University of Michigan Law School
Registration Instructions: Non-Law Graduate Students

Requesting Enrollment in a Law School Class for Non-Law Graduate Students

Steps:

1. Consult with the Law School professor to make sure that it is advisable and appropriate to enroll in the course. (Non-law students who fail to do this will assume the risk of any resulting problems.)
2. Complete an External Enrollment request form for each law class you wish to take. This form provides a record of requests and it also provides automatic email notifications when requests have been approved or rejected.

   a) Go to this site: http://www.law.umich.edu/currentstudents/registration/Pages/default.aspx.
   b) Click on the “Registration” link on the left.
   c) Select “External Enrollment.” (The direct link to the External Enrollment page is: https://web.law.umich.edu/_ExtEnrlApproval/login.asp.)
   d) Log in to the system and complete the form. (Note: If the page begins to “loop,” try accessing the form the next day. If the issue has not been resolved then, please email LawCurriculumCoordinator@umich.edu.)

Notes:

- Credit received for a Law School class can never be used toward a law degree from the University of Michigan Law School.
- Non-law graduate students are not permitted to take or audit first-year required Law courses (e.g., 510 Civil Procedure; 520 Contracts; 530 Criminal Law; 560 Property; 569 Legislation & Regulation; 580 Torts; 590 Legal Practice I; 591 Legal Practice II; and 592 Legal Practice Skills).
- Undergraduate students are not eligible to enroll in Law School classes.

Processing External Enrollment Forms for Non-Law Graduate Students

Overview: External Enrollment request forms that non-law graduate students complete are reviewed during the Law School’s Drop/Add period [Winter Term: December (time permitting) and January // Fall Term: June (time permitting) and August]. Students will receive the decision via email.

Notes:

- For upper class courses or seminars (not first-year required courses, practice/simulation courses, or clinics) that have plenty of seats available, the External Enrollment Form will be approved. You will receive an email with a permission code and a deadline. After that, you will have until the given deadline to enroll yourself for the course in Wolverine Access.
- If the number of seats in a course is very limited, the request will be rejected as Law School student cannot be shut out during the Law School’s Drop/Add period. If seats are still available at the beginning of the term, non-law students can reapply to take the course.
- Law professors have the discretion to allow non-law graduate students to audit upper-class (but not first-year required) Law School classes on a formal (enrolled) “Audit” or “VI” basis (or informal basis providing there is a seat in the class). (This does not apply to law students as they cannot audit Law School classes.)
- The Law School’s Drop/Add period after the start of classes is nine days long and it ends earlier than the University’s Drop/Add period. External Enrollment Forms are not processed after the Law School’s Drop/Add period ends.
Exceptions for Seminars:

- If a non-law graduate student requests a seminar that is not full/closed and there are no Law School students on the waitlist, the Office of Student Records will contact the professor for an enrollment decision.
- If the seminar is full/closed and there are Law School students on the waitlist, the non-law graduate student request will be rejected. The non-law graduate 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 graduate student as an additional student, the professor must email the Law School’s Curriculum Coordinator, Debby Hartranft (LawCurriculumCoordinator@umich.edu) so that the student’s External Enrollment Form can be processed.

Law School Grading

Final Exams: Final grades for many, but not all, Law School courses are determined by a final exam. Therefore, students must be available to take the final exam at its scheduled time. Please note that the Law School’s final exam period is usually different than the rest of the university. Before enrolling in a Law School course, please note the day/time of the final exam and plan to be present for it. Non-law students will be held to the same rules for scheduling special exams as Law School students. No special exceptions will be made. For more information about exams, visit this link: http://www.law.umich.edu/currentstudents/registration/exams/Pages/default.aspx.

Grade Curves: Law School courses that have 30 or more students enrolled in them are required to stay within a target mean GPA. For more information, please speak with an administrator in the Law School’s Office of Student Records.

Grading Deadline: Law School professors have 4-weeks after the last day of the Law School’s final exam period to submit their final grades. Non-law graduate students who are graduating or require their grades earlier than this deadline should reconsider enrolling in a Law School course. If the Law School course is crucial to your program, speak to an administrator in the Law School’s Office of Student Records before enrolling in the course. Please be aware that your home department/school may need your final grades before the Law School’s grading deadline. As a result, taking a Law School class in your final term could delay the date that your degree is awarded.

Taking Law School Classes as Pass/Fail (Satisfactory/Unsatisfactory)

Overview: A non-law graduate student may add the Satisfactory/Unsatisfactory (SUS) “modifier” to their enrollment in a Law School class. However, please be aware that there may be restrictions on modifiers and specific grades may be required, so please check with an academic advisor in your home department/school before starting the process.

Steps:

1. Fill out a University Drop/Add form in the Law School’s Office of Student Records (300 Hutchins Hall). A Law School administrator must review and sign the form.
2. Take the form (signed by a Law School administrator) to an advisor in your home department/school for an administrator’s review and signature.
3. Take the completed form (with administrator signatures from the Law School and your home department/school) to the University Registrar’s Office (LS&A Building, first floor).

Deadlines: All of the steps above must be completed no later than 5:00 PM on the last day of classes for the University. Therefore, start this process at least a few business days before this deadline.

Note: The Gerald R. Ford School of Public Policy has an earlier deadline than noted above. Please check with the Ford School for their pass/fail period deadline.

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