clinic waitlists are maintained by the clinics. If you have any questions, please e-mail Lou Anne Betts (bettylou@umich.edu).

REGISTRATION (DETAILS IN SECTION II)

(1) **Round One** for the selection of seminars and practice/simulation courses. **Round One begins Monday, October 26 at 8:00 AM (EDT) and ends Friday, October 30 at 5:00 PM (EDT)**.

(2) **Round Two** for the selection of upper-class courses. Students can request **open** seminars and practice/simulation courses and/or add their name to the bottom of a waitlist for **full/closed** seminars and practice/simulation courses. PRS identifies the **full/closed** classes with a red asterisk (*). Students can also drop Round One classes. **Round Two begins Monday, November 9 at 8:00 AM and ends Friday, November 13 at 5:00 PM**.

DROP/ADD (DETAILS IN SECTION III)

(1) **Drop/Add** for the selection of upper-class courses (**excluding** seminars, practice/simulation courses, and clinics, which have waitlists). **Winter 2010 Drop/Add begins Monday, December 21 at 8:00 AM and ends Thursday, January 21 at 5:00 PM** During the drop/add period, students may drop classes, drop themselves from waitlists, or add themselves to waitlists.

(2) **Waitlist Drop/Add** for classes with a waitlist (**including** seminars and practice/simulation courses). **Winter 2010 Waitlist Drop/Add begins Wednesday, January 13 at 8:00 AM and ends Thursday, January 21 at 5:00 PM**. During this period, permission codes will be entered by the curriculum coordinator each morning for non-Prof Pick seminars and practice/simulation courses. **Students must act quickly to enroll themselves in the class before the “time sensitive” permission code expires and the enrollment opportunity is lost!** Permission codes for Prof Pick (footnote #9) seminars and practice/simulation courses will be entered as received.

IMPORTANT: Starting **Wednesday, January 6**, the University ends student access to add their name to ANY waitlist. To add your name to a seminar and/or practice/simulation course waitlist, please e-mail your request to Amy Bishop (albishop@umich.edu). Students who are still interested in

adding their name to a clinic waitlist **must** complete and e-mail the *Live Client Clinic Programs Application* to Lou Anne Betts (clinic-applications@umich.edu) or return the completed application to , P-11, Lawyers Club, Section P, First Floor). The clinic application link is: <http://www.law.umich.edu/currentstudents/registration/registration/Pages/LiveClient.aspx>.

FOOTNOTES

Students should consult the footnotes for pre-requisites, co-requisites, special sign-up procedures (footnote #8), requirements, limitations, and other important information. **A student's ability to enroll or remain in a class depends on information found in the footnotes. Therefore, it is crucial to read them carefully and follow the directions!**

PRIORITIES

The Law School recognizes that a student may have a special interest in a particular seminar, practice/simulation course or upper-class course which is either traditionally popular or offered on an infrequent basis. Therefore, each student has TWO priorities to use during their law school career to increase their chance of securing a seat in these types of classes.

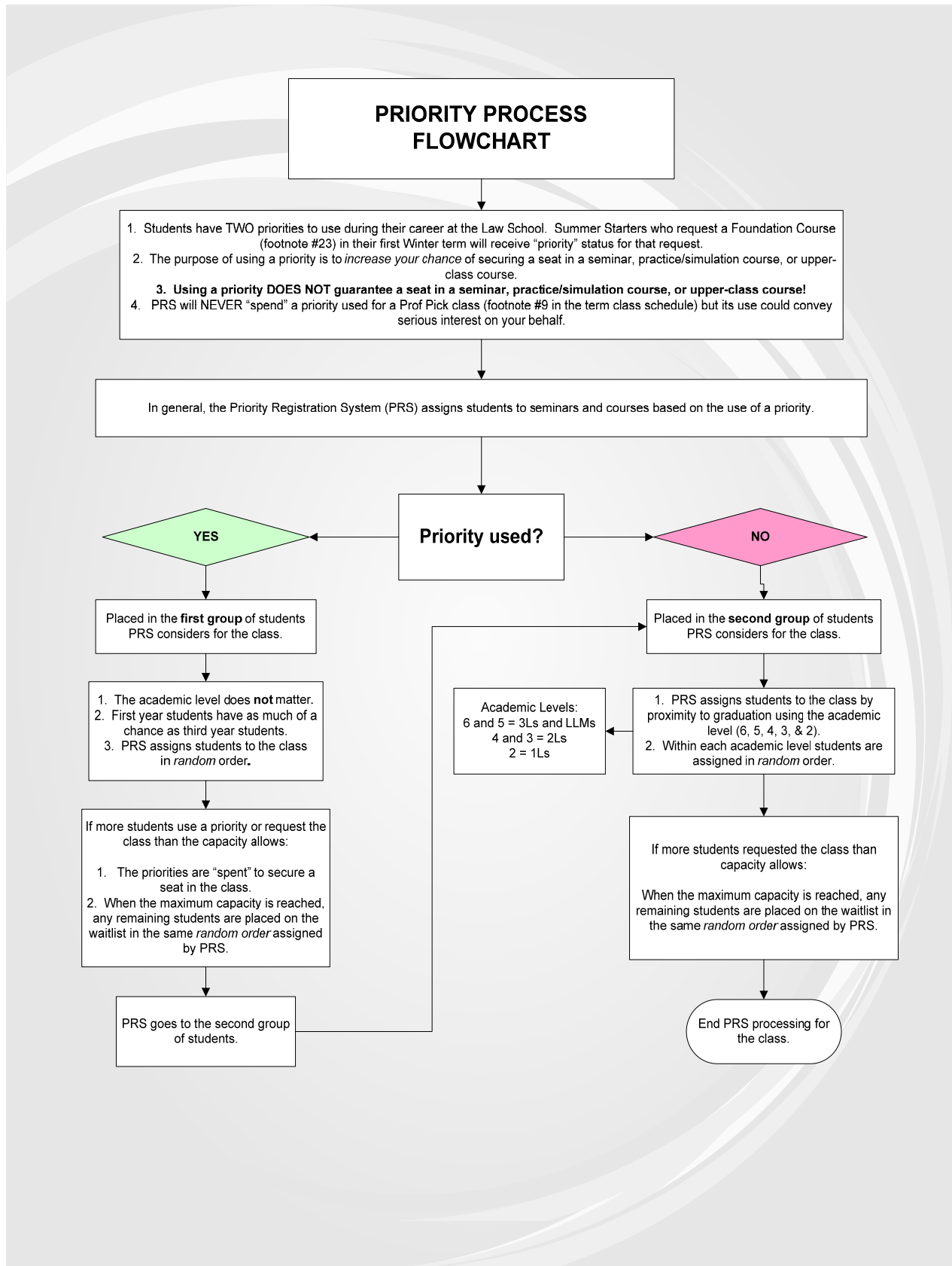
In general, students are assigned to seminars, practice/simulation courses and/or upper-class courses based on (1) the use of a priority and (2) proximity to graduation. The use of a priority places those students in the first group from which selections are made. Therefore, first-year students have as much of a chance as third-year students. The computer selections are made *in random order* within the first group. A priority will only be “spent” if it was needed to enroll a student in the seminar, practice/simulation course, or upper-class course. Students who did not use a priority, are placed in the second group from which selections are made by proximity to graduation (starting with academic level 6 and LLMS being the closest to graduation and then levels 5, 4, 3, and 2). The computer selections are made *in random order* within each academic level. Once the class enrollment capacity is reached, the remaining students are placed on the waitlist in numeric order.

Many students are under the mistaken impression that a student with a closer proximity to graduation who uses a priority has a better chance of securing a seat in a class than a student further from graduation who also uses a priority. This is not true. In fact, and as stated above, a 3L (academic levels 6 and 5) who uses a priority for a class has exactly the same chance of getting a seat as a 2L (academic levels 4 and 3) or 1L (academic level 2) who uses a priority for the same class because the use of a priority places all of them in the first group from which computer selections are made.

Points to remember:

- Priorities are applicable to the Priority Registration System (PRS) and not used in Wolverine Access.
- Check the top of the PRS Round One or Round Two Registration screen to make sure you have a priority to use BEFORE you check the priority boxes.
- The use of a priority does not guarantee you a seat in a seminar, practice/simulation course, or upper-class course!
- A priority used for a class is “spent” when you are enrolled in the class! However, a priority is NEVER spent when you are placed on a waitlist.
- A “spent” priority is NEVER returned.
- A priority that is not “spent” is returned to the student.
- PRS will NEVER spend a priority for a Prof Pick class (footnote #9 in the class schedule) but its use could convey serious interest on your behalf.
- Both the Round One and Round Two e-mailed results and the "Reports" link on the Main Menu of PRS specify when a priority is spent.

PRIORITY PROCESS FLOWCHART



NON-PROF PICK CLASSES WHERE A PRIORITY WAS “SPENT”

Students always ask which non-Prof Pick classes are popular. That is a tough question to answer because every class schedule is *unique* in composition due to different classes scheduled against other different classes in the same time slot. Also, frequently the professors who teach particular classes change. Therefore trying to predict the popularity of a particular class in a particular term is very difficult. The next best thing is to provide a table showing the term and the non-Prof Pick classes for which students actually “spent” a priority. **The following information is provided as a reference tool only! The decision to use or not to use a priority for a class rests solely with the student.**

Fall 2009	Catalog Number	Section	Class Number	Title	Professor
Fall 2009	403	001	46241	Sentencing Law and Policy	Piehl
Fall 2009	404	001	46243	Supreme Crt Thry & Practice	Kethledge
Fall 2009	405	001	46251	Race, Law, and Society	Onwuachi
Fall 2009	406	001	46253	Tax Plan for Real Est Trans	Tucker
Fall 2009	408	001	46257	Litigation Strategy	Boehning
Fall 2009	409	001	46649	Fed Investig and Prosecution	Feller/Tukel
Fall 2009	410	001	46943	Energy Law and Climate Change	Learner
Fall 2009	606	002	46054	Transnational Law	Ratner
Fall 2009	607	001	45994	Children and the Law	Sankaran
Fall 2009	612	001	45895	Alt Dispute Resolution	Kantor
Fall 2009	657	001	46000	Enterprise Organization	Khanna
Fall 2009	662	001	45899	Elements of Advocacy	Rosenbaum
Fall 2009	693	001	46017	Jurisdiction and Choice of Law	Reimann
Fall 2009	753	001	46407	Trial Practice	Stein
Fall 2009	805	001	46252	Environmental Justice	Gosman
Fall 2009	889	001	45939	Roman Law	Frier

Winter 2009	Catalog Number	Section	Class Number	Title	Professor
Winter 2009	606	002	10085	Transnational Law	Reimann
Winter 2009	608	001	10090	Advanced Legal Research	Leary
Winter 2009	612	001	10091	Alt Dispute Resolution	Kantor
Winter 2009	612	002	10115	Alt Dispute Resolution	Kantor
Winter 2009	712	001	10089	Negotiation	Parson
Winter 2008	730	001	10092	Adv Appellate Advocacy	Rosebaum
Winter 2009	749	001	10138	Corporate Tax	Adams
Winter 2009	758	001	10071	Law, Medicine and Society	Schneider
Winter 2009	771	001	10064	How to Save the Planet	Van Putten
Winter 2009	801	001	10139	Tax Plan for Bus Trans	Adams
Winter 2009	805	001	10114	Environmental Justice	Gosman
Winter 2009	811	001	10118	International Project Finance	Niehuss
Winter 2009	812	001	29107	Islamic Law	Jackson
Winter 2009	817	001	10146	Fed Sentencing: Evol & Dynamics	Roberts
Winter 2009	819	001	29948	Corp Gov & Stk Mkt	Khanna
Winter 2009	821	001	10129	Restitution & Unjust Enrichment	Laycock
Winter 2009	825	001	10106	Public Interest Advocacy	Rosenbaum
Winter 2009	833	001	10098	Tax Policy Workshop	Avi-Yonah
Winter 2009	835	001	29071	Law & Econ Development	Khanna
Winter 2009	837	001	29062	Making/Remaking the Civ Rules	Cooper
Winter 2009	843	001	29157	U.S. Asylum Workshop	Hegarty
Winter 2009	844	001	10159	Pub Int Leg Thry: Education	Rosenbaum
Winter 2009	846	001	10128	Nonprofit Law and Policy	Horwitz
Winter 2009	848	001	10158	Children & the Law Workshop	Duquette/Sankaran

Winter 2009	850	001	10160	Defamation	Herzog
Winter 2009	863	001	10096	History of Criminal Justice	Green, T
Winter 2009	866	001	10157	Int'l Arbitration	Cardenas

SECTION I: CLINIC REGISTRATION IS *PRIOR* TO REGISTRATION

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

Registration for all Prof Pick clinic courses (footnote #9 in the class schedule) was by application only (*Live Client Clinic Programs Application*), which **must** have been completed and e-mailed to Lou Anne Betts (clinic-applications@umich.edu), or completed and returned to , P-11, Lawyers Club, Section P, First Floor, **no later than 5:00 PM (EDT) on Friday, October 16**. Applications turned in after this deadline will be considered **only** if the initial batch of applications fails to fill a clinic. Students were notified of admitted or waitlisted status **via email no later than 5:00 PM (EDT) on Friday, October 23**, three (3) days prior to the start of Round One Early Registration.

Students admitted to a clinic (**at this point in time, a maximum of one clinic**), were enrolled automatically and NO PRIORITY was spent. The clinic title appears near the top of the PRS Round One registration screen and the total number of clinic credits have been 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 **Monday, December 21** by invitation of a Clinical Faculty member.

IMPORTANT: Students are required to attend the first class meeting of a clinic (footnote #7). This policy includes students who enrolled through the Clinic Registration period or during the Drop/Add period from 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.

SECTION II: REGISTRATION VIA THE LAW SCHOOL'S PRIORITY REGISTRATION SYSTEM (PRS)—ROUND ONE AND ROUND TWO

All students will register using the Priority Registration System (PRS), a web interface course selection tool located on the Law School's Office of the Registrar web site. The link is: <http://www.law.umich.edu/currentstudents/registration/registration/Pages/default.aspx> and click on "Online Priority Registration PRS." The link is: <http://www.law.umich.edu/currentstudents/registration/registration/Pages/priorityregistration.aspx> and click on "Priority Registration System Login." Complete PRS instructions are available on the same page as the "Priority Registration System Login." PRS will also link you to on-line versions of the class schedule and course descriptions.

Also available on the Office of the Registrar web site is the Curriculum Interest Areas information (right-hand column) 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 Registration period in the Office of the Registrar, 300 Hutchins Hall.

It is important that you check your e-mail regularly between [October 26](#) and [November 25](#) to receive updates concerning PRS and/or the Round One and Round Two results of your Registration selections.

ROUND ONE--SELECTION OF SEMINARS AND PRACTICE/SIMULATION COURSES

The Priority Registration System (PRS) will be activated for Round One on [Monday, October 26 at 8:00 AM \(EDT\)](#). Please log on to PRS either Monday, October 26 or Tuesday, October 27; 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, October 30, at 5:00 PM \(EDT\)](#)., after which time PRS will shut down! It is advisable to view the class schedule and descriptive materials early in the week, since many seminars and practice/simulation courses require a special sign-up procedure (footnote #8 in the class schedule) and have a submission/completion deadline.

Please note that we are only gathering registration data during Round One, no placements into any of the classes will take place until after close of business on Friday, October 30. **There is no advantage or need to rush to request classes.** In other words, students who use PRS to make their requests on Friday at 4:00 PM will have the same opportunity as students who make requests on Monday at 8:00 AM. You can make as many changes to your requests as you would like but you **must** receive a confirmation e-mail (that shows the transaction was completed and your requests were saved) **each** time you click the "Save" button. (The curriculum coordinator will also receive a copy of the confirmation e-mail.) **If you do not immediately receive the confirmation e-mail, go back and save your work again until you do!** 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 your PRS requests before the Friday deadline! **Do not wait until 4:45 PM or later on Friday afternoon!** The system will slow down on Friday afternoon if there is a high demand placed on it and the Information Technology staff may **not** be available to provide assistance. **If you choose to wait until the last minute on Friday, October 30, to make your PRS requests, you must receive the confirmation e-mail prior to 5:00 PM (EDT) or your requests will not be saved when PRS shuts down!**

PRS REQUEST FORM FOR ROUND ONE

(Box color corresponds to the colored section text below)

	Primary request	Priority
Class 1/ Row 1	Highest	<input type="checkbox"/>
Class 2/ Row 2	Next highest	<input type="checkbox"/>
Class 3/ Row 3	etc	<input type="checkbox"/>
Class 4/ Row 4	etc	<input type="checkbox"/>
Class 5/ Row 5	etc	<input type="checkbox"/>
Class 6/ Row 6	etc	<input type="checkbox"/>
Class 7/ Row 7	Lowest	<input type="checkbox"/>

- **During Round One, PRS can assign students to a maximum of ONE seminar and ONE practice/simulation course!**
- Indicate a request by clicking on the down arrow on the right side of a box and a class from the drop- down list. There are no first-year classes or clinics on the drop-down list.
- **There are seven (7) primary boxes in which to rank your requests—highest to lowest--for Round One. (See example above). If a Prof Pick seminar or practice/simulation course is your highest request, place it in the Primary request box on row one and use a priority! If the professor selects you, PRS will assign you to the class, and the priority will not be “spent.”**
- You can see the number of priorities available to you toward the top of the screen.
- To use one of your available priorities and place yourself in the **first group of students** considered for the class, check the "Use Priority" box next to the request. Priorities **must** follow the request order. For example, you **cannot** add a priority to request number two unless you have also added a priority to request number one.

SEMINARS

During Round One, PRS can assign students to a maximum of ONE seminar.

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

Students are required to meet the upperlevel writing requirement for graduation. The clinic seminars: #911 Child Advocacy Clinic Seminar, #921 Clinical Legal Advocacy Seminar, #953 Juvenile Justice Clinic Seminar, #954 Human Trafficking Clinic Seminar, #956 Urban Communities Clinic Seminar, #959 Poverty Law in a Medical Legal Collaborative Clinic Seminar, and #977 Michigan Innocence Clinic Seminar do not meet the upperlevel writing requirement!

If you are graduating this term and have **never** had a seminar, you do **not** have a greater chance of getting a seat in the seminar than any other student who has exercised a priority. Therefore, in the case of seminars, it is important for you to indicate additional requests and to consider using a priority for them, in case you do not get your first seminar request.

IMPORTANT: Students are required to attend the first class meeting of a seminar (footnote #7). This policy includes students who enrolled through the 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 on the Office of the Registrar’s web page, in the left column click “Registration” and then “External Enrollment.”). Students who fail to attend the first class meeting without making prior arrangements with the professor for an excused absence will have their name removed from the class roster or forfeit their enrollment opportunity.

IMPORTANT—IF A STUDENT DECIDES TO DROP A SEMINAR OR CLINIC, S/HE MUST DO SO WITHIN 24 HOURS AFTER THE FIRST CLASS MEETING. This will allow another waitlisted student an expedited opportunity to enroll in the seminar.

Point of Clarification for Footnote # 9 (Prof Pick) -- unless a footnote indicates otherwise, students do **not** contact the professor for “permission to register” for any seminar or practice/simulation course. During the 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 s/he can enroll themselves via Wolverine Access.

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

- **#809 ANATOMY OF A DEAL—Professor Adelman**
- **#426 EVOLUTION OF GENDER CRIMES—Professors Chinkin/MacKinnon**
- **#826 FAIR HOUSING LAW AND POLICY—Professors S. Green/Levy**
- **#418 GOVERNANCE OF EUROPEAN UNION—Professor Senden**
- **#827 INTELLECTUAL PROPERTY WORKSHOP—Professors Crawford/Eisenberg**
- **#883 INTRO TO TALMUDIC LAW—Professor Kochen**
- **#861 LAW AND ECONOMICS WORKSHOP—Professors Davis/Hines**
- **#834 PROBLEMS IN CONSTITUTIONAL THEORY—Professor Primus**
- **#849 STUDENT SCHOLARSHIP WORKSHOP—Professor Radin**
- **#813 SUPREME COURT LITIGATION—Professor Whitman**

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, October 30 at 5:00 PM (EDT)**. Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.
- #426 EVOLUTION OF GENDER CRIMES:**
 Students interested in taking this seminar must e-mail a statement of interest to Sandy Springer (sspring@umich.edu) **no later than Friday, October 30 at 5:00 PM (EDT)**. Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.
- #826 FAIR HOUSING LAW AND POLICY:**
 Students interested in taking this seminar must e-mail a statement of interest (one or two paragraphs) to Professors Levy (Judith.levy@usdoj.gov) AND S. Green (greens127@gmail.com) **no later than Friday, October 30 at 5:00 PM (EDT)**. Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.
- #418 GOVERNANCE OF EUROPEAN UNION:**
 Students interested in taking this seminar must e-mail a statement of interest to Professor Senden (L.A.J.Senden@uvt.nl) **no later than Friday, October 30 at 5:00 PM (EDT)**. Students should explain their interest in the seminar. Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.
- #827 INTELLECTUAL PROPERTY WORKSHOP:**
 Students interested in taking this seminar must e-mail a statement of interest to Professor Eisenberg (rse@umich.edu) **no later than Friday, October 30 at 5:00 PM (EDT)**. Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.
- #883 INTO TO TALMUDIC LAW:**
 Students interested in taking this seminar must e-mail a statement of interest to Professor Kochen (kochen@umich.edu) **no later than Friday, October 30 at 5:00 PM (EDT)**. Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.
- #861 LAW AND ECONOMICS WORKSHOP:**
 Students interested in taking this seminar must e-mail a statement of interest to Professor Davis (alidavis@umich.edu) **no later than Friday, October 30 at 5:00 PM (EDT)**. Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.

- **#834 PROBLEMS IN CONSTITUTIONAL THEORY:**
Students interested in taking this seminar must e-mail a statement of interest to Karen Rushlow (krushlow@umich.edu) **no later than Friday, October 30 at 5:00 PM (EDT)**. Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.
- **#849 STUDENT SCHOLARSHIP WORKSHOP:**
Students interested in taking this seminar must e-mail a statement of interest to Professor Radin (mjradin@umich.edu) **no later than Friday, October 30 at 5:00 PM (EDT)**. Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.
- **#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, October 30 at 5:00 PM (EDT)**. Admission to this seminar is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.

PRACTICE/SIMULATION COURSES

During Round One, PRS can assign students to a maximum of ONE practice/simulation course!

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

IMPORTANT: Students are required to attend the first class meeting of a practice/simulation course (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.

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)

- **#415 FAMILY LAW LITIGATION—Professors Connors/Sankaran**

**PRACTICE/SIMULATION COURSES WITH “SPECIAL SIGN-UP PROCEDURES”
(FOOTNOTE #8)**

Students interested in any of the practice/simulation courses listed below must do **TWO** things:

- (1) **Complete the special sign-up procedure by the deadline**
AND
- (2) **Request the seminar using the 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 course requiring a .
special sign-up procedure is:

- **#415 FAMILY LAW LITIGATION:**
Students interested in taking this practice/simulation course must e-mail a statement of interest to Professor Sankaran (vss@umich.edu) **no later than Friday, October 30 at 5:00 PM (EDT)**. Admission to this practice/simulation course is by permission of the professor (Prof Pick). During the Drop/Add period, admission off the waitlist is also by permission of the professor and **not** according to waitlist order.

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, October 30 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, October 30 at 5:00 PM**. Every consideration will be given to your request, although it is **not** always possible to accommodate them. If you are a candidate for graduation this term and have **never** had a seminar and do **not** have a priority available to use, send an e-mail to (albishop@umich.edu) **no later than Friday, October 30 at 5:00 PM** and I will do my best to get you into *some* seminar.

>>> Round One registration results will be available to students on Friday, November 6. After PRS has been activated, an M Law Live announcement will be posted. Students will log into PRS and view their Round One results via the “Reports” link.

ROUND TWO--SELECTION OF UPPER-CLASS COURSES

The Priority Registration System will be activated for Round Two on **Monday, November 9 at 8:00 AM**. Please log on to PRS either Monday, November 9 or Tuesday, November 10; 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 13, at 5:00 PM.**, after which time PRS will shut down!

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 13. **There is no advantage or need to rush to request classes.** In other words, students who use PRS to make their requests on Friday at 4:00 PM will have the same opportunity as students who make requests on Monday at 8:00 AM. You can make as many changes to your requests as you would like but you **must** receive a confirmation e-mail (that shows the transaction was completed and your requests were saved) **each** time you click the "Save" button. (The curriculum coordinator will also receive a copy of the confirmation e-mail.) **If you do not immediately receive the confirmation e-mail, go back and save your work again until you do!**

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 your PRS requests before the Friday deadline! **Do not wait until 4:45 PM or later on Friday afternoon!** The system will slow down on Friday afternoon if there is a high demand placed on it and the Information Technology staff may **not** be available to provide assistance. **If you choose to wait until the last minute on Friday, November 13, to make your PRS requests, you must receive the confirmation e-mail prior to 5:00 PM or your requests will not be saved when PRS shuts down!**

PRS REQUEST FORM FOR ROUND TWO

(Box color corresponds to the colored section text below)

	Primary request	Priority	Alternate request 1	Priority	Alternate request 2	Priority
Class 1/ Row 1	Highest	<input type="checkbox"/>	<i>Alternate request 1 MUST be in the SAME time period as the Class 1/Row 1 Primary request</i>	<input type="checkbox"/>	<i>Alternate request 2 MUST be in the SAME time period as the Class 1/Row 1 Primary request</i>	<input type="checkbox"/>
Class 2/ Row 2	Next highest	<input type="checkbox"/>	<i>Alternate request 1 MUST be in the SAME time period as the Class 2/Row 2 Primary request</i>	<input type="checkbox"/>	<i>Alternate request 2 MUST be in the SAME time period as the Class 2/Row 2 Primary request</i>	<input type="checkbox"/>
Class 3/ Row 3	etc	<input type="checkbox"/>	etc	<input type="checkbox"/>	etc	<input type="checkbox"/>
Class 4/ Row 4	etc	<input type="checkbox"/>	etc	<input type="checkbox"/>	etc	<input type="checkbox"/>
Class 5/ Row 5	etc	<input type="checkbox"/>	etc	<input type="checkbox"/>	etc	<input type="checkbox"/>
Class 6/ Row 6	etc	<input type="checkbox"/>	etc	<input type="checkbox"/>	etc	<input type="checkbox"/>
Class 7/ Row 7	Lowest	<input type="checkbox"/>	<i>Alternate request 1 MUST be in the SAME time period as the Class 7/Row 7 Primary request</i>	<input type="checkbox"/>	<i>Alternate request 2 MUST be in the SAME time period as the Class 7/Row 7 Primary request</i>	<input type="checkbox"/>

- You can drop Round One classes.
- Indicate a request by clicking on the down arrow on the right side of a box and a class from the drop- down list.
- **There are seven (7) Primary boxes/rows in which to rank your requests—highest to lowest--for Round Two. In addition, each Primary request has two possible Alternate boxes on the same row. (See example above.) As with Round One, your highest request should be placed in the Primary request box on Row 1. If you have an Alternate request to this class, in the SAME time period as the Primary request, place it in the appropriate box on the same row. You should have a different time for each row. For example, DO NOT place your row two Primary request in the Row 1 box for either Alternate request 1 OR Alternate request 2!**
- You do **not** have to use alternates but if you do, they work as follows:
 - PRS tries to place you into your **Primary request on Row 1**. If successful, PRS skips the rest of the row and moves on to your **Primary request on Row 2**.
 - If you do **not** get into your **Primary request on row one**, PRS tries to place you into the **Alternate request 1 on Row 1**. If successful, PRS ignores the alternate request 2 on Row 1 and moves on to your **Primary request on Row 2**.
 - If you do **not** get into your **Alternate request 1, PRS tries to place you into the Alternate request 2 on Row 1**. If successful, PRS moves on to your **Primary request on Row 2**.
 - It is possible that you will **not** get any of your requests for a given row.
 - The process is repeated for each subsequent row.
- You should pay attention to the Alternate request meeting times. Since PRS will **not** grant you overlapping classes, it is possible for an alternate request to prevent you from getting a subsequence Primary request on the next row.
- You will **not** get both a Primary and an Alternate request from the same row.
- **However, you could be assigned to seven (7) classes (one from each row) subject to earlier clinic, seminar, and/or practice/simulation course assignments; credit limits; overlapping schedules; etc.**

- You will see the number of priorities you have remaining toward the top of the screen above the current schedule.
- To use one of your available priorities and place yourself in the **first group of students** considered for the class, check the "Priority" box next to the request.
- Priorities **must** follow the request order as they did for Round One, with the added restriction that you **must** use a priority for a Primary request **before** you can use a priority for an Alternate request on the same row. Likewise, you **must** use a priority for Alternate request 1 before you can use it for Alternate request 2.
- The drop-down lists for Round Two will show all class types, including the ones that were listed for Round One. **EXCEPTION--There are no first-year classes or clinics on the drop-down list.** Some of these classes may already be full/closed (from the Round One assignments)—PRS identifies them with a red asterisk (*). You can still request these classes, but PRS will add your name to the end of the waitlist.
- **WINTER TERM ONLY--Fall Starters** who are in their fall term will see an additional row at the top of the grid labeled "Foundation." The foundation row drop-down list will activate **only** for the one winter term and only the foundation class (#606/002 Transnational Law, footnote #26) will show. If you request a foundation class, PRS will give you a higher priority to get into this class. This is independent of any priorities you have remaining and somewhat like getting a *third* priority. You **cannot** use a priority for the foundation class but can list alternates and they work the same way as other alternates. The remainder of the form operates as described above.
- **WINTER TERM ONLY--Summer Starters** who are in their fall term will see an additional row at the top of the grid labeled "Foundation." The foundation row drop-down list will activate **only** for the one winter term and only the foundation classes (footnote #23) will show. If you request a foundation class, PRS will give you a higher priority to get into this class. This is independent of any priorities you have remaining and somewhat like getting a *third* priority. You **cannot** use a priority for the foundation class but can list alternates and they work the same way as other alternates. The remainder of the form operates as described above.

UPPER-CLASS COURSES

Upper-class courses do not have waitlists!

SEMINARS, PRACTICE/SIMULATION COURSES, AND CLINICS

Students can request **open** seminars and practice/simulation courses and/or add their name to the bottom of a waitlist for **full/closed** seminars and practice/simulation courses. PRS identifies the **full/closed** classes with a red asterisk (*).

Students interested in requesting an open seminar or practice/simulation course during Round Two, which has a "special sign-up procedure" (footnote #8), **should refer to the "ROUND ONE, SEMINARS WITH "SPECIAL SIGN-UP PROCEDURES" (FOOTNOTE #8) or PRACTICE/SIMULATION COURSES WITH "SPECIAL SIGN-UP PROCEDURES" (FOOTNOTE #8) for instructions.** The Round Two submission date for the statement of interest, etc. is **no later than 5:00 PM on Friday, November 13.** Please bear in mind, the optimum chance of selection was during Round One.

Students who are still interested in adding their name to a clinic waitlist **must** complete and e-mail the *Live Client Clinic Programs Application* to Lou Anne Betts (clinic-applications@umich.edu) or return the completed application to , P-11, Lawyers Club, Section P, First Floor). The clinic application link is:

<http://www.law.umich.edu/currentstudents/registration/registration/Pages/LiveClient.aspx>.

ROUND TWO--CREDIT LOAD

Upper-class students can request permission to enroll in a 16 credit class load by e-mailing either Assistant Dean, David Baum (dbaum@umich.edu) or 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 13 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 13 at 5:00 PM**. Every consideration will be given to your request, although it is **not** always possible to accommodate them.

>>> Round Two registration results will be available to students on Wednesday, November 25. After PRS has been activated, an M Law Live announcement will be posted. Students will log into PRS and view their Round Two results via the “Reports” link.

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 Round One and Round Two 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 16.**

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) or who lose their classes due to a time schedule conflict, must wait until the Drop/Add period begins to create a schedule with whatever courses are available at the time. Remember, “spent” PRS priorities are not returned!

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

WOLVERINE ACCESS--DROP/ADD HAS TWO PARTS

- (1) **Drop/Add** for the selection of upper-class courses (**excluding** seminars, practice/simulation courses, and clinics, which have waitlists). **Winter 2010 Drop/Add begins Monday, December 21 at 8:00 AM and ends Thursday, January 21 at 5:00 PM.** During this drop/add period, students may drop classes, drop themselves from waitlists, or add themselves to waitlists.
- (2) **Waitlist Drop/Add** for classes with a waitlist (**including** seminars, practice/simulation courses, and clinics). **Winter 2010 Waitlist Drop/Add begins Wednesday, January 13 at 8:00 AM and ends Thursday, January 21 at 5:00 PM.** During this period, permission codes will be entered each morning by the curriculum coordinator for seminars, practice/simulation courses, and clinics meeting *that* afternoon. **Students must act quickly to enroll themselves in the class before the "time sensitive" permission code expires and the enrollment opportunity is lost!** Permission codes for Prof Pick (footnote #9) seminars, practice/simulation courses, and clinics will be entered as received.

IMPORTANT: Starting **Wednesday, January 6**, the University ends student access to add their name to ANY waitlist. To add your name to a seminar and/or practice/simulation course waitlist, please e-mail your request to Amy Bishop (albishop@umich.edu). Students who are still interested in adding their name to a clinic waitlist **must** complete and e-mail the *Live Client Clinic Programs Application* to Lou Anne Betts (clinic-applications@umich.edu) or return the completed application to , P-11, Lawyers Club, Section P, First Floor). The clinic application link is:
<http://www.law.umich.edu/currentstudents/registration/registration/Pages/LiveClient.aspx>.

WOLVERINE ACCESS--DROPPING AND ADDING CLASSES

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 and/or practice/simulation courses. Rather, students must now add their name to the bottom of the waitlist:
 - Through **Tuesday, January 5**, students can drop themselves from a waitlist.
 - Through **Tuesday, January 5**, students can add themselves to the bottom of the Wolverine Access waitlist IF the seminar or practice/simulation course is CLOSED and has at least ONE student already on the waitlist.
 - Beginning **Wednesday, January 6**, students **must** send an e-mail to Amy Bishop (albishop@umich.edu) to have their name added to a seminar or practice/simulation course 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

NOTE--Clinic waitlists are maintained by the clinics. To drop yourself from a clinic waitlist, please e-mail Lou Anne Betts (bettylou@umich.edu). Students who are still interested in adding their name to a clinic waitlist **must** complete and e-mail the *Live Client Clinic Programs Application* to Lou Anne Betts (clinic-applications@umich.edu) or return the completed application to , P-11, Lawyers Club, Section P, First Floor). The clinic application link is:

<http://www.law.umich.edu/currentstudents/registration/registration/Pages/LiveClient.aspx>.

- 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 I **and** #921 Clinical Legal Advocacy Seminar
 - #927 Criminal Appellate Practice **and** #928 Criminal Appel Pract Field
 - #933 Low-Income Taxpayer Clinic **and** #934 Low-Income Taxpayer Clinic Field
 - #936 International Taxpayer Clinic **and** #937 International Taxpayer Clinic Field
 - #952 Juvenile Justice Clinic **and** #953 Juvenile Justice Clinic Seminar
 - #955 Urb Communities Clinic **and** #956 Urban Communities Clinic Seminar
 - #958 Poverty Law in a Medical Legal Collaborative **and** #959 Poverty Law in a Medical Legal Collaborative Seminar
 - #976 Michigan Innocence Clinic **and** #977 Michigan Innocence Clinic Seminar

REGISTRATION REQUIREMENTS

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

REGISTRATION HOURS

- Monday - Friday, 7:00 AM to 4:00 AM*
- Saturday, 7:00 AM to 7:00 PM
- Sunday, Noon to Midnight

* 7:00 AM to midnight on select dates

COMPUTER SOFTWARE (Operating System/Browser)

- Windows 2000/Internet Explorer version 6 or 7
- Windows XP/Internet Explorer version 6 or 7
- Macintosh OS X (Tiger, Panther, Leopard)/Safari 3.0, 3.1.1, or Internet Explorer via Citrix

NAVIGATION

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

BACKPACK AND REGISTRATION SIMULATIONS (Students must view)

IMPORTANT: The Student Business Help page has a link to the Backpack and Registration software simulations (Adobe Flash Player required) which students MUST view to learn how to backpack non-law classes, add a class, add to a waitlist, drop a class, and swap one class for another classes. The edit option does not apply to law students.

BACKPACK /REGISTRATION FYI

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

STUDENT CENTER OVERVIEW

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

ACADEMICS SECTION

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

FINANCES SECTION

- Students with financial holds (Negative Service Indicators) can make a payment at the University of Michigan Cashier's Office
777 N. University Avenue, 2nd Floor
Ann Arbor, Michigan 48104-1611
8:00 AM - 4:00 PM, Monday-Friday
- **Identification Requirements**
Cashier's Office requires two pieces of valid identification. One should be your UMID and the other should be your driver's license or passport. The Cashier's Office needs your UMID number for all transactions.
- **Methods of Payment**
Payment by cash, check, traveler's check and money order is accepted at the Central Campus Cashiers Office. The Cashier's Office does not accept credit cards nor debit cards, electronic payment is accepted through their website at <http://www.cashiers.umich.edu>. Cash payments are ONLY accepted in person.

PERSONAL INFORMATION SECTION

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

ERROR MESSAGES (MODIFIED FOR LAW STUDENTS)

- **Course previously taken and may be subject to institutional repeat policy:** You have enrolled in this course in a previous term. 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 IV: Research.
- **Multiple Enrollment not allowed for course, add not processed:** You have already waitlisted or enrolled in another section of this course. To enroll, either drop your waitlisted section and re-submit your “add” transaction, or swap from your currently enrolled section to your preferred section.
- **Maximum Term Unit Load exceeded, add not processed:** You are attempting to enroll over your **maximum number of 15 credits for the term!** Contact either Assistant Dean, David Baum (dbaum@umich.edu) or Christine Gregory (crsgreg@umich.edu) for permission to enroll over your maximum number of term credits.
- **Not Enrolled, class full, add was not processed:** The class has reached its enrollment capacity. If an electronic waitlist exists for the class (seminars, practice/simulation courses and clinics), re-submit your class add, being sure to check the “Waitlist if class is closed” checkbox, and select the “Register for Class” button. **Upper-class courses do not have waitlists!**
- **Requisites not met for class, not enrolled:** This class has a pre-requisite for enrollment. Your record does not show that you have met the pre-requisite – you may neither waitlist nor enroll in the class. If you have questions regarding the requisite, please 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.

CHECK YOUR SCHEDULE

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

LOGOUT

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

- Sign out of Wolverine Access—Student Business
- Log out of Wolverine Access.
- Click the “Logout” button on the Logout screen
- Click “Yes” on the Security Alert screen

ASSISTANCE USING WOLVERINE ACCESS

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

WOLVERINE ACCESS--ENROLLMENT

Students who are **not** “officially enrolled” **before** the first day of classes, **Wednesday, January 13**, 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 13**, will incur a late registration fee of \$50.00 and **must** have permission of either Assistant Dean, David Baum (dbaum@umich.edu) or Christine Gregory (crsgreg@umich.edu).

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

WOLVERINE ACCESS--DEPARTMENT CONSENT

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

- **ALL Seminars, practice/simulation courses, and clinics.** Students can add their name to the bottom of a waitlist for a seminar and practice/simulation course but to do this and **not** run afoul of the "Department Consent" warning, the course **must** meet the following criteria:
 - The seminar or practice/simulation course **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 Amy Bishop (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 first-year classes**--510 Civil Procedure, 520 Contracts, 530 Criminal Law, 540 Introduction to Constitutional Law, 560 Property, 580 Torts, 590 Legal Practice I, 591 Legal Practice II, and 592 Legal Practice Skills. Transfer students who need to add a first-year class for graduation **must** contact Amy Bishop (albishop@umich.edu). Non-transfer students who want to add a first-year class **must** contact either Assistant Dean, David Baum (dbaum@umich.edu) or Christine Gregory (crsgreg@umich.edu). Non-law students are **not** allowed to take first-year classes.
- **#799 Senior Judge Seminar**--students who want to add #799 Senior Judge Seminar **must** contact Kathi Ganz, (kganz@umich.edu).
- **#794 Senior Judge Seminar II**--students who want to add #794 Senior Judge Seminar II **must** contact Kathi Ganz, (kganz@umich.edu).
- **#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 #945 Semester Study Abroad and #946 Semester Study Abroad Paper **must** contact the Center for International and Comparative Law, 300D Legal Research Building, 734-764-5269 for more information.
- **#947 Geneva Externship and #948 Geneva Externship Seminar**-- students who want to add #947 Geneva Externship and #948 Geneva Externship Seminar **must** contact the Center for International and Comparative Law, 300D Legal Research Building, 734-764-5269 for more information.

WOLVERINE ACCESS--INSTRUCTOR CONSENT

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

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

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

The process:

- (1) On **Friday, December 18**, an e-mail will be sent to each student on a seminar and/or practice/simulation course waitlist to ascertain his or her desire to REMAIN on the waitlist.
- (2) If the answer is YES, the student **must** REPLY to EACH waitlist e-mail received **no later than Wednesday, January 6 at 5:00 PM!**
- (3) **IMPORTANT--It is imperative that you respond to EACH waitlist e-mail sent to you because the e-mail SUBJECT line pertains to a SPECIFIC class (number and title) and this information is a CRITICAL part of the culling operation. DO NOT use one e-mail to REPLY to multiple waitlist e-mails received. DO NOT ask questions in your REPLY e-mail because they will not be seen. Failure to follow instructions will result in removal from a waitlist or waitlists.**
- (4) If NO REPLY is received by the above listed deadline, the student's name will be marked for REMOVAL from the waitlist. The actual removal process will take a few days to complete so please **DO NOT** mistake the interim period as clemency. **There is NO grace period in the culling process!**
- (5) The student will be able to ADD their name to the bottom of the waitlist but their original waitlist position will be GONE.

WOLVERINE ACCESS--PERMISSION CODE

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

NON-PROF PICK CLASSES

Beginning **Wednesday, January 13**, the curriculum coordinator will review the waitlists for NON-Prof Pick seminars and practice/simulation courses. If a seat is available, the curriculum coordinator will take the first student from the waitlist, enter an electronic permission code, and send the student a "time sensitive" e-mail. Each student will have until **10:00 AM the NEXT morning or the time specified** to add the class via Wolverine Access. To enroll in the class, the student **must** do TWO things:

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

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

PROF PICK CLASSES

Seminars and practice/simulation courses that are designated Prof Pick (footnote #9 in the class schedule) means the professor will select students for the class. The curriculum coordinator will enter an electronic permission code for selected students and send them a "time sensitive" e-mail. Each student will have until **10:00 AM the NEXT morning or the time specified** to add the class via Wolverine Access. If the student is on the waitlist, s/he **must** do TWO things:

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

If the student is **not** on the waitlist, s/he can ADD the class (to enroll).

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

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

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

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

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. The link is: <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 Academic Services, Level Two, Suite E2520, and take the slip to the first class meeting. The permission granted is in the form of an electronic code entered by the Business School. Once it is entered, use Wolverine Access to add the class to your term schedule.

NOTE FOR THOSE STUDENTS SEEKING TO TAKE FOREIGN LANGUAGE COURSES AT THE UNIVERSITY OF MICHIGAN

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.

APPLICATION PROCESS TO TAKE A COURSE AT ANOTHER UNIVERSITY:

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

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

ADD A NON-LAW CLASS **BY THE UNIVERSITY'S DROP/ADD DEADLINE OF [Monday, January 25:](#)**

Complete and submit the *External Enrollment Form* (found on the Law School's Office of the Registrar web page). Once you receive the e-mail approval for the non-law class from Assistant Dean Baum, and the non-law department has entered an electronic permission code into Wolverine Access, you need to register for the class by sending an e-mail to Amy Bishop (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 Monday, January 25:

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

DROP A NON-LAW CLASS AFTER THE UNIVERSITY'S DROP/ADD DEADLINE OF Monday, January 25:

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

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

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

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

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

- During the 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 an electronic permission code will be entered into M-Pathways so the non-law student can use Wolverine Access to enroll themselves in the law class prior to the listed deadline.
- 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.

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

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

ADD A LATE STARTING LAW UPPERCLASS COURSE

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

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

DROP A LATE STARTING LAW UPPERCLASS COURSE

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

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

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

The existing waitlist process will apply with one exception--if you are offered a seat, Amy Bishop (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 Jan (at the front desk), complete it, and place the form in the brown wooden box on the counter. The form will be processed and you will be dropped from the class.

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

SECTION IV: RESEARCH

Students pursue independent research project under faculty supervision.

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

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

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

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

Once you have made arrangements with a professor--including the number of 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)
- Your PROGRAM
- 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

You will be enrolled in the section of 900 Research that corresponds to the supervising professor. If your supervising professor changes, please e-mail Amy Bishop (albishop@umich.edu) so your enrollment can be updated.

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

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

J.D. STUDENTS

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

- (1) Make arrangements with the professor to write a paper instead of taking the final exam
AND
- (2) Request enrollment in the paper option section 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.

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

Students are **not** able to enroll themselves in the 800 Seminar Supplement class via PRS or Wolverine Access. **Seminars offered at 3 credits are not eligible for the additional one credit Seminar Supplement.**

To be enrolled in the 800 Seminar Supplement section that corresponds to the professor, please use the following procedure:

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

SECTION VII: ADDITIONAL INFORMATION

REDUCED AND EXCESS COURSE LOADS

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

DUAL DEGREES

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

- Law and Business Administration (JD/MBA)
- Law and Chinese Studies (JD/MA)
- Law and Economics (JD/PhD)
- Law and Information (JD/MSI)
- Law and Japanese Studies (JD/MA)
- Law and Modern Middle Eastern and North African Studies (JD/MA)
- Law and Natural Resources (JD/MS)
- Law and Public Health (JD/MHSA or MPH)
- 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 *Bulletins* of the other schools and colleges of the University and of the Horace H. Rackham School of Graduate Studies should be consulted for more complete information about the requirements for ad hoc dual degree programs.

APPLICATION TO DUAL DEGREE PROGRAMS

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

Contact Information:

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

DUAL DEGREE REGISTRATION

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

TUITION

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

ELECTIVE PASS/FAIL (LIMITED GRADE OPTION) DEADLINE

The limited grade option (pass/fail) deadline for in-class exams is **PRIOR to the start of the final exam** unless the instructor imposes a different deadline. For take-home exams, the deadline is **PRIOR to the first time the take-home exam is available for pick-up.** Students may exercise their elective limited grade option (elective pass/fail--student choice) only **TWICE** during their final semester.

FEE ADJUSTMENT POLICY

(Policy applies to Tuition Fee only)

ACTION	WINTER 2010	IMPACT ON TUITION FEES
Official Term Disenrollment	By TBA	Fee assessment cancelled. Student not required to pay any fees.
Official Withdrawal	TBA-TBA	Fee assessment cancelled. Student required to pay \$50 disenrollment fee and \$80 registration fee.
Official Withdrawal	TBA-TBA	Student required to pay 50% of fee assessment and \$80 registration fee.
\$\$\$ Official Withdrawal	<i>Effective TBA</i>	Student will be charged entire fee assessment.
Drop/Add a Course	By TBA	Fee assessment based on hours for which student is registered.
Drop a Course	<i>After TBA</i>	No reduction in fee assessment.
Add a Course	<i>After TBA</i>	Fee assessment based on total credit hours, including added course.

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

VETERANS BENEFITS

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

BOOKS

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

DIPLOMA APPLICATIONS

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

ACADEMIC REGULATIONS

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

- Professional Responsibility requirement
- Residence Term requirements
- Limited Grade Option (pass/fail) limits
- Drop/add limitations

- Class Attendance
- Overlapping course meeting times (**NO time conflicts are allowed for law students**)
- Minimum and maximum course load
- Seminar requirement
- Credit hours required to receive degree
- GPA required for degree and degree with honors
- Credit limits for clinics, external studies, and research
- Non-Law courses
- COIF (honors) restrictions
- Minimum of 65/64 credits of regular law school courses
- Transnational Law requirement

PROFESSIONAL RESPONSIBILITY REQUIREMENT (FOOTNOTE #3)

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

- #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
- #716 In-House Counsel
- #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 I*
- #921 Clinical Legal Advocacy Seminar*
- #922 Domestic Violence Clinic*
- #923 Domestic Violence Clinic Seminar*
- #933 Low-Income Taxpayer Clinic*
- #934 Low-Income Taxpayer Clinic Field*
- #935 Children's Rights Appellate Practice
- #936 International Taxpayer Clinic
- #937 International Taxpayer Clinic Field*
- #951 Human Trafficking Clinic
- #954 Human Trafficking Clinic Seminar
- #952 Juvenile Justice Clinic
- #953 Juvenile Justice Clinic Seminar
- #955 Urban Communities Clinic*
- #956 Urban Communities Clinic Seminar*
- #958 Pediatric Advocacy Clinic or Poverty Law in a Medical Legal Collaborative*
- #959 Pediatric Advocacy Clinic Seminar or Poverty Law in a Medical Legal Collaborative Seminar*

- #965 Asylum and Refugee Law Clinic*
- #966 Advanced Asylum and Refugee Law Clinic*
- #976 Michigan Innocence Clinic*
- #977 Michigan Innocence Clinic Seminar*
- Ethics “bridgeweeks” for first-year students

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

Updated October 25, 2009 alb