To: Current Second Year and Continuing Third Year Students  
Re: Fall 2016 Registration  
Date: April 19, 2016  

Fall 2016 classes begin Monday, August 29, 2016. Registration for Fall 2016 begins at 2:00 PM, on Wednesday, April 20, 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. (3L clinics/concentrations do not have wait lists.) 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 the last day to drop courses for the Fall 2016 semester.

**Fall 2016 Registration Information:**

1. You will be pre-registered in your clinic or concentration.

2. Property is the pre-requisite to taking Real Estate Transactions. Property is also a pre-requisite/co-requisite for taking Wills, Trusts, & Estates. (Since Property is a 2L required course, you should have taken it last fall or you are currently taking it this spring; however, if you still need to take it, you can take it simultaneously with Wills.)

3. 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 was 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

4. If you plan to sit for the New York State bar exam, a minimum of 2 credits must be earned in a professional responsibility course.

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

   The Academic Dean’s approval is required to enroll in more than 16 credits. You must submit a “More Than 16 Credits” request form to the Academic Affairs Office. If approved, bring the form to the Registration Office and you will be given permission to register online for the additional credits during the program adjustment period.

   Pursuant to ABA rules, no student will be permitted to register for more than 17 credits in any semester.
6. It is your responsibility to register for any required first or second year courses you need to take. If you need to enroll in a first-year course, 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.

7. Students in the Pro Bono Scholars Program will be administratively registered the Mastery & Application of Core Doctrine and Applied Legal Analysis courses.

8. Please refer to “Course Descriptions and Program Planning Information” booklet distributed by the Academic Affairs Office and your Student Handbook for graduation and bar eligibility requirements.

9. As of the first day of classes, any student registering for the first time will be required to pay a $25 late registration fee.

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

*Courses without sufficient registration are subject to cancellation.*

The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of the City University of New York. The University regrets any inconvenience this may cause.