The Basics of Pre-Registration:

There are a few things to know about pre-registration, now that you know what courses you would like to take next academic year:

1) **Pre-registration is NOT first come, first serve.** All pre-registration requests submitted during the pre-registration period will be allocated the same way. The system will attempt to register you for courses in ranked order: *The pre-registration system will read alternate courses only if it cannot satisfy the associated primary request. Incoming LL.M students are only provided primary options.*

2) Pre-registration results for J.D. and continuing LL.M. students will be available online during the last week of June; pre-registration results for incoming LL.M. students and visiting students will be available in August.

3) Students may make changes to their Fall semester schedules over the summer and through the Fall semester Add/Drop period; for the Spring semester, changes can be made during the summer, throughout the Fall semester, and during the Spring semester Add/Drop period.
How Course Requests Are Processed:

The course scheduling system admits students into courses up to the maximum enrollment allowed in the course: all courses and seminars have enrollment limits: courses such as Corporations, Evidence, and Tax I are typically limited to 125 seats; seminars are typically limited to 22 seats. Unique enrollment limits will be listed in the Course Schedule.

If the course has more requests than space, it enrolls as follows:

- **LAWJ courses** will admit all J.D. students before any LL.M. students are admitted;
- **LAWJ courses with §§ 01 through 04** will admit all J.D. full-time students before any part-time students are admitted; **LAWJ courses with §§ 07, 17, 27 and 97** will admit all J.D. part-time students before any full-time students are admitted; and
- **LAWG courses** will admit all LL.M. students before any J.D. students are admitted.
- Within the categories above, students are prioritized according to their class year and ranking of the course. For course requests by students with the same status and chosen priority level, the pre-registration system will select between those students randomly.
Prioritizing **Strategy #1: The Basic Strategy**

- **Use higher priority spaces** (1-3) for the courses you want most, or that are most likely to close.

  * Refer to the *How Courses Close Report* to gauge how likely a course is to fill through pre-registration

- **Use lowest priorities** for courses that will be processed manually (without regard to ranking). These manual-registration courses include clinics, professor permission courses, any first-year course in which you are required to be enrolled (*e.g.*, for part-time students going into their second year: Criminal Justice and Property), and the Spring section of a year-long course.
Prioritizing Strategy #2: Primary/Alternate Requests

The Office of the Registrar recommends that you list the same course as your 1st Alternate and 2nd Primary requests.

Why? This allows the pre-registration system to give a 1st choice preference to a 2nd choice course, if it is unable to satisfy the 1st Primary request (e.g., if Primary Request #1 is unavailable, Alternate Request #1 will be processed as if it were Primary Request #1, and so on).

Incoming LL.M students are only provided primary options. For prioritizing strategies, please refer to the Incoming LL.M Pre-Registration Handbook, available online here.
Prioritizing Strategy #3: Specific Course/Any Section

This strategy is useful for students who want to be enrolled in any section of a course regardless of professor or time.

The pre-registration system will attempt first to schedule you in the sections you request, and if it cannot, you will then be scheduled in any section that does not conflict in time with any of your other primary requests (of a higher ranking).
Prioritizing Strategy #4: Time Conflict/Mutually Exclusive

This strategy is used if you want Course A or Course B, which meet at the same time or are mutually exclusive.

- You may request the same course or mutually exclusive courses on both the Fall and Spring registrations, and hold both sections until the end of the Fall Add/Drop period. However, if you are still enrolled in the Fall course by the end of the Fall Add/Drop period, the Spring course that is mutually exclusive, will be dropped from your schedule.

- You may request courses with time conflicts or that are mutually exclusive in the same semester, but once you are enrolled in a course, you will not be enrolled in any lower ranked course(s) with a time conflict or a mutually exclusive course.
Courses with Restrictions:

- **Prerequisites**: To be enrolled, you must have either (1) satisfied the prerequisite or (2) submitted a written waiver from the professor to the Office of the Registrar. While you may preregister for a Spring course that requires an unmet prerequisite, it will be dropped from your schedule if, by the end of the Fall Add/Drop period, you have not enrolled in or obtained a waiver from the professor for the prerequisite course.

  Waivers for Fall 2017 courses must be forwarded to the Office of the Registrar before 3:00 p.m. on June 7.

- **Mutually Exclusive Courses**: You may request mutually exclusive courses. However, once you are enrolled in a higher priority course, you will not be enrolled in any lower priority courses, in the same semester, that are mutually exclusive.
Courses with Restrictions (cont.):

- **Time Conflicts (Overlaps):** You may *request* (and after the pre-registration period, waitlist for) courses with time conflicts. However, once you are enrolled in a course, you will not be enrolled in any lower priority courses with a time conflict.

- **Cross-Listed Courses:** If a course has an (X) notation, it has space allocated to both JD and LLM students. JD students must register for the LAWJ section.

- **Professor Permission:** Professor-permission courses are enrolled first and will prevent enrollment in any other course that overlaps. If a course requires professor permission for enrollment, that requirement and instructions for applying will be noted in the Course Schedule. If no specific instructions are given, you must email the professor to gain admission to the course.