1L Registration Information Session

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Purpose: To give you all the information you need to complete each preferencing and registration round successfully in the coming weeks.
Before preferencing begins...

- **Utilize all available resources:**
  - Online Resources:
    - Registration Information
  - **Course Catalog:**
    - Class size and type
    - By permission courses – *not available for preferencing*
    - Prerequisites/course details
  - **Course and Schedule Updates:**
    - New courses will become available throughout the year. We recommend checking this page regularly to be aware of any new additions or scheduling updates.
  - **Tentative 2016–2017 Exam Schedules**

- **Offices and Programs:**
  - Office of the Registrar
  - BSA Advisors
  - Programs of Study
Preferencing Dates:

- **Clinical Round (full-year):**
  - Opens: Wednesday, March 30 at 9am
  - Closes: Thursday, March 31 at 5pm
  - Results released by 5pm on Monday, April 4

- **Multi-Section Round (full-year):**
  - Opens: Tuesday, April 5 at 9am
  - Closes: Thursday, April 7 at 5pm
  - Results released by 5pm on Monday, April 11

- **Fall Elective Round (fall term only):**
  - Opens: Monday, April 18 at 9am
  - Closes: Wednesday, April 20 at 5pm
  - Results released by 5pm on Friday, April 22

*All registration results will be available in HELIOS.*
What is a Multi-Section course?

- Common foundational courses (i.e. Con Law, TAW, Tax, etc.) that you may want to build your schedule around in a semester.
- Some multi-section offerings satisfy the prerequisites for other elective courses.

For preferencing:

- This is a full-year registration round. It is your only opportunity to preference multi-section courses for Fall, Winter, and Spring of the coming year.
- If you do not preference winter and spring offerings now, you will only be able to add/drop and waitlist in the future.
- You can preference more than one section of a specific course, but you will only be enrolled in one section of each course.

Here is a list of all of the 16-17 Multi-Section Courses.
By Permission Courses:

- To view by permission courses, please see the Course Catalog as they will not be listed under the registration or add/drop tabs in HELIOS.
- No by permission courses are included in preferencing.
- If approved by a faculty member to enroll in a by perm course, you **must** immediately forward your written approval along to the Registrar’s Office for processing.
- From there, the Registrar’s Office will be able to update your record so that you may add this course in HELIOS.
- All approvals are processed during business hours only.
- Here is a list of all of our [16–17 By Permission Courses](#)
Co- and Pre-Requisites:

- Our registration system can only verify courses completed at HLS.
- If an HLS course requires a co- or pre- requisite and you have completed a satisfactory course outside of HLS or have prior work experience, you must follow up with the instructor for permission to waive the noted HLS requisite.
- If approved, you must immediately forward your written approval to the Registrar’s Office for processing.
- We strongly recommend contacting faculty early for waivers, especially if you are on a waitlist.
- Waivers will only be processed during business hours and cannot be expedited for students with an expiring waitlist offer.
- Waitlist offers are processed automatically and expire in 24-hours. If you do not satisfy a requisite and do not have a waiver, we cannot extend your offer so you may miss out on your chance to enroll.
Step 1: Select the Registration Tab & Review Instructions

2015-2016 JD Spring Elective Preference Selection

Registration

You have submitted 0 of 12 preferences.

Instructions  Find Courses  Preference Order

Choosing Courses to Add to your Preference List:

• You are creating a preference list for the Spring Elective registration round.
• You may preference up to 12 courses in this registration round.

Ordering the Courses in your Preference List and Submitting:

• Once your courses are selected, click on the Preference Order tab
• You can re-order your selections by dragging and dropping the courses.
• Once you are finished choosing your courses and putting them in the correct order, you must click on the “Submit” button to confirm that your course preference list has been saved.

Making Changes to your Preference List:

• Once you submit your course preference list, you may go back and edit it any time until the preferencing period ends.
• You must re-submit your preference list any time you make changes to it in order to save those changes.
Maximum Bids:

- You’ll always want to review the instructions tab for the set maximum bids for each round.
- The set number of maximum bids for each round are as follows:
  - Clinical: 6 preferences max
  - Multi-section: 12 preferences max
  - Fall Elective: 12 preferences max
Step 2: Select the Find Courses Tab

Registration

You have submitted 0 of 12 preferences.

Instructions Find Courses Preference Order

Search Any Instructor Any Term
Any Subject

Exclude Days/Types.

Displaying 1 - 10 of 134 results 10/page

Advanced Corporate Transactions
Spring 2016 Course: Marshall Sonenshine
M 5:00pm - 7:00pm

Advanced Environmental Law in Theory and Application
Spring 2016 Course, Richard Lazarus
M, T 1:00pm - 2:30pm

Advanced Readings in Japanese Business Law
Spring 2016 Seminar, J. Mark Ramseyer
M 5:00pm - 7:00pm

Advanced Topics in Evidence: The Truth
Spring 2016 Seminar, Charles Nesson
F 1:00pm - 3:00pm
Step 3: Search Courses and Add Preferences

Advanced Environmental Law in Theory and Application

Professor Richard Lazarus
Spring 2016 course
M, T 1:00pm - 2:30pm
3 classroom credits

Prerequisites: There are no formal prerequisites for the class, although the environmental law survey course is a recommended course to have taken beforehand.

Exam Type: Any-day take-home exam.

This course complements the general survey course in environmental law. The primary contrast between the two courses lies in their relative breadth and depth of coverage. The survey course can perhaps be best described as a series of broad, shallow dives into the substance of federal environmental law. This class, Advanced Environmental Law In Theory and Application, includes a series, far fewer in number, of much narrower and deeper dives into some of the same material, but also different material, potentially including natural resources law. The basic objective of this advanced course is to teach students how to navigate and think about an exceedingly complex regime of statutes, regulations, and informal agency practices, in the context of addressing a concrete environmental problem. By examining in detail environmental law in application, the theoretical underpinnings and the challenges of environmental lawmaking are well highlighted.

Subject Areas: Environmental Law

Add Preference
### Step 4a: Select Preference Order Tab and Submit Preferences

#### Registration

You have selected 5 of 12 preferences. You have unsubmitted changes.

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**Instructions**  
**Find Courses**  
**Preference Order**

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**Drag items to reorder**

1. Spring 2016 Advanced Environmental Law in Theory and Application (Lazarus)
2. Spring 2016 Advanced Corporate Transactions (Sonenshine)
3. Spring 2016 American Legal History: Law and Social Reform, 1929-1973 (Brown-Nagin)
5. Spring 2016 Animal Law (Stitt)

[Reset]  
[Submit]
Step 4b: Receive Confirmation of Successfully Submitted Preferences

2015-2016 JD Spring Elective Preference Selection

Registration

You have submitted 6 of 12 preferences.
Steps 1–4: Unsubmitted Changes & Re-submitting Preferences

If you update your preferences during any phase, you **MUST** return to the “Preference Order” tab and select “Submit Preferences” each time.

Otherwise, your changes will **not** be saved.
Next Steps...

- Confirmation of Bids Email:
  - Sent to all students that submitted bids.
  - If you submitted bids and do not receive an email from us, contact the Registrar’s Office ASAP.

- Registration algorithm runs

- Results are released in HELIOS by 5pm on stated date.

- Add/drop automatically begins in HELIOS for each round, once results are released.
Office of Clinical and Pro Bono Programs

Website: http://www.law.harvard.edu/academics/clinical/index.html
Blog: http://blogs.law.harvard.edu/clinicalprobono
Newsletter: http://www.law.harvard.edu/academics/clinical/clinical-newsletter-.html

Book an advising appointment online or stop by WCC 3085 (3rd floor of the clinical wing):

Advising and Services

Read student clinical evaluations on HELIOS:

Visit our website for the ClinicTalks schedule and to listen to podcasts from ClinicTalks that have already happened!

Email or give us a call! clinical@law.harvard.edu or 617-495-5202
In Closing...

- For successful registration:
  - Note all dates
  - Utilize all available resources
  - Complete and submit preferences in HELIOS
    - Must always select “Submit”
Questions???

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