REGISTRATION FOR THE FALL SEMESTER
LLM CLASS OF 2017

Registration for fall semester courses takes place before your arrival. We use a web based system of bidding to determine course enrollment. The bidding system is a method for deciding which students get into high demand courses, when there is not enough space for every student who wants to take the course. Many courses have enough space to accommodate everyone who wants to enroll. We also offer multiple sections of popular courses, so it is likely that many of your desired courses will be available to you. However, some of the courses do close. It is therefore to your advantage that you participate in the fall bidding before your arrival on campus. You will have opportunities to change your course selection during the drop/add period at the start of the semester, subject to availability.

This document includes information that will help you plan your studies at Northwestern. While it maps out important things you should take into account in designing your curriculum, you are also encouraged to consult with the Director of International Programs, Adi Altshuler, about your particular background and career objectives to help you design a plan that would best fit your personal preferences. You may do so by setting up an appointment (if you are already in Chicago) or by e-mail. Please call 312 503 0795 or e-mail International.Programs@law.northwestern.edu to set up a time, or by sending your information and questions via e-mail, to International.Programs@law.northwestern.edu.

Please be aware that we will be forwarding to you further and future e-mails by the Registration and Records team. Please stay tuned for more updates and information as the material will be time sensitive and critical in your bidding and enrolment process.

Registration Procedures

Highlighted in this document are the principles of the bidding system used to determine enrollments. You should also read carefully the Registration and Records web site at http://www.law.northwestern.edu/registrar/

You should check out the various links from the site. Bidding procedures and instructions are available at http://www.law.northwestern.edu/registrar/registration/

You should take the short bidding tutorial for step by step instructions on how to submit your bids, change your selections, etc. The tutorial is available at http://www.law.northwestern.edu/registrar/documents/LawBiddingTutorial.pdf
The above web pages are updated periodically so keep visiting the sites for the latest news and information.

The number of points allocated to you as an LLM student is 4100. These points are for the entire academic year. You will bid now only for fall semester classes. In October, you will bid on intersession courses. In November, you will place bids for spring semester classes. You will be able to use points left in your account after the fall bidding in the intersession and spring semester. If you are planning to take a high demand course in the spring, please be sure to leave enough points in your account for the spring bidding.

It is best if you plan your curriculum now for the fall and spring semesters. You may always adjust your spring courses, but in deciding on courses for the fall, keep in mind what courses might not be offered in the spring semester and what courses will be offered.

You may view the fall curriculum at [http://www.northwestern.edu/caesar/in/lawfal.html](http://www.northwestern.edu/caesar/in/lawfal.html)

The spring curriculum is available at [http://www.northwestern.edu/caesar/in/lawspr.html](http://www.northwestern.edu/caesar/in/lawspr.html)

*Please note that the schedule is subject to change.

**Important Dates**

Round one of bidding starts on Friday, August 5, 9:00 AM. Round one ends Tuesday, August 9, 5:00 PM. There is no advantage in placing your bids early, as long as you have the bids ready by August 9, 5:00PM. I suggest that you do not wait for the last minute to place your bids – try the system and place your bids early on. You may change your bids as many times as you wish until the end of the first round. Do not wait for the last minute.

Round two of bidding begins on Friday, August 12, 9:00 AM and ends on Tuesday, August 16, 5:00 PM. Make sure you have access to the Internet during the bidding process and the interval between the first round of bidding and the second round, so you can adjust your bids and place new bids for round two.

The above are Chicago times (Central Daylight Time). Please check periodically the web site for possible changes and updates to the above.

It is imperative that you participate in the first round of bidding. The two rounds are separate and independent of each other, and the most crucial one is the first round. Once a class is closed and has a wait list, you cannot get into the class by bidding for it in the second round – all you can do is add your name to the wait list. Therefore, please make every effort to participate in round one of the bidding.
Building Your Class Schedule

1) Degree Requirements

You must take at least 20 law credits to earn the LLM degree. Courses vary between 2-4 credits, depending on meeting times and work involved. You can find the number of credits next to the course name under “units.” “Units” = “credits”. Except for two mandatory courses, you are free to design your own program of study from the Law School's many upper-level courses and seminars, including commercial and corporate, international, constitutional, and human rights law. A written thesis is not required, but students with well-defined topics may pursue individual research projects. For complete program description, please see http://www.law.northwestern.edu/llm/.

2) Visa Compliance

You must enroll in at least 8 credits per semester in order to maintain your full time student status and be in compliance with your visa requirements. Please note: If you take, for example, 14 credits during the fall semester, you still must enroll in at least 8 credits during the spring semester even though you need only a total of 20 credits in order to graduate. If your registration falls under 8 credits in any semester you are in violation of your student and visa status.

3) Mandatory Classes

The mandatory courses for LLM students are Common Law Reasoning and one of these three courses: American Jurisprudence, American Legal Studies: Constitutional Law, or American Legal Studies: Civil Procedure. You do not need to bid on Common Law Reasoning since we will assign you a section. You need to bid on one of the other three mandatory courses. All the courses are offered in the fall semester only.

4) First Year Classes

LLM degree is an advanced law degree, and it is most appropriate for you to choose your classes from the upper-level JD course offerings. However, we understand that sometimes, based on your career interests and objectives, it might be beneficial to you to enroll in a first year course. If you would like to enroll in a first year course, please submit a request in writing to Kathleen Sullivan (International.Programs@law.northwestern.edu). You cannot bid for a first year course on CAESAR. For your information, first year courses are: Contracts, Constitutional Law, Property, Torts, Civil Procedure, and Criminal Law.

Exception: We are offering two special Contracts classes for LLM students in the fall semester that are not first year courses. You need to bid on these classes if you would like to take them. The courses are Contracts (LLM). No contracts courses are offered in the spring semester. Because we are offering a Constitutional Law and Civil Procedure course for LLMs this year, the only first year courses you may request are Criminal Law, Torts and Property.
5) **Prerequisites**

If courses have prerequisites, they apply to you. If you bid on a course that has a designated prerequisite the system will deny you enrollment regardless of the number of bidding points.

Some courses require prior law school work and these courses may or may not identify prerequisites. An example is *Clinic* and *Practicum* courses. You should not bid on these courses as they require completion of the first year JD curriculum at Northwestern.

Some courses require completion of prerequisites and allow for a waiver by the professor. In such cases, you should follow the instructions for obtaining a waiver. Contact the professor directly for a waiver by sending an e-mail with your background information and the reason for a waiver.

After you secure a waiver, you may bid for the course. Please allow extra time to process your waiver, so start the process of requesting a waiver well in advance.

6) **Bar Examination**

The LLM program is not intended to qualify foreign-trained lawyers to sit for the bar examination or to practice law in the United States. In fact, in many states, the LLM degree is not sufficient to allow candidates to sit for the bar examination. The rules for admission to the bar vary in every state. If you are interested in taking a bar exam, we strongly urge you to contact the bar examiners of that state directly to get their rules for admission.

Most of the LLM graduates who take a bar exam do so in the state of New York. You are responsible for contacting the New York State Board of Law Examiners yourself to verify that you meet their requirements.

As of July 2016 the New York Court of Appeals adopted the Uniform Bar Exam and amended section 520.2, 520.7, 520.8, 520.9, and 520.12 of the Rules. However, the Court determined that eligibility rules to sit for the exam under the previous ruling, related to the curricular requirement of the LLM program of studies (that were adopted in 2012), will remain in force. Under the amended rules, for those of you from non-common law countries, you must take at least 24 hours of credits in Law School courses including several mandatory subjects. The Court of Appeals for the State of New York reviewed the LLM courses offered by Northwestern University Law School and approved the following courses as meeting the requirements of the specified subdivisions:

Approved under Rule 520.6 subdivision (b)(3)(vi)(a) – professional responsibility: Legal Ethics, Legal Ethics for Business Lawyers, and Legal Ethics in a Global Legal Practice. We offer several sections of Legal Ethics in the fall and spring semesters.

Approved under Rule 520.6 subdivision (b)(3)(vi)(b) – legal research, writing, and analysis: Common Law Reasoning. We offer Common Law Reasoning in the fall semester only.
6) Bar Examination (continued)

Approved under Rule 520.6 subdivision (b)(3)(vi)(c) – American legal studies: American Jurisprudence, American Legal Studies: Constitutional Law and American Legal Studies: Civil Procedure. These courses are offered in the fall semester only.

Approved under Rule 520.6 subdivision (b)(3)(vi)(d) – subjects tested on the bar exam (minimum of 6 credits):

Business Associations
Business Law and Contracts
Commercial Law: Secured Transactions
Conflict of Laws
Constitutional Criminal Procedure
Corporations
Criminal Process
Contracts (LLM)
Evidence
Estates and Trusts
Family Law
Federal Jurisdiction
First Amendment
Fourteenth Amendment
Remedies
Sales Law- Article 2 of the Uniform Commercial Code
Civil Procedure
Constitutional law
Contracts
Criminal Law
Property
Torts

For more information, please contact the New York State Board of Law Examiners directly or visit their web site at http://www.nybarexam.org/Admission/Admission.htm

The New York rules for students from common law countries vary depending on the nature of your previous education. Students from common law countries should also be extra vigilant about ensuring their eligibility.

Please note that the new rules require all first-time applicants under Rule 520.6 to complete an online Foreign Evaluation Form before applying to sit for the New York bar examination. If you apply under the “cure” provision of Rule 520.6 (b) (1) (ii), they STRONGLY encourage you to request an evaluation of your foreign educational credentials and anticipated course of American law study before commencement of the LL.M. program and at least one year in advance of
6) Bar Examination (continued)

applying to sit for the bar examination. Please check the site for details at http://www.nybarexam.org/foreign/foreignlegaleducation.htm

If you are considering sitting for another state bar exam, please check the curricular requirements directly with the state bar examiners before you plan your studies.

7) Maximum Enrollment

The ABA limits the number of credits a student may take per semester to 17. However, it is our experience that for LLM students it is not advisable to take more than 14 credits per semester, especially in the first semester. We therefore strongly advise you to think carefully about your courses and expected course load and limit your final registration to 14 credits.

8) Bidding Strategy

During the first week of classes, you will be able to drop or add classes. The drop/add period allows you to try out a class and determine whether it suits your needs and interests. However, classes that are over-enrolled will be filled out, and vacancies in these classes will be filled from the wait list that was created during the bidding. It is therefore to your advantage to bid high on classes that are in high demand and have limited seating availability. You can check how many seats are available for each class on the Fall Law School Schedule of Classes. Next to the course title there’s a column named “Open Seats”. Please note, however, that some 65 seat classes tend to close as well. You should consult the data provided by Registration and Records regarding historic closed/wait listed courses to get a feel which courses might be in high demand. You may view this information for each course once you click on the course title.

If there are several sections of the same course, you may bid on every section of the course in the first round of bidding. You need to bid different number of points for each section to express your preference. If you will receive one of the sections, all your other requests for the same course will be automatically cancelled, and your courses on the bidding list will be re-numbered.

9) Classes with Particular Enrollment Rules

Negotiation courses (all sections) – because the class is based on group work, you must attend the first class meeting in order to ensure your participation. Anyone who is not in the classroom during the first class meeting will be automatically dropped from the class roster. Also, if you are in the classroom during the first class meeting, you cannot drop the class. You can only drop this class BEFORE the first class meeting.

Mediation and Advocacy – the class is filled first by students who already took Negotiation. Since the class is offered in the fall, we will allow limited LLM enrollment for those who take Negotiation concurrently with Mediation. Please bid on this class only if you also bid on Negotiations. The two classes must be taken concurrently by LLM students. *You must bid at least one point more for Negotiation than your bid for Mediation.
10) **Course Highlights and Recommendations**

**Business Associations or Corporations** are the fundamental courses required of any student who wish to take advance courses in business law. You may take the courses concurrently with an advance course if you have work experience in the area of corporate law. Most LLM students who are interested in business law take one of these courses in the fall semester.

**Introduction to Trial Advocacy (International Track)** - this course draws on our award winning Bartlit Center on Trial Strategy. This course is taught side by side with the JD Introduction to Trial Advocacy course, and is designed to introduce and develop courtroom skills such as cross examination of witnesses, opening and closing remarks, and arguments. The skills can be applied in any fact finding situation such as arbitration and court proceedings. The course includes two trial simulations conducted in front of practicing lawyers and judges. Instruction is done in very small groups by practicing attorneys and Prof. Steve Lubet, the Edna B. and Ednyfed H. Williams Memorial Professor of Law and Director, the Fred Bartlit Center for Trial Strategy.

More information on this course is available at [http://www.law.northwestern.edu/academics/curricular-offerings/coursecatalog/details.cfm?CourseID=884](http://www.law.northwestern.edu/academics/curricular-offerings/coursecatalog/details.cfm?CourseID=884).

11) **Your Checklist**

- You may bid for 10 courses.

- Make sure you do not bid on any of the following: courses identified by “Clinic Practice,” courses identified by “Practicum,” courses with prerequisite that you did not yet meet, first year classes: Contracts, Civil Procedure, Criminal Law, Torts, Constitutional Law, and Communication and Legal Reasoning.

- If you are bidding on multiple sections of the same class, bid different number of points for each section (thus ranking your preference).

- If you are bidding on classes that meet at the same time, bid a different amount of points on each class. You will get your first priority or a lower priority, but you will not be able to enroll in both.

- Check that you will be enrolled in a minimum of 8 credits. You will need to add a class if your total credits fall below 8.

- You may not enroll in more than 17 credits per semester. The average course load for LLM students is 10-12 credits per semester.
12) Where to go for help?

If you have problems with your Net ID, password, or your computer, please contact the Information Technology department. If you are already in Chicago, they are located in the basement of the McCormick building. The phone number is (312) 503 7000 and the e-mail address is lit@law.northwestern.edu.

If you have trouble logging into CAESAR, you should contact the Registration and Records office at phone number (312) 503-8464. The e-mail is law-registrar@law.northwestern.edu. Please note: you will not have access to CESAR until Friday, August 1st, so please contact Registration and Records if you cannot access CESAR after Friday, August 1st but not before that.

If you need information about a specific course, or advice on how to plan your studies; or what is the appropriate work load, you should contact InternationalPrograms@law.northwestern.edu.

Several LLM alumni offered to assist incoming students with questions about courses or the bidding process. If you would like to contact an alumni, please e-mail InternationalPrograms@law.northwestern.edu and we will put you in touch with one of our alumni volunteers.

I wish you good luck in your bidding, and I am looking forward to meeting you in August, and working with you throughout your studies at Northwestern.

Adi Altshuler
Director of International Programs