UNIVERSITY OF MICHIGAN
LAW SCHOOL
REGISTRATION INSTRUCTIONS
Spring/Summer and Fall 2016

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UNIVERSITY OF MICHIGAN
LAW SCHOOL
REGISTRATION INSTRUCTIONS
Spring/Summer and Fall 2016

PRELIMINARY INFORMATION

REGISTRATION OVERVIEW (DETAILS IN SECTION I, pp. 8-12)

(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, April 4 at 8:00 AM and ends Friday, April 8 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, April 4 or Tuesday, April 5; 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, April 8. **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 also 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, April 18 at 8:00 AM and ends Friday, April 22 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. You may add to the waitlist during the Wolverine Access Drop/Add period for a “prof pick” class.
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, April 18 or Tuesday, April 19; 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, April 22. **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)**

**Fall 2016 Law School appointments to use Wolverine Access begin on Monday, May 23 at 8:00 AM and end Tuesday, September 6 at 5:00 PM.** Continuing Law students who plan to take a course over the summer should contact lawrecords@umich.edu to request a spring/summer enrollment appointment.

(1) **Fall 2016 Drop/Add:** Begins Monday, May 23, at 8:00 AM (EDT) and ends Tuesday, September 6, at 5:00 PM (EDT). Students can drop/add upper class courses based on seat availability. Seminars and practice/simulation courses with active waitlists require that students add their name to the waitlist before being able to enroll; waitlisted students will be contacted as seats become available. Students cannot enroll themselves from a waitlist unless the Law School’s Office of Student Records has entered a class “permission” into Wolverine Access.

(2) **Fall 2016 Waitlist Drop/Add:** Begins Monday, August 29 at 8:00 AM (EDT) and ends Tuesday, September 6 at 5:00 PM (EDT). Once classes start for the term, seminar and practice/simulation course waitlists are checked daily, class “permissions” entered, and e-mails generated indicating an enrollment deadline. **IMPORTANT** – Selected students will have a limited time-frame (sometimes less than 24 hours) in which to enroll themselves or lose their enrollment opportunity. To the extent possible, some waitlist movement may occur earlier than the start of classes.

**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 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 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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1. Students are placed in the **second group** CBI considers for the class.
2. Proximity to graduation **does count**.

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**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”

For current information, see the MLaw Schedule application: https://web2.law.umich.edu/mlawschedule

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 Number</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)

Law students use the Law School’s Class Bidding Interface (CBI), available on the Law School’s “Office of Student Records” Web site, to bid for and 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.” CBI instructions are available on the same page. Once you have completed the login, you will notice that CBI links to curriculum interest areas (concerning recommended courses and other activities for various areas of practice), course descriptions, and class schedules.

Through CBI registration, law students have the opportunity to secure seats in the classes they want most.

Assistance with CBI is available in the Law School’s Office of Student Records, 300 Hutchins Hall (third floor) or by e-mailing lawCBIAdmin@umich.edu. Check MLaw Live for registration 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!

If you are graduating this term, you do not have a greater chance of assignment to a seminar or practice/simulation course over a student who has exercised a priority.

SEMINARS & PRACTICE/SIMULATION COURSES

Limits on class assignment during CBI Cycle TWO (these limits no longer apply during CBI Cycle THREE and the Wolverine Access Drop/Add period):

Assignment to a maximum of ONE seminar
*and*
Assignment to a maximum of ONE practice/simulation course

You can select more than one seminar and one practice/simulation course. Indication of additional requests, even with a priority, will not jeopardize your first seminar or practice/simulation request. Indication of only one seminar or one practice/simulation course will not increase your chance of enrollment.

IMPORTANT—Students are required to attend the first class meeting of a seminar or 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 seminar must complete an External Enrollment Form (the link is on the Law School’s “Office of Student Records” 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 OR 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.
Fall 2016 “prof pick” class procedures:

During the class bidding Registration period: (1) students follow the special sign-up procedure and request the seminar and/or practice/simulation course via CBI, (2) the professor selects a pool of candidates for the class from the students who bid, (3) the CBI class assignment engine runs, making it possible for priorities to be considered and spent, and a student’s CBI request order will trump the professor’s selection order.

During the Drop/Add period, students not yet on the waitlist add themselves to the waitlist and follow the special sign-up procedure. If a seat is available, the professor makes a selection from any position on the waitlist and contacts the Curriculum Coordinator, who enters a time sensitive “permission” and e-mails the selected student so they can enroll themselves via Wolverine Access.

Seminars & Practice/Simulation Courses

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

- #410 ENERGY LAW & CLEAN POWER PLAN—Professor Learner
- #818 FAKING IT—Professor Miller
- #831 INT’L COMMERCIAL TRANSACTIONS—Professor Dickinson
- #876 PUBLIC CONTROL OF LAND USE—Professor Schneider
- #807 PUBLIC INTEREST LITIGATION—Professor Steinberg
- #856 RIGHTING WRONGS—Professor Hershovitz

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

Students interested in a “prof pick” class during CBI Cycle TWO must do TWO things:

(1) Complete the special sign-up procedure by the deadline: Friday, April 8 at 5:00 PM AND

(2) Request the class 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 classes requiring statements, interviews, etc. Please see the document “CBI Cycle Two ‘Prof Pick’ Process & How Priorities Can Be Helpful” on the Law School’s “Office of Student Records” Web site under “Registration.”

Admission to a “prof pick” class is by permission of the professor. During the Drop/Add period, admission off the waitlist is also by permission of the professor and not according to waitlist order.

Students interested in a “prof pick” class during the Drop/Add period (May 23 at 8:00 AM - September 6 at 5:00 PM) should place their name on the waitlist in Wolverine Access and follow the special sign-up procedure for the class listed below.

Seminars and practice/simulation courses requiring special sign-up procedures are:

- **#410 ENERGY LAW AND CLIMATE CHANGE:**
  Students interested in this seminar must e-mail a statement of interest to Professor Learner’s assistant, Linda Wielfaert (emeryli@umich.edu).

- **#818 FAKING IT:**
  Students interested in this seminar must e-mail a statement of interest to Professor Miller (wimiller@umich.edu). 50 words or fewer as to why you want into this seminar or what you might have to offer to it.
• #831 INT’L COMMERCIAL TRANSACTIONS:
   Students interested in this seminar must e-mail a statement of interest to Professor Dickinson (timothydickinson@paulhastings.com).

• #876 PUBLIC CONTROL OF LAND USE:
   Students interested in this seminar must e-mail a statement of interest to Professor Schneider’s assistant, Laura Harlow (harlowl@umich.edu).

• #807 PUBLIC INTEREST LITIGATION:
   Students interested in this practice/simulation course must e-mail a statement of interest & resume to Professor Steinberg (mjsteinb@umich.edu). This course is designed for students who are serious about practicing public interest law. Please submit both a letter of interest and a resume. Also, feel free to e-mail the professor if you have questions about the course.

• #856 RIGHTING WRONGS:
   Students interested in this seminar must e-mail a statement of interest to Professor Hershovitz (sahersh@umich.edu). Please send a short paragraph explaining your interest in the seminar. No background in philosophy is required to enroll, but if you have one, please describe it.

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, April 8 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, April 8 at 5:00 PM (EDT). Every consideration will be given to your request, although it is not always possible to accommodate it.

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

Results will be available to students on Friday, April 15. 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.
CYCLE THREE--UPPER CLASS COURSE BIDDING

UPPER CLASS COURSES

Upper Class courses do not have waitlists!

NON-“PROF PICK” SEMINARS & 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 currently assigned classes by displaying a red “!!” and it appears on the same line to flag the requested class causing the problem.

CREDIT LOAD

The Class Bidding Interface (CBI) limits student assignment to 15 credits. 10 credits are required to be considered a full-time student.

Students can request permission to enroll in 16 or 16.5 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 Wolverine Access enrollment appointment is activated at the start of the Law School’s Drop/Add period to enroll in 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, April 18 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, April 18 at 5:00 PM. Every consideration will be given to your request, although it is not always possible to accommodate it.

FINANCIAL HOLD (NEGATIVE SERVICE INDICATOR)

The CBI registration period provides students with the opportunity 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, April 25 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 **Friday, May 6.** An [MLaw Live announcement](http://www.mlawlive.com) will inform students when CBI is ready for student viewing. Students will log into CBI and view their results via the “Results” link.

*Updated March 25, 2016 dmh*