To: Second Year Students  
Re: Spring 2016 Registration  
Date: October 20, 2015

Spring 2016 classes begin January 19, 2016. **Registration for Spring 2016 begins, Wednesday, November 18 at 1:45 PM and will remain open until the last day to add classes, January 25, 2016.** Registration is on a first-come, first-served basis.

If you have any outstanding financial obligation, you may not register until you have met that obligation.

**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](http://literacy.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students.html)

**Wait List 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, January 25.

Waitlist instructions and FAQs are available on the Registration & Student Records webpage at the following link:

[http://www.law.cuny.edu/students/registration.html](http://www.law.cuny.edu/students/registration.html)

| The last day to add a course for the Spring 2016 semester is Monday, January 25. |
| The last day to drop a course for the Spring 2016 semester is Monday, February 8. |

Pursuant to University regulations, as of the first day of classes, students are charged an $18.00 change of program fee (except for those students only dropping courses or administrative changes).
**Registration Information:**

1. Please refer to your Student Handbook and the Spring 2016 Course Descriptions and Planning Information booklet for graduation and bar eligibility requirements.

2. Required second year courses offered in the spring semester are Public Institutions (3 cr.), Property (4 cr.), and Second Year Lawyering Seminar (4 cr.).

   A passing grade in Property is the pre-requisite for Real Estate Transactions and Wills & Trusts, which are bar electives.

3. TIL: Immigration & Citizenship Practicum (1 – 2 cr.) is only open to those students enrolled in the Immigration & Citizenship Law course. You cannot register for this course online. You will be administratively registered after submitting the Immigration & Citizen Practicum registration form to the Registration Office.

4. If you have not fulfilled a spring first year required course, it is your responsibility to register for that course for Spring 2016. You will need to send an email to registraroffice@law.cuny.edu in order to obtain a permission number to register online for the course.

5. You are required to take at least four bar electives, although you may opt out of this requirement if your cumulative GPA at the end of your third semester is 3.3 or higher. Bar electives are:
   - Business Associations – 3 cr.
   - Criminal Procedure I – 3 cr.
   - Criminal Procedure II – 2 or 3 cr.
   - First Amendment – 3 cr.
   - Mastery & Application of Core Doctrine (4 cr.) and Applied Legal Analysis (1 cr.) taken together.
   - New York Domestic Relations Law – 3 cr.
   - New York Practice – 3 or 4 cr.
   - Professional Responsibility – 2 or 3 cr.
   - Real Estate Transactions – 3 cr.
   - UCC Survey – 3 cr.
   - Wills & Trusts – 3 cr.

6. You may not enroll for more than 16 credits or less than 12 credits without written permission from the Associate Dean for Academic Affairs. The required form for seeking approval to register for more than 16 credits or less than 12 credits is available in the Office of Academic Affairs. If you wish to enroll in more than 16 credits, you must submit the approval form to the Academic Affairs Office prior to registering for the additional credits. During program adjustments you may add additional courses, if available, and if you are eligible to do so.
Pursuant to ABA rules, no student will be permitted to register for more than 17 credits in any semester.

****In order to register for courses that require permission (i.e. Independent Study, Academic Legal Writing, 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 outside of the Office of Academic Affairs. ****

*Courses without sufficient registration are subject to cancellation.*

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