IMPORTANT FALL CLASS ANNOUNCEMENTS

We have received 10 Law seats in the Kellogg course **Investment Banking** (Prof. David Stowell). If you meet the pre-requisites for this course, you can add into an open seat during Open Enrollment. **NOTE:** This course meets on the University Calendar.

**BLACKBOARD**

If your professor has created a Blackboard site for his or her course (e.g. to post a syllabus or reading materials), those sites will be active in the upcoming days. To log into Blackboard, please visit: [https://courses.northwestern.edu/webapps/login/](https://courses.northwestern.edu/webapps/login/).

**ADD/DROP PERIOD**

We have now moved fall bidding results into Enrollment in **CAESAR**. You no longer use “Law Bidding” to make adjustments to your schedule. **Instead, you use “Enrollment” in the Student Center.** Please mark your calendars with the following dates:

ADD/DROP Period begins – This Wednesday, August 29 at 12:01 AM

*Last day to drop a class – Thursday, September 13
Last day to add a class – Friday, September 14*

During the Add/Drop period you may drop any class or add any open class in your Enrollment shopping cart. You may also add yourself to a wait list by checking the box that says, “wait list OK” in Enrollment Step 1. To complete an add/drop, you must complete all 3 steps of Enrollment.

To assist you during Add/Drop, we have posted updated **Open Seat and Waitlist** information on the Registration and Records webpage.

For more guidance on how to **add a course**, please consult this [Add Tutorial](#).

For more guidance on how to **drop a course**, please consult this [Drop Tutorial](#).

For more guidance on how to **add yourself to a waitlist**, please consult this [Waitlist Tutorial](#).

**HOW WAIT LISTS WORK**

During the Add/Drop period, we will monitor enrollments in every class with a wait list daily. The process of updating the waitlists will take place only when the office is open (and thus not on weekends or on Labor Day).

If an opening occurs, the first student on the wait list will be enrolled in the course and contacted (via e-mail) by Jason Moy. If the enrollment results in a time conflict or too many credits (over 17), the student will be required to drop a class to allow for the new enrollment. The Round 2 bidding results spreadsheet will be updated daily to show any wait list movement.

**ADDING A CREDIT IN A 2.0-3.0 SEMINAR**

Initial enrollment in a seminar that is listed from 2.0 to 3.0 credits is for 2.0 credits. To earn the third credit, you must write a minimum of two drafts of your research paper.
To add the third credit, you must first secure professor permission via signature on an “Additional Credit Hour Request Form.” You submit the signed form to Student Services and we will then manually increase enrollment to 3.0 credits.

The deadline for adding a credit in a 2.0-3.0 seminar is Friday, September 14.

ENROLLING IN SENIOR RESEARCH

JD students in their third year of study may enroll in the Owen L. Coon/James A. Rahl Senior Research Program. All Senior Research registration (including registration for the Intensive Senior Research Semester program) will take place via an on-line form. The on-line registration form is now available under the Registration menu item on the Registration webpage. To register, please click on the menu item: “Senior Research Program Registration.”

Your proposal must be in Dean Lupo’s Inbox (with your supervising faculty member’s approval) by the first day of class, Tuesday, September 3, at 5 pm. Dean Lupo will approve or deny all proposals before the end of the Add/Drop period. After Dean Lupo approves your proposal, our Student Services office will manually enroll you in the Senior Research program at the cost of 25 points per credit hour.

You should review the Senior Research guidelines prior to submitting your proposal.

If you have any questions about how to complete this form or the on-line approval process, please contact law-registrar@law.northwestern.edu.

CREDIT FOR CLINIC ENROLLMENT

Second year JD students in Clinic earn 3.0 credits. Third year students earn 4.0 credits. We will be manually adjusting Third year students’ enrollment from 3.0 to 4.0 credits here in the office during the Add/Drop period.