UNIVERSITY OF MICHIGAN
LAW SCHOOL
REGISTRATION INSTRUCTIONS
Winter 2015

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PRELIMINARY INFORMATION

REGISTRATION OVERVIEW (DETAILS IN SECTION I, pp. 9-15)

(1) **Cycle TWO—Seminar and Practice/Simulation Course Bidding** is for the selection of seminars and practice/simulation courses. The maximum assignment at this time is **ONE** seminar *and* **ONE** practice/simulation course. Begins Monday, October 27 at 8:00 AM and ends Friday, October 31 at 5:00 PM (EDT) after which time CBI will shut down. Students have 105 hours to make and finalize their requests, NO grace period!

**NOTE**—Students **cannot** drop themselves from a Cycle ONE assigned clinic. If you have any questions or concerns, please contact the Clinic Coordinator, clinic-applications@umich.edu.

Please log on to CBI either Monday, October 27 or Tuesday, October 28; 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 CBI. 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 Cycle TWO and no placements into any of the classes will take place until after close of business on Friday, October 31. **There is no advantage or need to rush to request classes!** In other words, students who use CBI 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 during the registration period but you must enter your final requests for the cycle before the Friday deadline. Each time the FINALIZE button is used an e-mail is sent to you confirming your current CBI requests (the Curriculum Coordinator also receives a copy of each confirmation e-mail).

**IMPORTANT**—If you have any problems with CBI, do **not** wait, come to the Office of Student Records, 300 Hutchins Hall, third floor, before the Friday deadline! **Do not wait until 4:45 PM or later on Friday afternoon to make and FINALIZE your CBI requests! CBI will slow down when there is a high demand placed on it and you run the risk of CBI dropping your unsaved requests when the program shuts down at 5:00 PM (EDT) per the server time not your laptop or desktop time!**

(2) **Cycle THREE—Upper Class Course Bidding** is for the selection of upper class courses. Students can request **open non-“prof pick”** seminars and practice/simulation courses. Addition to the waitlist for **full/closed non-“prof pick”** seminars and practice/simulation courses depends on the availability of a numbered waitlist position (1-15). Begins Monday, November 10 at 8:00 AM and ends Friday, November 14 at 5:00 PM (EDT) after which time CBI will shut down! Students have 105 hours to make and finalize their requests, NO grace period!

**NOTE**—Students **can** drop themselves from a Cycle TWO assigned seminar and/or practice/simulation course. However, the drop action is **not** reversible so exercise care when dropping a class!

**NOTE**—During Cycle THREE, “prof pick” seminars and practice/simulation courses are **not** available for request.
NOTE—Students cannot drop themselves from a Cycle ONE assigned clinic. If you have any questions or concerns, please contact the Clinic Coordinator, clinic-applications@umich.edu.

Please log on to CBI either Monday, November 10 or Tuesday, November 11; 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 CBI. It is advisable to view the class schedule and descriptive materials early in the week.

Please note that we are only gathering registration data during Cycle THREE and no placements into any of the classes will take place until after close of business on Friday, November 14. There is no advantage or need to rush to request classes! In other words, students who use CBI 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 during the registration period but you must enter your final requests for the cycle before the Friday deadline. Each time the FINALIZE button is used an e-mail is sent to you listing your current CBI requests (Curriculum Coordinator, also receives a copy of each e-mail).

IMPORTANT—If you have any problems with CBI, do not wait, come to the Office of Student Records, 300 Hutchins Hall, third floor, before the Friday deadline! Do not wait until 4:45 PM or later on Friday afternoon to make and FINALIZE your CBI requests! CBI will slow down when there is a high demand placed on it and you run the risk of CBI dropping your unsaved requests when the program shuts down at 5:00 PM (EDT) per the server time not your laptop or desktop time!

DROP/ADD OVERVIEW (DETAILS IN SECTION II, forthcoming)

Law School appointments to use Wolverine Access begin on Monday, December 22 at 8:00 AM and end Thursday, January 22 at 5:00 PM.

(1) Drop/Add for the student selection of upper class courses (excluding seminars and practice/simulation courses). Winter 2015 Drop/Add begins Monday, December 22 at 8:00 AM and ends Thursday, January 22 at 5:00 PM. Students can drop upper class courses, seminars, and practice/simulation courses. Addition to the waitlist for open and full/closed seminars and practice/simulation courses depends on the availability of a numbered waitlist position (1-15). Students cannot enroll themselves from a waitlist unless the Office of Student Records has entered a permission code into Wolverine Access. (Please see #2 below.)

(2) Waitlist Drop/Add for seminar and practice/simulation course processing. Winter 2015 Waitlist Drop/Add begins Wednesday, January 14 at 8:00 AM and ends Thursday, January 22 at 5:00 PM. Seminar and practice/simulation course waitlists are checked daily, permission codes entered, and e-mails generated indicating an enrollment deadline. Selected students will have a limited time-frame (sometimes less than 24 hours) in which to enroll themselves 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 entered as the professor selects students and notifies the Curriculum Coordinator. Waitlisted students need to check their e-mail frequently during the Waitlist Drop/Add period!

FOOTNOTES

Students should ALWAYS consult the class footnotes for pre-requisites, co-requisites, special sign-up procedures (footnote #8), requirements, limitations, and other very important information. A student's ability to enroll or remain enrolled 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 non-“prof pick” seminars and 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 assign a student to the seminar, practice/simulation course, or upper class course. Students who did not use a priority are placed in the SECOND group. The computer selections are made in random order within each academic level. Once the class capacity is reached, the remaining students are placed on the waitlist in numeric order (1-15).

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:

- Place your CBI class requests in the order of importance to you—highest to lowest.
- If you want to use a priority, look at the top right of the bidding screen to make sure you have a priority to use.
- The "P*" column priority box corresponds to a priority—NO priority to use, NO priority box.
- To use a priority, check the "P*" column priority box next to the class request on row one.
- To use two priorities, check priority boxes in class request order. For example, you cannot check the priority box on row two unless you have checked the priority box on row one.
- During Cycle TWO–Seminars and Practice/Simulation Course Bidding, you can check a priority box for a “prof pick” seminar and/or practice/simulation course (footnote #9).
- The “prof pick” professor will see the names of the students who used a priority.
- Using a priority does not guarantee you assignment in a “prof pick” or non-“prof pick” seminar, a “prof pick” or non-“prof pick” practice/simulation course, or upper class course!
- Checking a priority box will place you in the FIRST group of students considered for class assignment.
- IMPORTANT—A priority is “spent” if it was needed for a class assignment and this INCLUDES a “prof pick” seminar or practice/simulation course (footnote #9)!
- A priority spent for class assignment will not be returned under any circumstances.
- A priority not spent for class assignment is returned.
- A priority is not spent for waitlist assignment.
- During Cycle THREE–Upper Class Course Bidding, all the “prof pick” seminars and practice/simulation courses (footnote #9) are listed but are grayed out and not available for request.
- “PROF PICK” NOTE—During Cycle TWO, if you requested a “prof pick” seminar and/or practice/simulation course (footnote #9) but were not assigned and your name is not on the waitlist (check your results) you must add your name to the waitlist to be eligible for future consideration by the professor. During the Wolverine Access Drop/Add period, add the seminar and/or practice/simulation course (check the “waitlist” box) but remember addition to the waitlist depends on the availability of a numbered waitlist position (1-15).
- The CBI priority system is unique to the Law School and is not a function used by Wolverine Access during the term Drop/Add period.
In general, CBI assigns students to classes by proximity to graduation **BUT** using a "priority" overrides that process…

1. Students have **TWO** priorities to use during their career at the Law School.
2. The purpose for using a priority is to **increase a student's chance** of securing a seat in a seminar, practice/simulation course, or upper class course.
3. **IMPORTANT POINT**—Using a priority does not guarantee enrollment in a seminar, practice/simulation course, or upper class course!
4. **FYI**—During the first WINTER term, Summer Starters who request a Foundation Course (footnote #23) will receive priority status for that request.

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1. **Students are placed in the first group CBI considers for the class.**
2. The academic level **does not** count. First-year students have as much of a chance as third year students.

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If the maximum class capacity is **not** reached after the students in the **first group** are processed, CBI goes to the **second group** and assigns students by proximity to graduation using the academic levels.

**Academic Levels are:**
- 5 and 6 = 3Ls and LLMs
- 3 and 4 = 2Ls
- 2 = 1Ls

2. **Within each academic level (6, 5, 4, 3, & 2)** CBI assigns students to the class in random order.

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**For seminars and practice/simulation courses,** when the maximum class capacity is reached the first 15 waitlisted students are placed on the waitlist.

**End CBI processing for the class.**

**For upper class courses,** when the maximum class capacity is reached there are **NO** waitlisted students.

**End CBI processing for the class.**
**CLASSES WHERE A PRIORITY WAS “SPENT”**

Students always ask which 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. 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 classes for which students actually “spent” a priority.

The following information is a reference tool only! The decision to use or not to use a priority for a class rests solely with the student.

**FALL TERM**

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<th>Class/Section and Title</th>
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The following information is a reference tool only! The decision to use or not to use a priority for a class rests solely with the student.

**WINTER TERM**

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SECTION I: REGISTRATION VIA THE LAW SCHOOL’S CLASS BIDDING INTERFACE (CBI)

All law students use the Law School’s in-house Class Bidding Interface (CBI), which is a Web interface tool located on the Law School Student Records Office Web site to temporarily reserve law classes. The link is: http://www.law.umich.edu/currentstudents/registration/registration/Pages/default.aspx and then click on “Online Law Class Bidding Interface.” Complete CBI instructions are available on the same page. Once you have completed the login, you will notice that CBI will also link to curriculum interest areas (concerning recommended courses and other activities for various areas of practice), course descriptions, and class schedules.

Assistance with CBI and the Law School’s Web site will be available during the Registration period in the Law School Student Records Office, 300 Hutchins Hall, on the third floor.

It is important that you check your e-mail regularly between October 27 and November 26 in case we need to contact you with important information.

CYCLE TWO--SEMINAR AND PRACTICE/SIMULATION COURSE BIDDING

IMPORTANT--During Cycle TWO CBI can assign students to a maximum of ONE seminar *and* ONE practice/simulation course. Therefore, if you get into both a seminar and a practice/simulation course, and you checked the priority box for each of those classes, it is possible that you will spend both of your priorities. If you do not want to risk spending both of your priorities, then you should not check the priority box for both classes!

SEMINARS

CBI can assign students to a maximum of ONE seminar during Cycle TWO.

You can select more than one seminar. Indication of an additional request, even with a priority, will not jeopardize your first seminar request. Indication of only one seminar will not increase your chance of enrollment. CBI identifies time conflicts with a red “!!” and it appears on the same line to flag the class causing the problem.

NOTE--Students are required to meet the upper-level writing requirement for graduation. However the clinic seminars: #911 Child Advocacy Clinic Seminar, #921 General Clinic: Civil-Criminal Seminar, #935 Juvenile Justice Clinic Seminar, #954 Human Trafficking Clinic Seminar, #956 Community and Economic Development Clinic Seminar, #959 Pediatric Advocacy Clinic Seminar, #965 Civil Mediation Clinic Seminar, #977 Michigan Innocence Clinic Seminar, and #994 Entrepreneurship Clinic Seminar do not meet the upper-level writing requirement! If you are graduating this term and have not taken a seminar, you do not have a greater chance of assignment to a seminar over a student who has exercised a priority.

IMPORTANT--Students are required to attend the first class meeting of a seminar (footnote #7). This policy includes students who enrolled through a Class Bidding Interface cycle 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 Law School Student Records Office Web site, 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. IF A STUDENT DECIDES TO DROP A SEMINAR, S/HE MUST DO SO WITHIN 24 HOURS AFTER THE FIRST CLASS MEETING. This will allow another waitlisted student an expedited opportunity to enroll.
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 class bidding Registration period: (1) students request the seminar and/or practice/simulation course via CBI, (2) the professor receives a list of students and makes selections for the class, (3) the student’s CBI request order trumps the professor’s selection order. During the Drop/Add period, if a seat is available, the professor makes a selection from any position on the waitlist and contacts the Curriculum Coordinator, who creates a “time sensitive” permission code and e-mails the selected student so they can enroll themselves via Wolverine Access.

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

- #809 ANATOMY OF A DEAL—Professor Adelman
- #848 COLLOQUIUM ON INT’L REFUGEE LAW—Professor Hathaway
- #831 INT’L COMMERCIAL TRANSACTIONS—Professor Dickinson
- #475 LEGAL REPRESENTATION OF CHILDREN—Professor Duquette
- #855 PROBABILITY, PROFILES & PROOF—Professor Hershovitz
- #834 PROBLEMS IN CONSTITUTIONAL THEORY—Professor Primus
- #859 RELIGIOUS LIBERTY—Professor Regan
- #813 SUPREME COURT LITIGATION—Professor Whitman
- #490 TOPICS IN EDUCATION LAW—Professor Chopp

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

Students interested in any of the seminars listed below must do TWO things (during CBI Cycle TWO):

1. Complete the special sign-up procedure by the deadline
   AND
2. Request the seminar using the Law School’s Class Bidding Interface (CBI)

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. Please see the document “CBI Cycle Two ‘Prof Pick’ Process & How Priorities Can Be Helpful” on the Law School Student Records Office Web site under “Registration.”

Seminars requiring special sign-up procedures are:

- #809 ANATOMY OF A DEAL:
  Students interested in this seminar must e-mail a statement of interest to Professor Adelman (badelman@fklaw.com) no later than Friday, October 31 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.

- #848 COLLOQUIUM ON INT’L REFUGEE LAW:
  Students interested in this seminar must e-mail a statement of interest to Professor Hathaway (jch@umich.edu) *and* Professor Hathaway’s assistant, Casey Miller (caseyfm@umich.edu) no later than Friday, October 31 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.
**#831 INT’L COMMERCIAL TRANSACTIONS:**
Students interested in this seminar must e-mail a statement of interest to Professor Dickinson (timothy.dickinson@paulhastings.com) no later than Friday, October 31 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.

**#475 LEGAL REPRESENTATION OF CHILDREN:**
Students interested in this seminar must e-mail a statement of interest to Professor Duquette (duquette@umich.edu) no later than Friday, October 31 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.

**#855 PROBABILITY, PROFILES & PROOF:**
Students interested in this seminar must e-mail a statement of interest to Professor Hershovitz (sahersh@umich.edu) no later than Friday, October 31 at 5:00 PM (EDT). Please submit one paragraph describing the reasons you are interested in taking this class. If you have a background in philosophy or statistics, please note that. But no such background is required. 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 this seminar must e-mail a statement of interest to Professor Primus’s assistant, Karen Rushlow (krushlow@umich.edu) no later than Friday, October 31 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.

**#859 RELIGIOUS LIBERTY:**
Students interested in this seminar must e-mail a statement of interest to Professor Regan (donregan@umich.edu) *and* Professor Regan’s assistant, Karen Pritula (kpritula@umich.edu) no later than Friday, October 31 at 5:00 PM (EDT). Please indicate why you are interested in taking the seminar, and any special background that would allow you to make distinctive contributions to our discussions. (Don’t worry, most students will be admitted without any “special background.” But if there’s something that seems relevant, include it in the statement of interest.) 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 this seminar must e-mail a statement of interest to Professor Whitman (cwhitman@umich.edu) no later than Friday, October 31 at 5:00 PM (EDT). Professor Whitman would like to include a diversity of perspectives on the issues before the Supreme Court. In addition to explaining your interest in the seminar, please explain anything that would help to achieve that goal. 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.

**#490 TOPICS IN EDUCATION LAW:**
Students interested in this seminar must e-mail a statement of interest to Professor Chopp (dchopp@umich.edu) no later than Friday, October 31 at 5:00 PM (EDT). Please discuss your background (if any) in the subject matter, including the international law courses that you have already taken, and explain why you are interested in taking this 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.

**PRACTICE/SIMULATION COURSES**

CBI can assign students to a maximum of ONE practice/simulation course during Cycle TWO. You can request more than one practice/simulation course. Indication of an additional request, 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. CBI identifies time conflicts with a red “!!” and it appears on the same line to flag the class causing the problem.

**IMPORTANT:** Students are required to attend the first class meeting of a practice/simulation course (footnote #7). This policy includes students who enrolled through a Class Bidding Interface cycle 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 practice/simulation course must complete an External Enrollment Form (the link is on the Law School Student Records Office Web site, 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. IF A STUDENT DECIDES TO DROP A PRACTICE/SIMULATION COURSE, S/HE MUST DO SO WITHIN 24 HOURS AFTER THE FIRST CLASS MEETING. This will allow another waitlisted student an expedited opportunity to enroll.

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 class bidding Registration period: (1) students request the seminar and/or practice/simulation course via CBI, (2) the professor receives a list of students and makes selections for the class, (3) the student’s CBI request order trumps the professor’s selection order. During the Drop/Add period, if a seat is available, the professor makes a selection from any position on the waitlist and contacts the Curriculum Coordinator, who creates a “time sensitive” permission code and e-mails the selected student so they can enroll themselves via Wolverine Access.

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

- #612 ALTERNATIVE DISPUTE RESOLUTION—Professor Kantor

**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 Law School’s Class Bidding Interface (CBI)

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,
Practice/simulation courses requiring a special sign-up procedure are:

- **#612 ALTERNATIVE DISPUTE RESOLUTION:**
  Students interested in this practice/simulation course must e-mail a statement of interest to Professor Kantor (adavidk@umich.edu) no later than Friday, October 31 at 5:00 PM (EDT). Please indicate background, prior experience and/or specific future plans that warrant consideration for admission into this class (not to exceed 300 words). 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.

**CYCLE 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 (lawCBIAdmin@umich.edu) no later than Friday, October 31 at 5:00 PM (EDT). Every consideration will be given to unique scheduling difficulties, although it is not always possible to accommodate them.

**CYCLE TWO 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 (lawCBIAdmin@umich.edu) no later than Friday, October 31 at 5:00 PM (EDT). Every consideration will be given to your request, although it is not always possible to accommodate them.

>>> Cycle TWO--Seminar and Practice/Simulation Course Bidding Results:

Results will be available to students on Friday, November 7. An MLaw Live announcement will inform students when CBI is ready for student viewing. Students will log into CBI and view their results via the “Results” link.
UPPER CLASS COURSES

Upper Class courses do not have waitlists!

NON-“PROF PICK” SEMINARS AND PRACTICE/SIMULATION COURSES

During upper class course bidding, students can request open non-“prof pick” seminars and practice/simulation courses. For full/closed non-“prof pick” seminars and practice/simulation courses, students can request to add their name to the bottom of the waitlist (by requesting the class) but success depends on the availability of a numbered waitlist position (1-15). CBI identifies all full/closed classes with a red “F” and full/closed waitlists with a red “WLF.” CBI identifies time conflicts with a red “!!” and it appears on the same line to flag the class causing the problem.

CREDIT LOAD

The Class Bidding Interface (CBI) limits student assignment to 15 credits (unless you are a Fall Starter in the first winter term at which time you are limited to 16 credits).

An upper class student can request permission to enroll in 16 credits by e-mailing Assistant Dean David Baum (dbaum@umich.edu) or Darren Nealy (dnealy@umich.edu), Director of Student Services. If granted, the student must wait until their law appointment is activated at the start of the Law School’s Drop/Add period to use the additional credit.

CYCLE THREE 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 (lawCBIAdmin@umich.edu) no later than Friday, November 14 at 5:00 PM. Every consideration will be given to unique scheduling difficulties, although it is not always possible to accommodate them.

CYCLE THREE SPECIAL CIRCUMSTANCES

Students who have a specific, compelling reason to take a particular upper class course (beyond simply having a strong desire to be in the class) must send an e-mail explaining the reason to (lawCBIAdmin@umich.edu) no later than Friday, November 14 at 5:00 PM. Every consideration will be given to your request, although it is not always possible to accommodate them.

FINANCIAL HOLD (NEGATIVE SERVICE INDICATOR)

The registration period allows students to temporarily reserve seats in law classes via the Law School’s Class Bidding Interface (CBI). Obstacles such as a financial hold (negative service indicator) will prevent a student from becoming “officially” enrolled at 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, wrote a personal check for tuition which is waiting to clear, owe an overdue UM library book charge, 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 17 at 5:00 PM.
IMPORTANT: Students who do not register for classes using the Class Bidding Interface (CBI) 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” CBI priorities are not returned!

>>> Cycle THREE--Upper Class Course Bidding Results:

Results will be available to students on Wednesday, November 26. An MLaw Live announcement will inform students when CBI is ready for student viewing. Students will log into CBI and view their results via the “Results” link.

Updated October 14, 2014 dmh