FALL 2014 DROP/ADD PROCEDURES FOR LATE STARTING LAW CLASSES AND U OF M NON-LAW CLASSES

The Law School’s Fall 2014 Drop/Add period and corresponding Wolverine Access enrollment appointments for Law students end Wednesday, September 10, at 5 PM. The following will explain the drop/add procedures for LATE starting law classes (#1-3) and U of M non-law classes (#4-8):

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

1.) LATE starting Upper Class Courses:

- **548 Business Economics for Lawyers** (Professor Masten) - starts **Tuesday, October 21** *(drop/add deadline is Thursday, October 23 at 5:00 PM)*
- **656 English Medieval Family Law** (Professor Brand) - starts **Monday, October 6** *(drop/add deadline is Wednesday, October 8 at 5:00 PM)*
- **724 International Refugee Law** (Professor Hathaway) - starts **Thursday, October 16** *(drop/add deadline is Monday, October 20 at 5:00 PM)*

To ADD a late starting upper class course

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

To DROP a late starting upper class course

Before the listed drop/add deadline passes, come to the Office of Student Records, 300 Hutchins Hall, obtain a Course Election Change (Drop/Add) Form from Jan Abbott (at the front desk), complete it, and place the form in the basket on the counter. The form will be processed and you will be dropped from the class. **NOTE—If dropping a class DECREASES your total credits below 10, you must make an appointment to see David Baum (301 Hutchins Hall, 764-0516) or Darren Nealy (311 Hutchins Hall, 615-0019) BEFORE the drop process can be completed.**

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

- **843 Refugee Law Reform** (Professor Hathaway) - starts **Thursday, October 16** *(drop/add deadline is Monday, October 20 at 5:00 PM)*

To ADD a late starting seminar and/or practice/simulation course

**IMPORTANT—Students who fail to attend the first class meeting without making prior arrangements with the professor for an excused absence will have their name removed from the class roster or forfeit their enrollment opportunity from the waitlist.**
If you are offered a seat (in waitlist order for a non-“prof pick” class), come to the Office of Student Records, 300 Hutchins Hall, obtain a Course Election Change (Drop/Add) Form from Jan Abbott (at the front desk), complete it, and place the form in the basket on the counter. You will be added to the class. **NOTE--If adding a class increases your total credits to 16, you must seek approval from David Baum (dbaum@umich.edu) or Darren Nealy (dnealy@umich.edu) BEFORE the add process can be completed.**

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

Before the listed drop/add deadline passes, come to the Office of Student Records, 300 Hutchins Hall, to obtain a Course Election Change (Drop/Add) Form from Jan Abbott (at the front desk), complete it, and place the form in the basket on the counter. The form will be processed and you will be dropped from the class. **NOTE--If dropping a class decreases your total credits below 10, you must make an appointment to see David Baum (301 Hutchins Hall, 764-0516) or Darren Nealy (311 Hutchins Hall, 615-0019) BEFORE the drop process can be completed.**

3.) **To DROP a law class later in the Fall 2014 term:**

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

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

4.) **To ADD a non-law class BY the University’s drop/add deadline of Monday, September 22 for full term classes:**

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

- FULL name (no nicknames)
- Student ID number (listed on your U of M ID card)
- Uniqname
- Department
- 3-digit catalog/course number
- Course title
- 5-digit class number
- Section number
- Term/year

**NOTE--The default grade of “NDC” (not for degree credit) will appear in the Grading Basis section and remain until the final grade has been received. If you complete a non-law course with a B- or higher grade you will receive credit toward your law degree, less than B- grade no credit toward your law degree and the letter grade earned is posted on your transcript.**
5.) **To DROP a non-law class BY the University’s Drop/Add deadline of Monday, September 22 for full term classes:**

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

6.) **To DROP a non-law class AFTER the University’s Drop/Add deadline of Monday, September 22 for full term classes:**

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

7.) If you need assistance dropping or adding a 1st 7 Week Session non-law class by the University’s Drop/Add deadline of Monday, September 15 for 1st 7 Week Session classes, please contact [LawCurriculumCoordinator@umich.edu](mailto:LawCurriculumCoordinator@umich.edu).

8.) If you need assistance dropping or adding a 2nd 7 Week Session non-law class by the University’s Drop/Add deadline of Monday, November 10 for 2nd 7 Week Session classes, please contact [LawCurriculumCoordinator@umich.edu](mailto:LawCurriculumCoordinator@umich.edu).

Debby Hartranft
Curriculum Coordinator
[LawCurriculumCoordinator@umich.edu](mailto:LawCurriculumCoordinator@umich.edu)

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