CARDOZO LAW

BENJAMIN N. CARDOZO
SCHOOL OF LAW
YESHIVA UNIVERSITY

JD Curriculum and Lottery Registration Guide

Fall 2020

JD Curriculum and Registration Guide
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FALL REGISTRATION TIMELINE

Fall 2020 Lottery Registration will be held in July. Lottery Registration is not a first-come, first-serve process. Like most law schools, Cardozo uses a ranked, lottery-based system to register students. All 3Ls and LL.M.'s have a set time period in which to submit their preferences, after which a computer program registers that group of students, placing them into courses. Subsequently, 2Ls submit their preferences, and the program then goes through those submissions and registers that group. **You must submit your preferences within the period indicated below, but you are not advantaged by being the first to do so or disadvantaged by being the last.** After Lottery Registration, students will be able to adjust their schedules through "online add/drop," a process that continues into the second week of the semester.

Monday, July 20 @ 9 AM- Wednesday, July 22nd @ 4pm	**3Ls and LL.M.s** submit course preferences online by submitting course registration worksheet available in Self-Service Banner/MyYU (instructions below). **3L visiting and international exchange students** can submit an add/drop form to cardozoregistrar@yu.edu any time during the 3L and LLM course selection dates. Registration will be first-come, first-serve for these students. They will be registered after the 3L and LLM lottery process runs.
Monday, July 27 @ 9 AM – Wednesday, July 29 @ 4pm	**2Ls and new transfer students** submit preferences for classes online by submitting the course registration worksheet available in Self-Service Banner/MyYU (instructions below).
Monday, August 10 – Monday, August 31	**On-line Add/Drop Period.** Online add/drop will run from 9AM on Monday, August 10th through 11:59 PM on Mon., August 31st. Spaces in open courses will be available on a first-come, first-serve basis for all students. Closed courses will have automated waitlists. Additional instructions will be sent regarding the add/drop process.
Tuesday, August 25	First day of upper-level classes.
Monday, August 31	**Last day to add classes online.** The ability to add a course will end at 11:59 PM on 8/31.
Monday, August 31	**Last day to drop courses without financial penalty**. The ability to drop a course without financial penalty will end at 11:59 on 8/31.
Monday, September 7	**Last day to drop courses without a "W"**.

GENERAL CREDIT REQUIREMENTS

Students must complete **84 credits** in order to graduate**.** Students complete 30 credits in their 1L year. The remaining 54 credits are completed over the next four semesters for an average of 13.5 credits per upper-level semester.

JD students must take a **minimum of 12 credits** and may take up to a **maximum of 16 credits** in any given semester. The average upper-level full-time load is 13-14 credits. These credits include credits earned through clinics, journals, moot court, competitions and externships.

After lottery registration, students can make changes to their schedules during the designated add/drop period.

So long as they do not require more than 10 credits to graduate, JD students in their final semester are permitted to register a minimum of 10 credits. Interested students must contact the Office of Student Services at cardozostudentservices@yu.edu to confirm they are able to take 10 credits in their final semester.

Any JD student not in their final semester who needs to register for less than 12 credits due to extenuating circumstances must obtain permission from the Dean of Students (cardozostudentservices@yu.edu).

JD GRADUATION REQUIREMENTS

- Students must complete **84 credits** in order to graduate.
- Students must complete **four upper-level semesters as a full-time student** and maintain a **minimum GPA of 2.40**.
- Students must complete a mandatory class in **Advanced Legal Research (ALR).**
- Students must take a **standalone class in legal ethics**. Current offerings are: Professional Responsibility, Ethics in Litigation or Ethics for the Business Attorney. **Students are only permitted to take 1 of the 3 Ethics courses.**
- Students* must complete at least 5 of the following 13 courses to complete the **core course requirement**:
    - Administrative Law
    - Comparative Law**
    - Conflicts of Law (On the UBE – essay day only)
    - Constitutional Law II (On the UBE – essay and multiple choice days)
    - Corporations (On the UBE – essay day only)
    - Criminal Procedure (On the UBE – essay and multiple choice days)
    - Evidence (On the UBE – essay and multiple choice days)
    - Family Law (On the UBE – essay day only)
    - Federal Courts
    - Federal Taxation
    - International Law
    - Jurisprudence
    - Trusts and Estates (On the UBE – essay day only)

*3L students who had a 1L GPA of 2.99 or lower must complete at least four (4) of the following courses during their 2L and 3L years: Constitutional Law II, Evidence, Criminal Procedure, Corporations, Trusts & Estates, and Family Law. They will also be required to take Legal Analytic Methods in the Spring of their 3L year.

2L students whose academic performance falls below a certain standard based on Winter 2020 cumulative GPA and Spring 2020 assessments will be required to take Remedies and the Law during the Fall semester of their 2L year. Students will be contacted directly regarding these requirements.

**Successful completion of a 12-credit study abroad program can be used in place of taking Comparative Law for the core course requirement.

- Students are required to complete **6 experiential credits. The classes and credits that can be used to satisfy this requirement are noted on the JD Course List and in the Course**

Description document. **Note: only up to 2 clinical credits earned in field clinics or externships can be applied to the experiential credits requirement.**

- Students must complete a **substantial piece of writing** (generally considered to be a paper of at least 15 pages in length, or a series of smaller projects that add up to at least 15 pages total) under the **supervision of a faculty member**.

  - Writing a paper for a "writing requirement eligible" course does *not* automatically satisfy the writing requirement. For a piece of writing to qualify: (1) a professor must agree to supervise the paper and must approve the topic, (2) the student must turn in at least one draft to the professor for comments, and (3) the student submit at least one revised draft that is responsive to the professor's comments. *(Please see below for specific deadlines if using a journal note to satisfy the writing requirement.)*

  - A series of smaller projects may satisfy this requirement if the projects:
    (1) Present, in the aggregate, opportunities for research, analytical reasoning, and writing equivalent to those presented by a substantial written project; and
    (2) Are supervised by the same faculty supervisor during the course of a single academic year.

  - A journal writing project (such as a note, case comment or other similar work) may be used to satisfy the writing requirement, on the following conditions. Before **November 1st**, the student must submit a proposal to a full-time faculty member and receive the faculty member's approval. No faculty member may approve or supervise more than five writing projects per academic year. The student must receive final approval of the writing from the supervising faculty member. A student who fails to complete the approved project before **September 15** of the following academic year shall be denied both the journal credit (or credits) for the academic year in which the project was approved, and the writing credit.

  - Once the steps above are complete, the student must provide a "Faculty Authorization of Writing Credit" form to the Professor to be completed and submitted to the Office of the Registrar. The form can be downloaded here: https://cardozo.yu.edu/students/student-handbook-policies-and-forms.

LIMITATIONS ON COURSE CHOICES FOR 2L AND 3L STUDENTS

Please be aware of the following limits on which classes can be used towards the 84 credits required to graduate:

- A **maximum of 20 credits** from the following group of credit-bearing enterprises can count towards the 84 credits required to graduate:

  Field work for Alexander Fellows (10 credits), the Pro Bono Scholars Practicum Field Work (10 credits) and the Prosecutor Practicum (10 credits)

  Both field work *and* classroom work from the following clinics:
  Criminal Appeals Clinic, and the Fashion Law Practicum

  Both field work *and* classroom work from Field Clinics and Externships
  Journals
  Moot Court and all competition teams (e.g., ADR Competition Honor Society, etc.)
  Independent Research Course entitled: "Legal Practice", Law 7825 (1 credit)
  Teaching Assistant
  New School Courses
  Courses at other divisions of Yeshiva University (e.g., AECOM, Wurzweiler, etc.)
  Credits in Excess of Classroom Meeting Hours for Regularly Scheduled Courses (e.g.1 credit for Pretrial Practice, 1 credit for Real Estate Reporter, 1 credit for Contract Drafting, 3rd credit (if applicable) of IP Colloquium)

- **A maximum of 30 total credits <u>from the preceding group *AND* the following group</u>** may count towards the 84 credits:

  Both field work and classroom work for:
  Advanced Mediation Practicum; Bet Tzedek Clinic; Civil Rights Clinic; Criminal Defense Clinic; Divorce Mediation Clinic; Human Rights and Atrocity Prevention Clinic; Immigration Justice Clinic; Indie Film Clinic, Innocence Project; Mediation Clinic; Securities Arbitration Clinic; Tech Start-up Clinic; and the classroom seminar component for Alexander Fellows (2 credits), Prosecutor Practicum (2 credits) and Pro Bono Scholars Practicum (2 credits).

In addition, the following limitations apply to the amount of externship, teaching assistant and independent research credits that a student can count towards the 84 required for graduation:

- **Externships**

  An externship is a three-credit program. Students receive two credits for the fieldwork, and one credit for the co-requisite seminar. As a general rule, no more than six externship credits (earned through two externships) can be counted toward the 84 credits required for graduation (field clinics are not counted towards this limit). In unusual circumstances, students may request permission from the Director of Externships to do a third externship. When permission is granted, up to three additional externship credits can be applied towards the 84 credits required for graduation.

- **Teaching Assistant Positions**

  Students who are appointed as Teaching Assistants (TA) earn one credit per semester. There is no limit on the number of semesters a student can be a TA but only 2 TA credits can be applied toward the 84 credits needed for graduation.

- **Independent Research**

  J.D. students in their second and third year of study may pursue Independent Research projects with full-time faculty members. J.D. students may receive a maximum of three (3) credits of Independent Research while at Cardozo. During any single semester of a project, J.D. students may register for one (1) or two (2) credits.

Students may take only one of the following in a given semester, except in exceptional circumstances with special permission: externship, field clinic, in-house clinic.

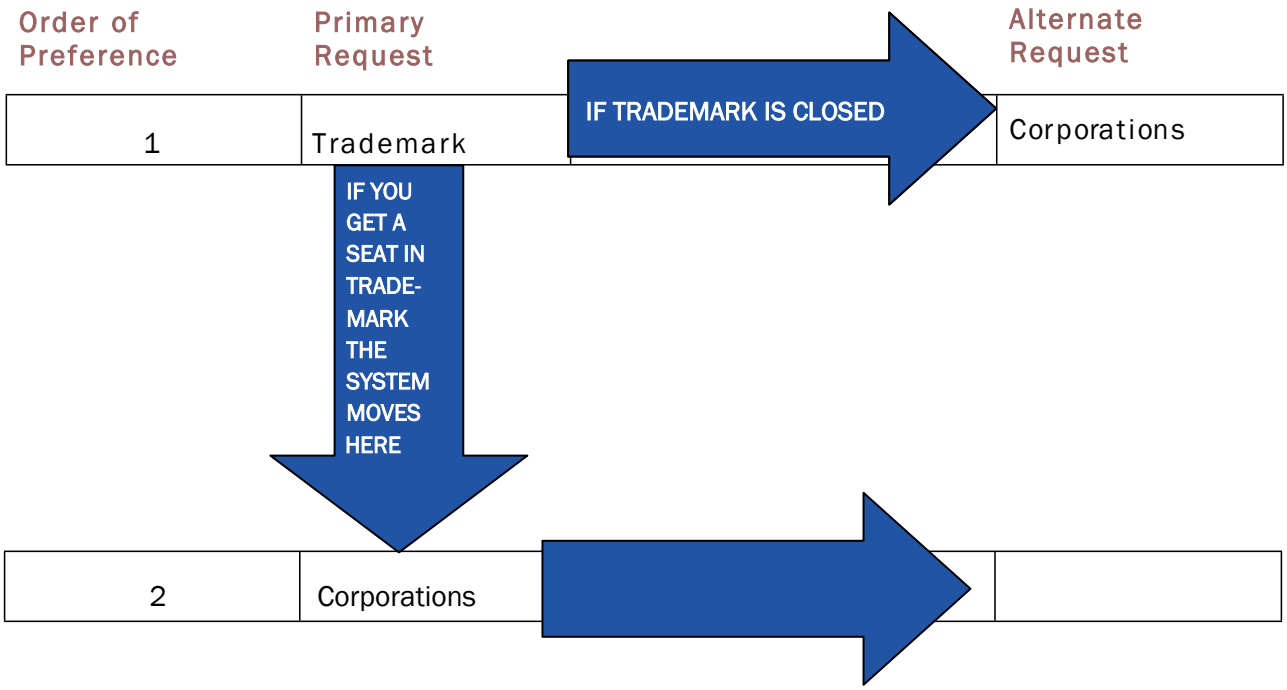
How Does the Registration Program Work?
How To Rank Course Choices

When you submit your course registration worksheet in Self-Service Banner, you are not actually registering. You are indicating the classes you want to take in order of preference. Actual enrollment is *not* done on a first-come, first-serve basis; it makes no difference if you were the first or the last person to submit your preferences during the registration period. Once the period for submitting preferences for your group is over, the actual registration is done by a computer program.

The program begins by going through the submissions one by one, in random order, placing people into their first choice classes. If someone's primary first choice is unavailable, it will turn to the student's alternate first choice. If that is unavailable, it moves on to the next student. The next time through the pile, it will begin with those students, if any, who did not get assigned a course on the previous pass. Note that the computer will only try to register you for an alternate selection if your primary choice is not available.

FOR EXAMPLE:

Prioritized Course Choices
First Choice: Trademark
Second Choice course: Corporations



Once the program makes it through every student's first choices and alternative first choice, the process begins again. The computer goes through the class again, signing people up for a second course. It reshuffles the students each time it makes a "pass" through the list of students; however, it will place those who did not get a course choice (either primary or alternate) in the previous round ahead of all those who did.

For most people, most of the time, the right strategy is to put your first choice course in the Primary Choice #1 position and to put your second choice course in *both* the Alternative # 1 position *and* the Primary Choice #2 position. For example, if the course you most want to get into is Real Estate Reporter, and the next most important course to you is Negotiation, you would fill out the form as follows:

Primary Choice #1: Real Estate Reporter	Alternative #1: Negotiation
Primary Choice #2: Negotiation	Alternative #2: 3rd choice course

In this way, if Real Estate Reporter is not available when the program gets to your submission in the first round, it will automatically try to register you for your first alternative, Negotiation. However, if you *do* get in to Real Estate Reporter, then, because you placed Negotiation in the Primary Choice #2 position, the program will try to register you for it during the second round. You may repeat this approach – i.e., putting your third-choice course as Alternate #2 and Primary Choice #3, etc. -- until you run out of courses for which you wish to register.

There are two basic circumstances in which this approach is inappropriate. First, suppose you want to take a particular course that has more than one section; you would rather be in one section than the other, but the key thing is to get that particular course. In this circumstance, you should list one section as your Primary Choice and the other as your Alternate Choice at the same level. <u>Make sure you do not list the same section twice.</u>

Example: You want to take Contract Drafting, but do not care which section, A or B, and you also would like to take Real Estate Reporter and Trademark. In this situation, you would fill out the form as follows:

Primary Choice # 1: Contract Drafting A	Alternative #1: Contract Drafting B
Primary Choice # 2: R.E. Reporter	Alternative #2: Trademark
Primary Choice #3: Trademark	Alternative #3: 4th choice course

The second setting in which you would *not* put your second choice course as both Alternative #1 and Primary #2 is when you are interested in two courses that meet at the same time. For example, suppose you want to take Entertainment Law and Real Estate Finance, which meet at the same time. You first choice is Entertainment Law, but if you can't get that you would like to take Real Estate Finance. After that, you are interested in Trademark and then Legislation. You would not list Real Estate Finance as your Primary # 2 since, if you get into Entertainment Law you cannot also take Real

Estate Finance due to the time conflict, and so, would be wasting your Primary # 2. In these circumstances, you would fill out the form as follows:

Primary Choice # 1: Entertainment Law	Alternative #1: Real Estate Finance
Primary Choice # 2: Trademark	Alternative #2: Legislation
Primary Choice #3: Legislation	Alternative #3: 4th choice course

HELPFUL REMINDERS

• Put your courses in preference order!

• Do NOT list permission only classes (see the following page for more on this)!

• Pay attention to the enrollment caps listed in the J.D. course lists. Smaller courses are often more likely to fill up than large ones; drafting and simulation courses are generally the hardest classes get into. Large core courses (Corporations, Evidence, Tax, Con Law II, Copyright, Trademark, Crim Pro, etc.) will generally have sufficient spaces for 3Ls and still will have room for many, often all, 2Ls who are interested.

• Be sure to double-check your submission for time conflicts. This is one of the leading reasons that students end up not registered for a desired course. The computer will not register you for a course that has a time conflict, no matter how small, with another course for which you are already registered.

• Be sure to check all pre- and co-requisites and other limitations listed in the course descriptions. You are responsible for making sure that you have met the requirements for enrollment.

• Putting the same course and section in multiple primary choice positions will *not* increase your chances of getting the course. You will either get it or not on the pass through at its highest listing, so repeating it is a waste of your chances for other course preferences.

• If you are registering after the initial 3L/LL.M. registration, be sure to do a class search in Banner Self-Service to see which courses are already closed. If you attempt to register for a course that is already closed, you will, of course, not get in and you will have wasted a chance to get something else.

• You should list a few extra courses just in case some of the courses you most want are closed. You will not be registered for more than 16 credits, and you will have the opportunity to drop any "extra" courses during online add/drop. If you do end up being registered for less than 12 credits, you can always add courses during add/drop, but you may have fewer options at that point.

"PERMISSION ONLY" COURSES

Certain classes (e.g., credited externships, independent research, clinics and field clinics) are open to students only by permission of the instructor or via an application process. The JD course list indicates which classes are "permission only."

Students should not list any "permission only" course when submitting their online course preferences. The registration program will not register you for a course that requires instructor permission.

If a student has been chosen for a **clinic or field clinic**, the Office of the Registrar will automatically register them for the clinic and for any *required co-requisite course*. (In some circumstances, a course can be *either* a pre-requisite *or* a co-requisite for a clinic; for example, Evidence may be taken prior to or concurrently with the Criminal Defense Clinic. In that case, the student will *not* be automatically registered for Evidence, and must list it as one of their course preferences if they need to take it as a co-requisite.)

If a student has been chosen for a **journal, the Moot Court Honor Society or the ADR Competition Honor Society**, the Office of the Registrar will automatically register them for the class. All journals, Moot Court and the ADR Competition Honor Society are *year-long* undertakings; one cannot participate for just one semester; credit is awarded at the conclusion of the academic year.

Students seeking to undertake a **credited externship** should review the application materials posted on the Luminis portal: https://insidetrack.yu.edu. Students seeking credit for an externship should register for a full course load (and not the externship) during registration. If the externship program approves the placement, the student will be registered automatically both for the field placement and the co-requisite seminar. Students may then drop another course without penalty.

Students who are appointed as **Teaching Assistants (TAs)** earn one pass/fail credit per semester. If a student has been chosen to be a **TA for the legal writing program**, the Office of the Registrar will automatically register them for the credit. Students acting as **TAs for all other courses** can request that the faculty member they are assisting contact the Office of the Registrar via email (cardozoregistrar@yu.edu) to have the student registered.

Students seeking to undertake an **independent research** project should review the relevant rules set out in the Student Handbook: https://cardozo.yu.edu/students/student-handbook-policies-and-forms. Once a faculty member has agreed to supervise a project, the student must obtain the professor's signature on a completed "Request to Pursue Independent Research" form, available electronically here: https://cardozo.yu.edu/students/student-handbook-policies-and-forms. The student should then submit the form to the Vice Dean. Once

the Dean's Office has approved the form, they will forward it to the Office of the Registrar and the student will be automatically registered for the independent research credit(s).

For all other "permission only" courses, interested students must contact the faculty member directly. The faculty member will inform the Office of the Registrar of who has been accepted into the course, and those students will be automatically enrolled. **If no decision has been made by the time registration starts, students should register for a full course load during registration, based on the assumption that they will not be accepted into the "permission only" course. If a student is later admitted to the "permission only" course, they may add that course and drop a different course without penalty.**

COURSE PLANNING WORKSHEET

Before signing into Banner (see below), plan out the courses you want to take:

	Primary Course Name	Number of Credits	Alternate Course Name	Number of Credits
1				
2				
3				
4				
5				
6				
7				

******Remember: during lottery registration***, students can only register for ***16 credits***. The registration program will stop adding courses from your list once it reaches the point where adding another course would put you over 16 credits.

COURSE SELECTION

LOG INTO INSIDE TRACK TO ACCESS THE BANNER REGISTRATION SYSTEM

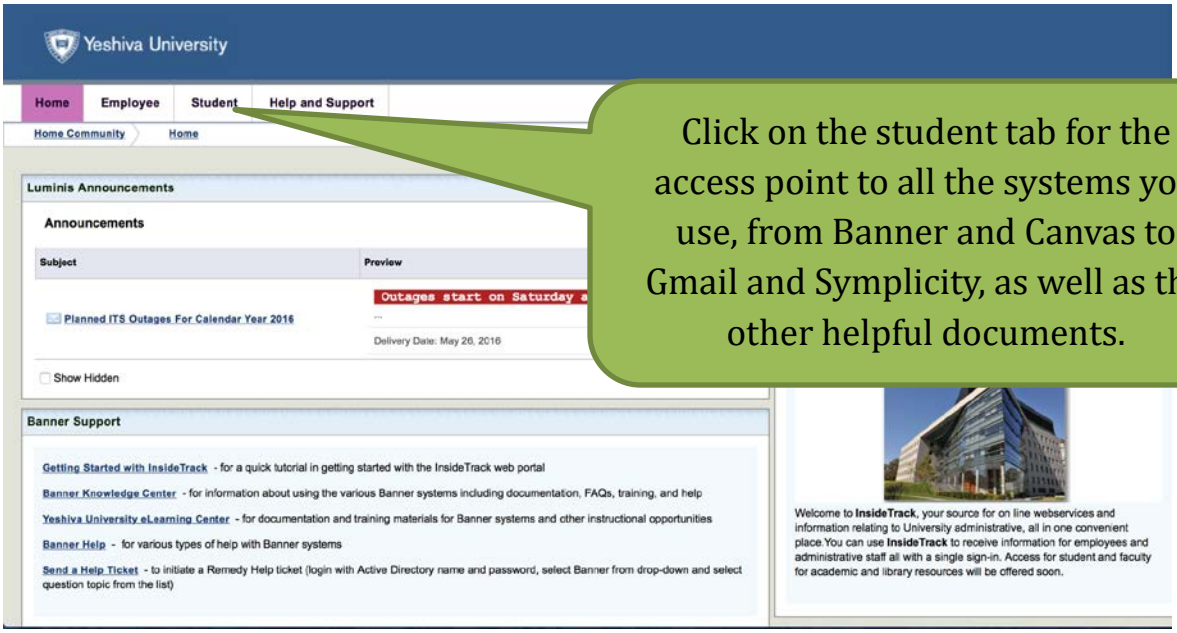
To log into Inside Track, visit https://insidetrack.yu.edu.

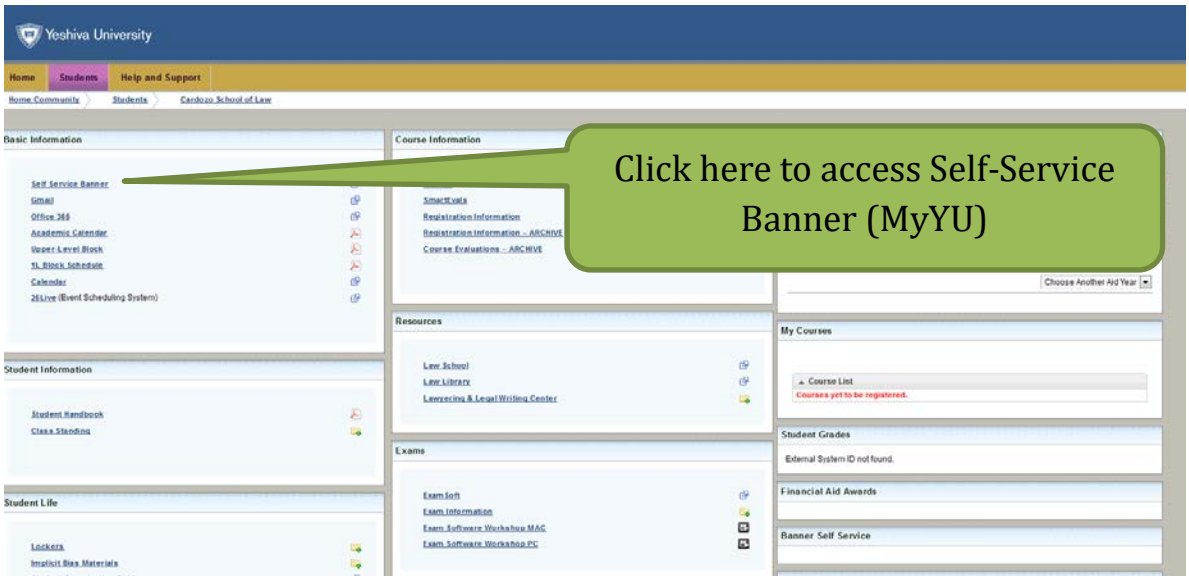
USERNAME: Active Directory name (for many this is the email prefix of the "@law.cardozo.yu.edu" address).

PASSWORD: By default – the password should be the first initial of your last name, followed by the last four digits of your SSN. (x####) If you do not have a SSN (international student), the password defaults to the first initial of your last name, followed by the last four digits of your BANNER ID.

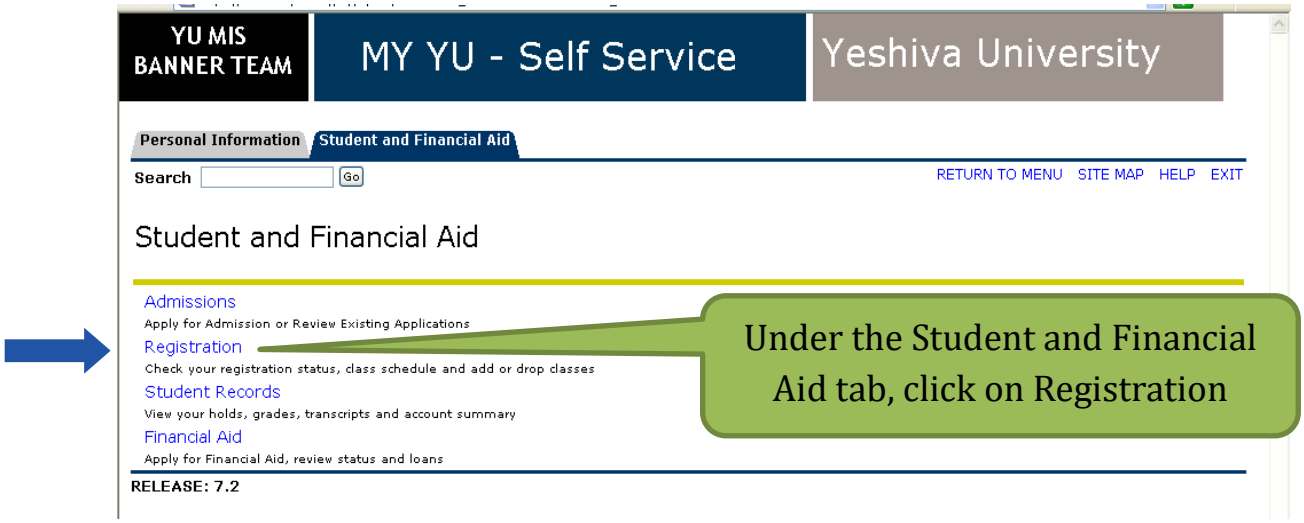
If you have any trouble logging in, contact the **Student IT Help**

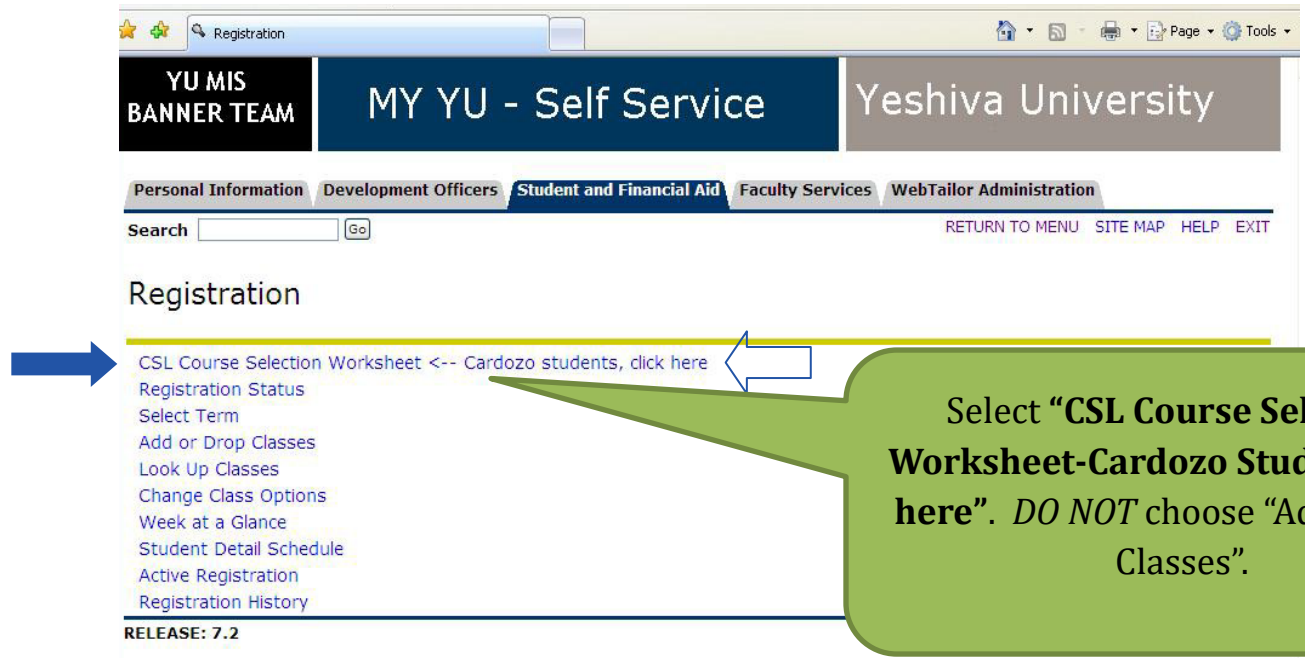
ACCESSING BANNER SELF-SERVICE (MyYU) THROUGH INSIDE TRACK





SUBMITTING YOUR COURSE REQUESTS





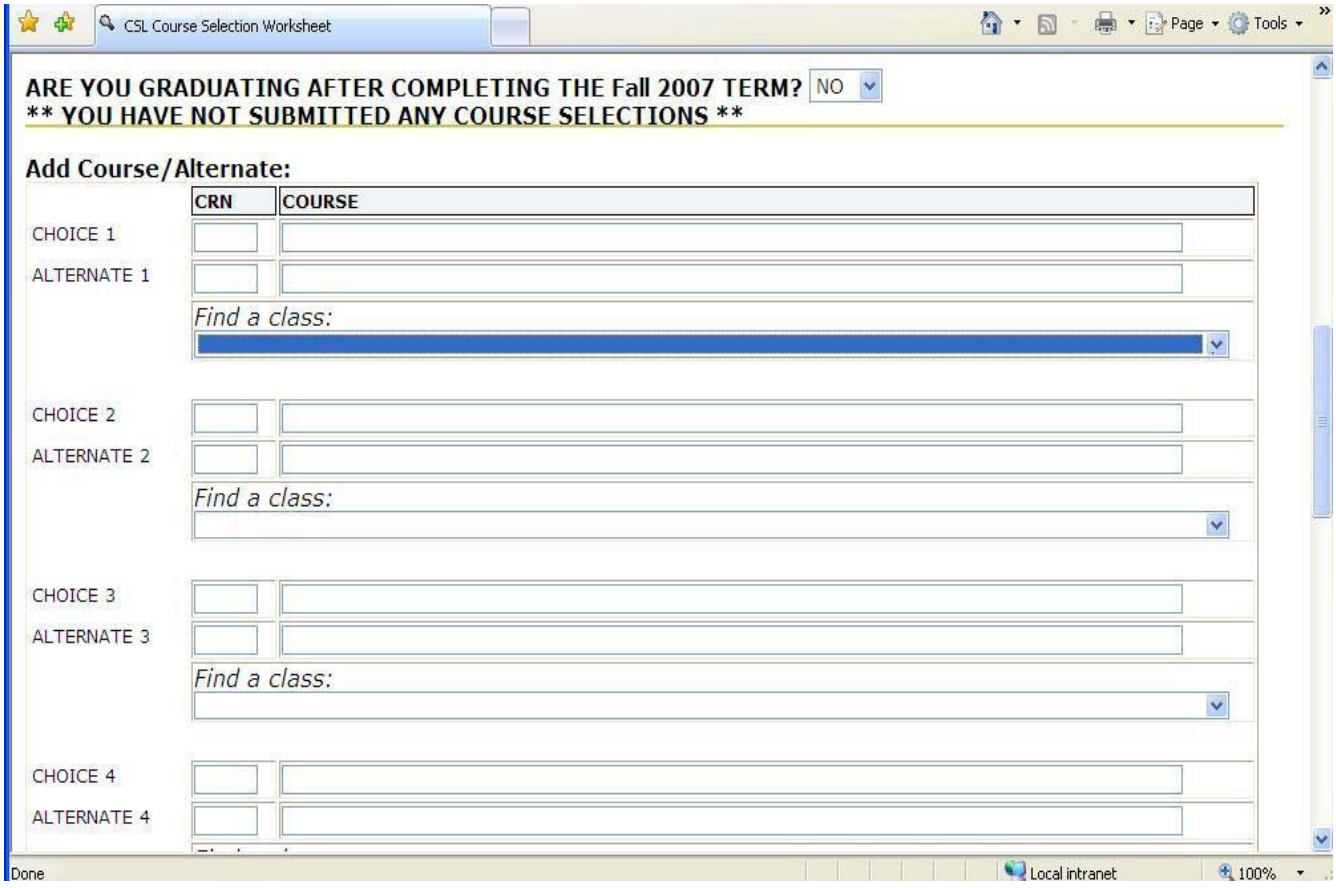
SUBMITTING YOUR COURSE REQUESTS (CONT'D)

SUBMITTING YOUR COURSE REQUESTS (CONT'D)

COURSE SELECTION WORKSHEET

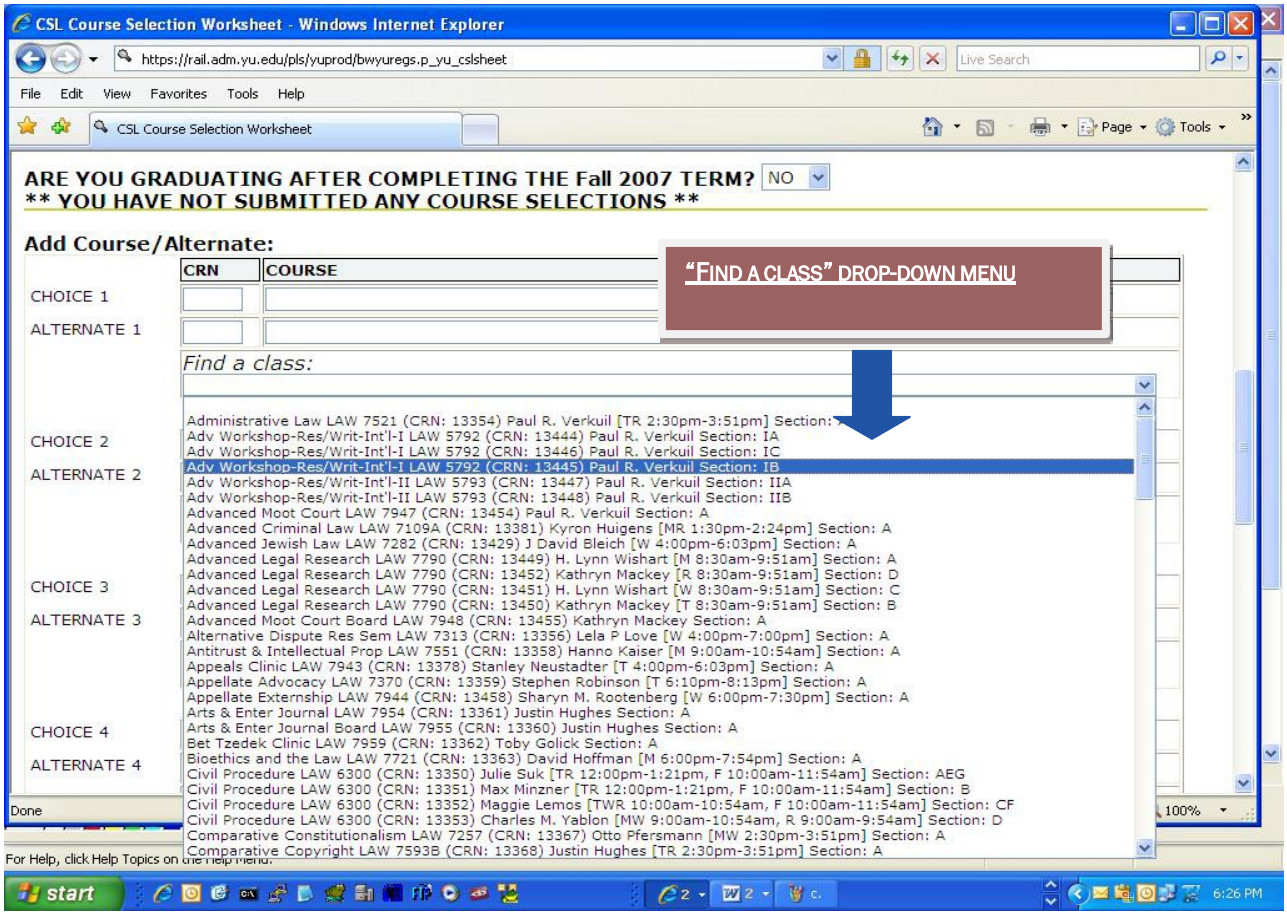
The worksheet will provide space for you to enter a primary choice and an alternate choice for each course request. Choose the courses from the drop-down menu under "find a class" (see next page for more detail.)

Prior to entering your course selections, you should run a class search in Self-Service Banner to make sure you have the unique CRN for each course you wish to take. There may be multiple sections of the same course, so it will be important to know the CRN when you're choosing courses.

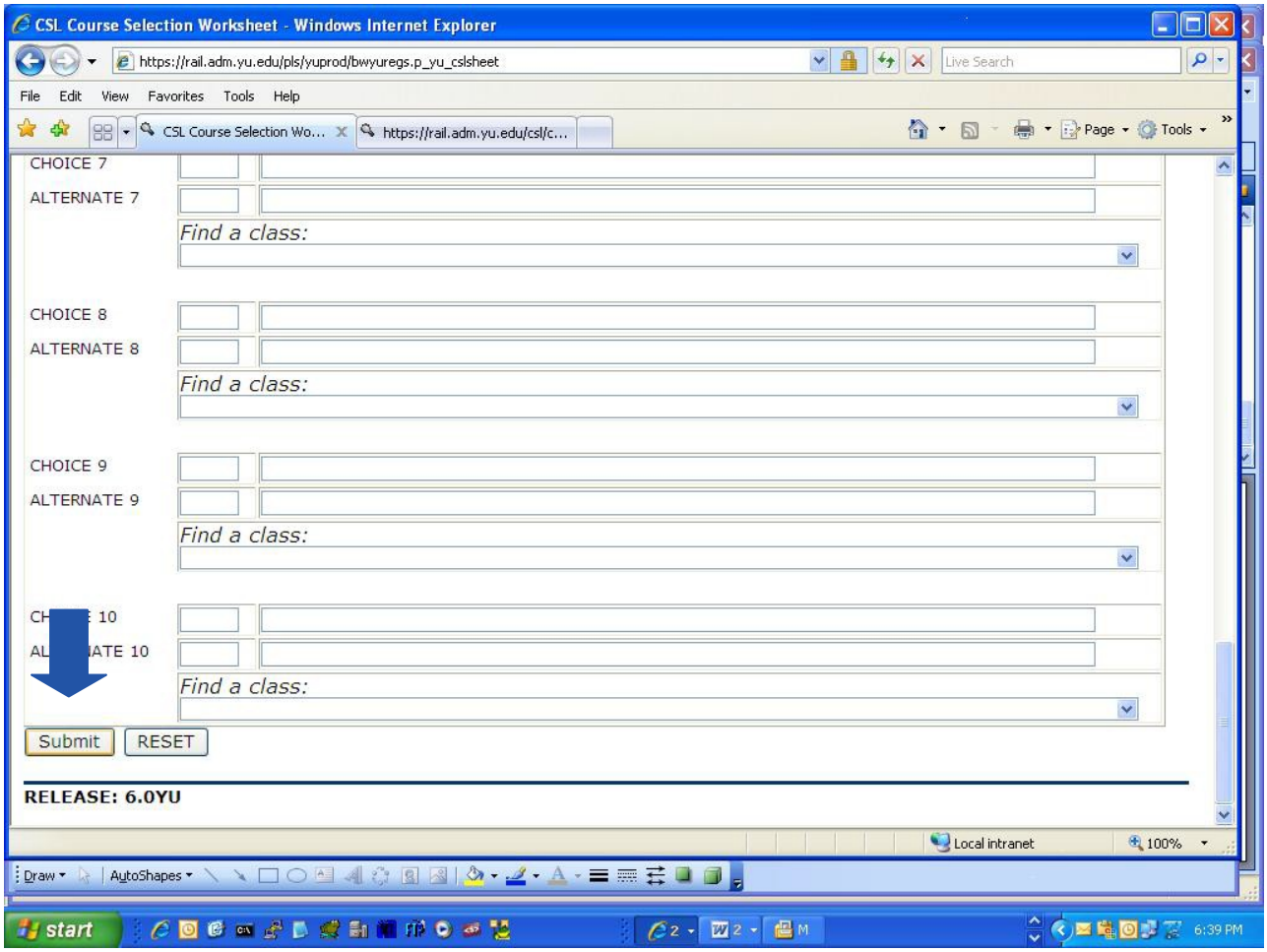


SUBMITTING YOUR COURSE REQUESTS (CONT'D)

Select a Primary Choice and an Alternate Choice for Each Course



PRESS "SUBMIT" WHEN FINISHED



<u>It is recommended that you print a copy of your submission for your records.</u> After the program has run you will get an email from the Office of the Registrar that you can access Banner to see what classes you were enrolled in.

REMEMBER: You should <u>list a few extra courses</u> just in case some of the courses you most want are closed.

<u>Double-check your submission for accuracy!</u> For courses with more than one section, such as Pretrial Practice, be sure you sign up for the section you want. If you accidentally enroll in the wrong section, you will need to wait until add/drop to try to fix it. You should do a class search in Self-Service Banner before entering your course preferences to make sure you have the correct CRN's for each course you wish to take.

Last, <u>the registration process will not register you for courses that overlap in time, even if the overlap is minimal!</u> Keep this in mind when you are selecting your course preferences.

If You Require Assistance…

If you require assistance with course planning, you should contact the Office of Student Services and Advising by emailing cardozostudentservices@yu.edu.

If you encounter any problems with registering via the **Banner website**, you should contact the Office of the Registrar by emailing cardozoregistrar@yu.edu.

If your question concerns a **financial hold**, you should contact the Office of Student Finance by emailing clfinaid@yu.edu.

These offices are open between 9:00 a.m. and 5:30 p.m. Monday - Thursday and 9:00 a.m. - 2:30 p.m. on Fridays.