

# Registration Process

## How does the course selection and registration process work?

Registration materials are available online each April on the NYU School of Law website at [law.nyu.edu/ecm\\_dlv4/groups/public/@nyu\\_law\\_website\\_registration/documents/documents/ecm\\_pro\\_072898.pdf](http://law.nyu.edu/ecm_dlv4/groups/public/@nyu_law_website_registration/documents/documents/ecm_pro_072898.pdf) It explains the course selection process including bidding and add/drop registrations held during the summer for both fall and spring semesters.

## Why am I not able to register for my classes?

Students may not be registered unless they have made full payment for all outstanding balances (tuition, fees, housing, etc.). Returned payment for insufficient funds or other declined payments will result in deregistration if not remedied within four business days. Students remain permanently ineligible to register for courses in any semester if, at the close of the add-drop period for that semester, they are in arrears for a prior semester. Any student in financial arrears for the fall semester on October 31 will be dropped from all spring courses.

# Student Files

## What happens to my admission materials after I submit them?

Materials submitted by an applicant as part of the admissions process become the property of NYU School of Law. Student files are maintained by the Office of Academic Services (FH 400) and by the Records Office (FH 400). Students may have access upon request to materials in their files in accordance with the terms of Public Law 93-380 as amended. **Transcripts issued by another educational institution are not released to or photocopied for students, nor are they released to or photocopied for other institutions.** It is advisable for Juris Doctor degree students to maintain among their personal papers copies of their undergraduate transcripts for use when needed. For LL.M. students, it is advisable to maintain among their personal papers copies of their law school transcripts (and translations, if applicable) for use when needed.

## I changed my address, what should I do?

The Office of Records and Registration (as well as university offices such as the Bursar's Office) must be able to access current address and other contact information to send important registration information, transcripts, and other materials to students and to contact students when necessary. Students are required to update all contact information on Albert ([albert.nyu.edu](http://albert.nyu.edu)).

## I am only changing my address for the summer, should I update the Law School's records?

Summer address changes must be sent to the Records Office by the last day of spring classes. This is applicable to all graduating students as well.

## Transcripts

### How do I request a transcript?

Transcript requests are processed by the University Registrar. Requests can be made in writing to the University Registrar, Transcript Services, P.O. Box 910, New York, NY 10276 or in person in the Office of Records and Registration (FH 400). Official transcripts may also be requested online at [nyu.edu/registrar/transcripts-certification/official-transcript.html](http://nyu.edu/registrar/transcripts-certification/official-transcript.html). It takes between four and seven business days for transcript requests to be processed. Official transcripts, bearing the signature of the Registrar and the seal of the University, are forwarded directly to educational or business institutions, governmental agencies, state boards of education, etc., on request by the student.

### How many transcripts can I request per semester?

Up to three copies per semester of the official transcript will also be issued directly to the student on request. Official transcripts are released only upon written request of the student. They are not released if the student has any outstanding charges (e.g., tuition, housing, library, etc.) in any branch of the University.

### How do I obtain an unofficial transcript?

No alteration may be made to an official transcript or an unofficial NYU transcript. The Office of Records and Registration will not maintain a record of a student's performance in a course (including letters or memoranda from faculty members) other than the official grade. Students may only obtain unofficial transcripts via Albert. Students may not request unofficial transcripts from the University or the Law School.

## Visiting Student Status

### Can I study at another ABA-approved law school?

NYU School of Law J.D. students who wish to be visiting students at another ABA-approved law school must be third year students and request permission from the Office of Students Affairs (FH 474). Such permission is granted only in rare cases when there are compelling personal circumstances. NYU students spending their third year elsewhere must comply with all NYU School of Law graduation requirements. It is highly recommended that students complete all required coursework (Professional Responsibility, Constitutional Law, Substantial Writing Requirement) before visiting away. If permission is granted to visit away, NYU School of Law will transfer up to 15 credits per semester towards the J.D. degree for coursework in which a grade of "C" or higher is earned. The specific number of credits accepted and course equivalencies will be determined by the Office of Academic Services. Students must submit a list of proposed courses to the Office of Academic Services prior to finalizing registration. In some cases a course description and/or syllabus will also be required to determine course content.

## Financial Arrears

### Can I register if I am in financial arrears?

Students may not be registered unless they have made full payment for all outstanding balances (tuition, fees, housing, etc.). Returned payment for insufficient funds or other declined payments will result in deregistration if not remedied within four business days. Students remain permanently ineligible to register for courses in any semester if, at the close of the add-drop period for that semester, they are in arrears for a prior semester. Any student in financial arrears for the fall semester on October 31 will be dropped from all spring courses.

## **Can I graduate if I have a financial obligation to the University?**

It is the student's responsibility to make sure all accounts are cleared. A student who, at the time of graduation, is financially obligated to the University for tuition, housing (including summer housing after the final semester), library (lost books or library fines of \$60.00 or more) or other services will have a "Hold/Stop" placed on their account, will not be certified for state bar examinations, and will not have official transcripts or a diploma issued until all arrears have been paid.

## **Leave of Absence & Withdrawal**

### **How do I obtain a leave of absence? How long can the leave of absence last?**

Leave may be obtained for one or two semesters, with the permission of the Assistant Dean for Student Affairs (FH 474). In order to be considered for a leave of absence, you must have completed at least one semester of law school, submitted a petition explaining the basis for your request, and completed the form here: [law.nyu.edu/students/studentaffairs/leaveofabsenceandwithdrawals](http://law.nyu.edu/students/studentaffairs/leaveofabsenceandwithdrawals)

### **If I want to extend the leave of absence beyond two semesters, is that possible?**

You must submit a petition to the Assistant Dean for Student Affairs which will be forwarded to the Executive Committee. Please note that a leave of absence does not extend the five year period allotted for obtaining the degree, or if you are an LL.M. student and need the degree to qualify to take the New York Bar Exam, the LL.M. program must be completed within 24 months of matriculation.

### **When is the Executive Committee's permission required for a student to return to the Law School after being on leave?**

Students who take a leave when not in good standing, fail to return to the Law School upon expiration of their leave of absence, or fail to maintain matriculation by interrupting their course of study without first obtaining a leave of absence may be readmitted to the Law School only by special action of the Executive Committee.

### **Do I have any obligations while on leave to ensure my ability to return?**

Students on leave of absence are charged mandatory maintenance of matriculation and services fees. These fees not only maintain your relationship with the University while you are away, but will also ensure that you continue to have access to university buildings and emergency room health coverage. The University Bursar's Office will issue you a bill for maintaining matriculation fees each semester. These fees must be paid in order to register for courses.

### **What must be done in order to return after being on leave?**

Students who take a leave while in good standing may rejoin the Law School subject to the regulations when they reenter, provided that they have previously applied for and received a leave of absence from the Assistant Dean of Student Affairs or the Executive Committee. It will be the student's responsibility to comply with all registration requirements during the semester prior to their return to the Law School. It is the student's responsibility to check their NYU email for updates on how to return from their leave of absence. In order to return you must state your intent to return, provide your University ID and net ID, and ensure all outstanding fees have been paid. Students on a medical leave must be evaluated by a clinician at the Counseling and Behavioral Health Services at least 7-10 days before the date you plan to register.

### **Can I be readmitted after withdrawing from the NYU Law School?**

Students who withdraw from the Law School (as opposed to taking a leave of absence) are not eligible for readmission.

### **Can I receive a refund after I withdraw?**

A student requesting a refund should write to the Office of Academic Services, explaining the reasons for the request, indicating all courses to be dropped, and providing all necessary supporting documentation. Registration does not carry with it the right to a refund of tuition in cases of withdrawal. A request for refund of tuition must be made by letter, fax or email. The date of receipt by the Law School of the request, not the last date of attendance in class, is considered the official date of the student's withdrawal. For more information go to [nyu.edu/bursar/tuition.fees](http://nyu.edu/bursar/tuition.fees)

For the refund schedule for on-line courses go to:

[law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/index.htm](http://law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/index.htm)