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

Spring 2016 classes begin Tuesday, January 19, 2016. **Registration for Spring 2016 begins, Wednesday, November 11 at 1:45 PM and will remain open until the last day to add classes Monday, 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

**Wait List 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, 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

**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).
**Spring 2016 Registration Information:**

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

2. For those students taking an 8-credit clinic, you will be pre-registered.

3. A passing grade in Property is the pre-requisite for Wills & Trusts and Real Estate Transactions. If you are currently taking Property, you may register for Wills & Trusts or Real Estate Transactions. However, if you do not receive a passing grade, it is your responsibility to make the necessary program adjustments.

4. The Mastery & Application of Core Doctrine is mandatory for all students. Students with a cumulative GPA of 3.3 or higher at the end of their fifth semester may opt out of this requirement.

5. 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:

   - Business Associations – 3 cr.
   - Criminal Procedure I – 3 cr.
   - Criminal Procedure II – 2 or 3 cr.
   - First Amendment – 3 cr.
   - Mastery and Application of Core Doctrine/Applied Legal Analysis (5 cr.):

     If your cum GPA at the end of the Fall 2015 semester is below 3.3, you are required to take Mastery and Application of Core Doctrine in the Spring 2016 semester, but since it will be integrated with Applied Legal Analysis in the spring, it will be considered a bar elective.

   - 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. 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.

7. Students in the Pro Bono Scholars Program will be administratively registered for their classes.

8. If you have not yet fulfilled a required course, it is your responsibility to register for it. If you need to register for a first-year course, you will need to send an email to registraroffice@law.cuny.edu to obtain a permission number to register online for the course.
9. You may not enroll for more than 16 credits or for 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. 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.