To: Current First Year Students  
Re: Fall 2016 Registration  
Date: April 6, 2016  

Fall 2016 classes begin Monday, August 29, 2016. Registration for Fall 2016 begins at 12:45 PM, on Friday, April 22, 2016 and will remain open until the last day to add classes online, Sunday, September 4, 2016. Registration is on a first-come, first-served basis.

If you have any outstanding financial obligations, you may not register until you have met these obligations.

Registration on CUNYfirst

Step-by-step instructions on the registration process are accessible at the following link under the “CUNYfirst Enrollment Documentation” heading:

http://literacy.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students.html

Wait Lists for Closed Courses

The wait list option is available for most courses. There are 10 wait list spots available for each course that has a wait list option. The last day to add your name to a course’s wait list is the last day to add, September 4.

Waitlist instructions and FAQs are available on the Registration & Student Records webpage at the following link: http://www.law.cuny.edu/students/registration.html

IMPORTANT: If you placed your name on a course’s wait list and a spot opens up, if you are subsequently auto-enrolled for the course, CUNYfirst DOES NOT send you a notification, so please check your course schedule in your Student Center from time to time. If you choose to no longer be on a wait list, make sure to drop yourself from it.

Also, please note that August 28, the day before the start of the fall semester, is the last day to add a course without being charged a University program adjustment fee of $18. Students will be charged that fee for courses added after August 28.
• **Sunday, September 4**, is the last day to add courses online for the Fall 2016 semester.

• **Tuesday, September 6** is the last day to add courses that require faculty and/or academic affairs’ approval, such as Independent Study, Teaching Assistant, Law, and Law Review Editing.

• **Sunday, September 18**, is last day to drop courses for the Fall 2016 semester.

**Course Information:**

1. Constitutional Structures (3 cr.) and Evidence (4 cr.) are second-year required courses offered in the fall only. You must register for both this fall.

2. Property (LME III) (4 cr.) and Public Institutions (3 cr.) are also required second-year courses offered both in the fall and spring. We expect most second-year students to take one of these two courses in the fall and the other in the spring.

   (Property is the pre-requisite for Real Estate Transactions and a pre-requisite/co-requisite for Wills, Trusts & Estates. You can take Property and Wills simultaneously.)

3. Students who want to take ISD do not register for the course now. If you are interested in enrolling in ISD, you will need to submit a form to the Registration Office to indicate your interest. (The form is available in the magazine rack outside of the Registration Office.)

   *Please note that ISD students will need to be registered for Professor Nina Chernoff’s section of Evidence; thus, 20 seats are being reserved in that class for prospective ISD students.*

Because class size is limited, there may not be room in ISD to accommodate every interested student. The Academic Dean’s Office will contact students in early July to inform them if they’ve been selected for ISD. Registration of ISD may require adjustments to your schedule. ISD is a three-credit course that is graded Credit/No Credit.

4. You are required to take at least four bar electives, although you may opt out of this requirement if your cum GPA at the end of your third semester is 3.3 or higher. Bar electives are:

   • Advanced Evidence (newly added to the bar electives list)
   • Business Associations
   • Criminal Procedure I
   • Criminal Procedure II
   • Federal Courts (newly added to the bar electives list)
   • First Amendment
• Mastery & Application of Core Doctrine and Applied Legal Analysis taken together
• New York Domestic Relations Law
• New York Practice
• Real Estate Transactions
• UCC Survey
• Wills & Trusts

5. All students who have matriculated as of the fall semester of 2015 are required by the American Bar Association (ABA) to take Professional Responsibility.

6. If you are interested in the Criminal Defense Seminar/Clinic, you should register for Criminal Procedure for the Summer 2016 session or for the Fall 2016 semester.

7. It is your responsibility to enroll in any first-year course you still need to take; however, you cannot do so online. You can either send an email to registraroffice@law.cuny.edu to request online permission to enroll in the course or you can come to the Registration Office to complete a registration form in order to be administratively registered.

8. In order to register for courses that require permission (e.g., Independent Study, Academic Legal Writing, Law Review Editing, Moot Court, Teaching Assistant,) you will need to bring the completed forms to the Registration Office. (Forms are available outside of Registration Office, on the Registration & Records webpage, and in the Academic Affairs Office.

**Additional Information:**

1. Your initial registration may not be for more than 16 credits, inclusive of required courses.

   The Academic Dean’s approval is required in order to enroll in more than 16 credits. You must submit a “More Than 16 Credits” request form to the Academic Affairs Office. During program adjustments you may add additional courses, if available, and if you are eligible to do so. If approved, bring the form to the Registration Office and you will be given permission to register online for the additional credits.

   Pursuant to ABA rules, no student will be permitted to register for more than 17 credits in any semester.

2. As of the first day of classes, any student registering for the first time will be charged a $25 late registration fee.

   *Courses without sufficient registration are subject to cancellation.*
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