To: Third Year Students
Re: Spring 2013 Registration
Date: October 24, 2012

Online registration via CUNYfirst begins, Tuesday, November 6 at 12:30 PM and will remain open until Friday, January 11, 2013. Spring 2013 classes begin Tuesday, January 22. After January 11, program adjustments must be made in person at the Office of Registration. Registration is on a first-come, first-served basis.

If you have failed to return textbooks to the bookstore or have any outstanding financial obligation, you may not register until you have met these obligations.

Spring 2013 Registration Information:

1. Please refer to your Student Handbook 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. In order to register for Applied Legal Analysis, you must be registered for Core Doctrine.

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. For Spring 2013 only, Core Doctrine counts as one of the four required bar electives. Bar Electives are:

   • Business Associations – 3cr
   • Criminal Procedure – 3cr
   • First Amendment – 3cr
   • New York Practice – 4cr
   • Professional Responsibility – 2cr
   • Real Estate – 3cr
   • UCC Survey – 3cr
   • Wills & Trusts – 3cr
6. If you have not yet fulfilled a required course, it is your responsibility to register for it.

7. You may **not** enroll for more than 16 credits without written permission from the Associate Dean for Academic Affairs. The required form for seeking approval to register for more than 16 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 18 credits in any semester.

****In order to register for courses that require permission (i.e. Advanced Clinic, 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 in the Office of Academic Affairs.****

*Courses without sufficient registration are subject to cancellation.*

**Lottery for Closed Courses**

If a course is closed, and you would like to have your name placed in a lottery for openings that may occur, **beginning January 14**, you may send an e-mail to: RegistrarOffice@law.cuny.edu.

E-mails received prior to January 14 will be disregarded. Your email message must originate from your Law School e-mail account. You must submit a separate email message for each course request. No other forms of communication (in person, telephone, etc.) for a spot on the lottery list will be honored.

If a spot opens up in the closed course, during Administrative Week, a lottery will be employed to determine the name to be offered the available spot. If your name is selected, you will be e-mailed and given a 24 hour time frame by which you must respond in order to be placed into the course.

The last day to **add a course** for the Spring 2013 semester is **Tuesday, January 29**.

The last day to **drop a course** for the Spring 2013 semester is **Monday, February 11**.

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).

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.