

1L Registration

Step by Step

Caroline McCallum | Registration & Exams Administrator

Megan Markov | Associate Registrar for Enrollment and Technology

Before Preferencing Begins...

Utilize all available resources:

➤ Online Resources:

- [Course Catalog](#):
 - Class size and type
 - [By permission courses](#) – *not available for preferencing*
 - Prerequisites/course details
- 1L Registration Information page:
 - includes section lists, curated for each section
- [Course and Schedule Updates page](#):
 - New courses will become available throughout the year. Check this page regularly to be aware of any new additions or scheduling updates.
- Course Evaluations
- [Tentative Spring 2023 Exam Schedule](#)

➤ Offices and Programs:

- Office of the Registrar
- [BSA Advisors](#)
- [Programs of Study](#)

Preferencing Dates:

1L January Experiential Term (Jet) Round:

- Opens: Thursday, November 3rd @ 9am
- Closes: Monday, November 7th @ 5pm
- Results posted Thursday, November 10th by 5pm

1L Spring Upper-level Elective Round:

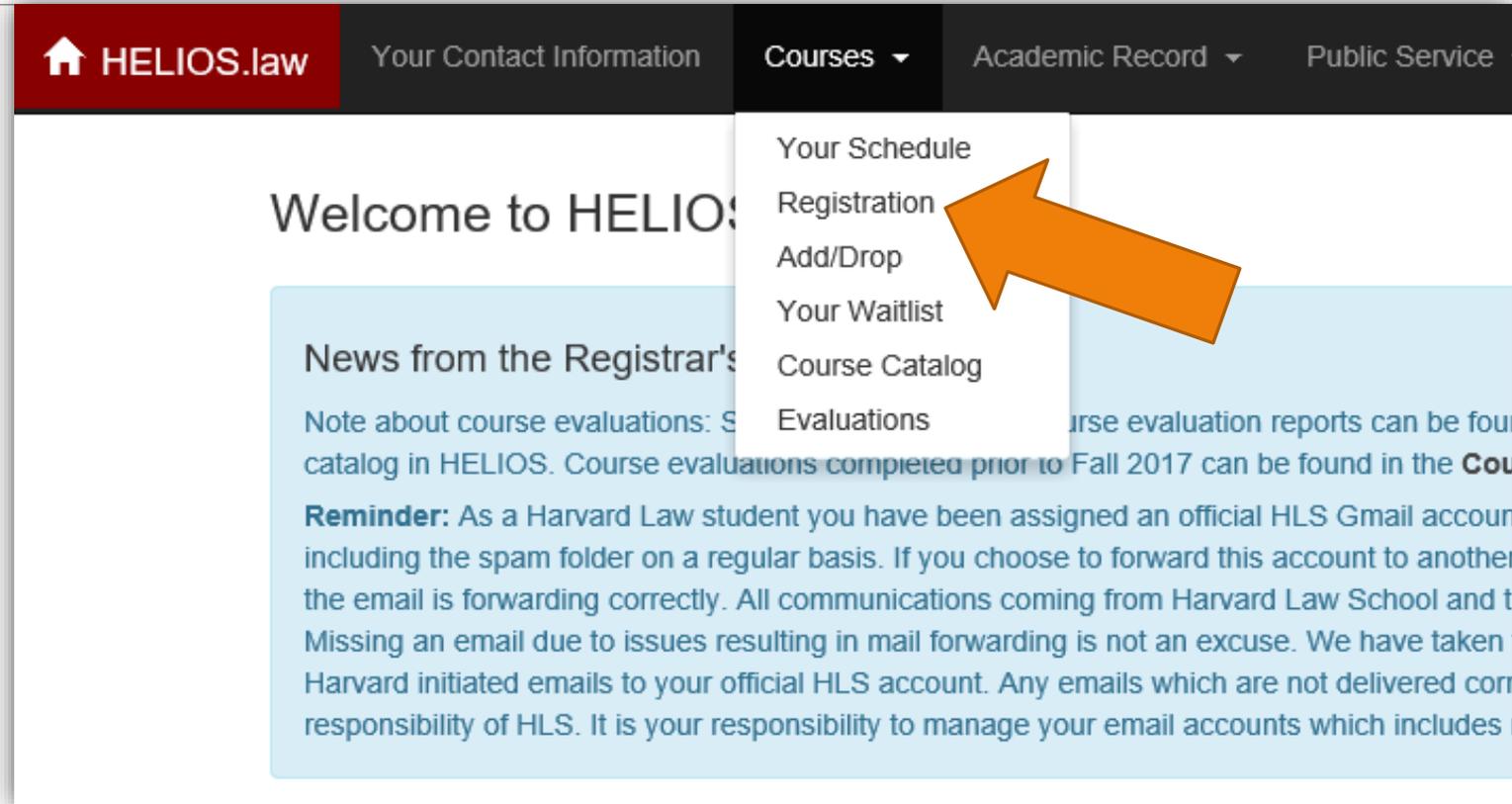
- Opens: Friday, November 11th @ 9am
- Closes: Tuesday, November 15th @ 5pm
- Results posted Friday, November 18th by 5pm

All registration results will be available in HELIOS.

1L Spring Upper-level Elective Round

- All 1Ls must enroll in one, 2-4 credit elective during their spring semester.
- Students must preference between 6 and 12 courses during this registration round.
- When preferencing, all courses available to 1Ls will be shown. *However, you should only preference courses included in your section list.*
 - If you preference a course not included on your section list, you will not be enrolled and will be wasting a bid.
- A list of elective courses available for each section are found here on the 1L Registration Information page.

Registration in Helios



The screenshot shows the top navigation bar of the HELIOS.law website. The navigation bar is dark grey with a red home icon and the text 'HELIOS.law' on the left. To the right are links for 'Your Contact Information', 'Courses', 'Academic Record', and 'Public Service'. The 'Courses' dropdown menu is open, showing options: 'Your Schedule', 'Registration', 'Add/Drop', 'Your Waitlist', 'Course Catalog', and 'Evaluations'. A large orange arrow points to the 'Registration' option. Below the navigation bar, the main content area is white with a blue banner. The banner contains the text 'Welcome to HELIOS' and 'News from the Registrar's Office'. Below the banner is a blue box with text about course evaluations and a reminder about Harvard Law student email accounts.

HELIOS.law Your Contact Information Courses Academic Record Public Service

Your Schedule
Registration
Add/Drop
Your Waitlist
Course Catalog
Evaluations

Welcome to HELIOS

News from the Registrar's Office

Note about course evaluations: Since the implementation of the new course evaluation reports can be found in the Course Catalog in HELIOS. Course evaluations completed prior to Fall 2017 can be found in the Course Catalog.

Reminder: As a Harvard Law student you have been assigned an official HLS Gmail account including the spam folder on a regular basis. If you choose to forward this account to another email address, please ensure that the email is forwarding correctly. All communications coming from Harvard Law School and the Registrar's Office will be sent to your official HLS account. Missing an email due to issues resulting in mail forwarding is not an excuse. We have taken steps to ensure that all Harvard initiated emails to your official HLS account. Any emails which are not delivered correctly are the responsibility of HLS. It is your responsibility to manage your email accounts which includes

Step 1: Select the Registration Tab & Review Instructions

Registration

You have submitted 0 of 12 preferences.

Instructions

Find Courses

Preference Order

Sample screenshot of what you should see in the Registration Page

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 and your 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.**

Step 2: Select the Find Courses Tab

Registration

You have submitted 0 preferences.

[Instructions](#)

[Find Courses](#)

[Preference Order](#)

Search

Any Instructor Any Term

Any Subject

Exclude Days/Types:

Mon Tue Wed Thu Fri Sat

Clinic Course Reading Group Seminar

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 courses. You have unsubmitted changes.

[Instructions](#)

[Find Courses](#)

Preference Order

You can drag and drop the courses to easily re-order your preferences; don't forget to press "submit" to save your changes!

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)
4. **Spring 2016 Advanced Readings in Japanese Business Law** (Ramseyer)
5. **Spring 2016 Animal Law** (Stilt)

Submit

Step 4b: Receive Popup Confirmation of Successfully Submitted Preferences

HELIOS.law.harvard.edu Your Profile Courses ▾ Academic Record ▾ Public Service ▾

2015-2016 JD Spring Elective Preference Selection

Registration

You have submitted 6 of 12 preferences.

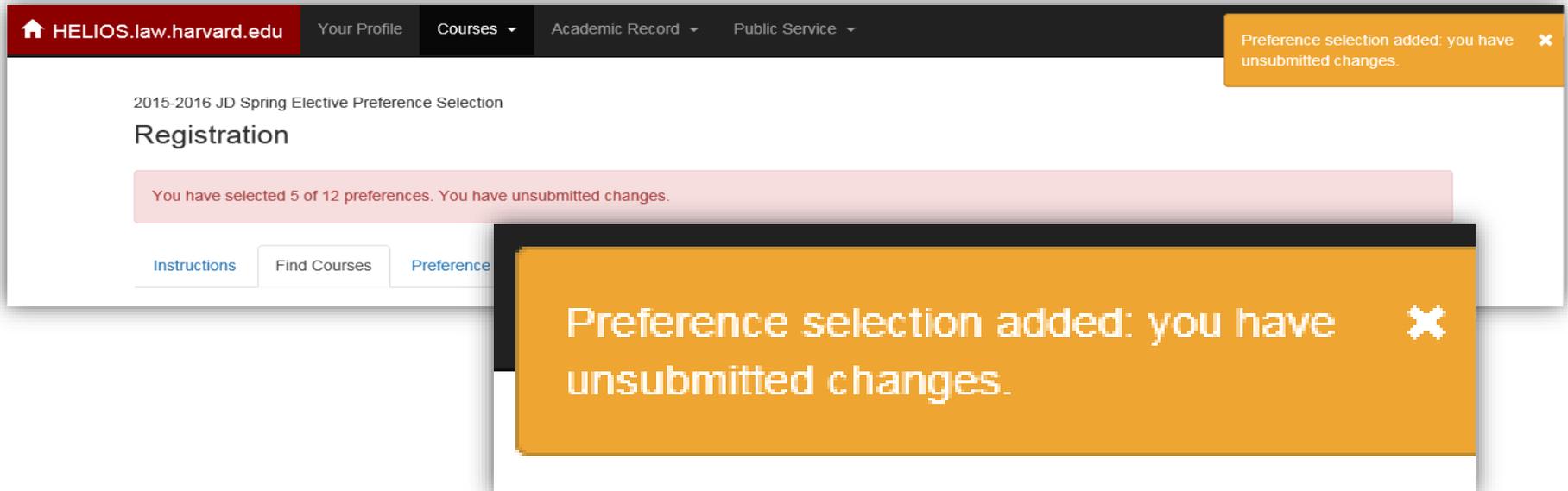
[Instructions](#) [Find Courses](#) [Preference Order](#)

Course preferences successfully submitted ✕



Course preferences successfully submitted ✕

Steps 1-4: Unsubmitted Changes & Re-submitting Preferences



HELIOS.law.harvard.edu Your Profile Courses Academic Record Public Service

2015-2016 JD Spring Elective Preference Selection
Registration

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

Instructions Find Courses Preference

Preference selection added: you have unsubmitted changes.

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.

Now that your preferences are submitted, what's next?

1. Confirmation of Bids Email:
 - Sent to all students that submitted bids (approximately 1 hour after closing of bids).
 - If you do not receive this email then we did not receive your bids.
 - If you did not receive this email, contact the Registrar's Office ASAP.
2. The registration algorithm runs.
3. Results are released in Helios by 5pm on the stated release date for that round.

Viewing your Results and Waitlist Positions

The screenshot shows the top navigation bar of the HELIOS.law website. The navigation items are: HELIOS.law (with a home icon), Your Contact Information, Courses (with a dropdown arrow), Academic Record (with a dropdown arrow), and Public Service. The 'Courses' dropdown menu is open, showing the following options: Your Schedule, Registration, Add/Drop, Your Waitlist, Course Catalog, and Evaluations. Two orange arrows are overlaid on the image: one points from the 'Courses' menu item to the dropdown menu, and the other points from the 'Your Waitlist' option to the 'Course Catalog' option. Below the navigation bar, the page content includes a 'Welcome to HELIOS' heading, a 'News from the Registrar's' section, and a 'Reminder' section regarding Harvard Law School's official HLS Gmail accounts.

Add/Drop & Waitlist Processing:

Add/drop begins once results are released for each round.

- The 1L January Experiential Term course add/drop deadline is **Thursday December 2nd at 11:59pm EST.**
- Spring Upper-level Elective add/drop will continue through the Add/Drop deadline: **Friday, January 27, 2023 at 11:59pm EST.**

Waitlist processing:

- Waitlists are processed in priority order.
- Students have 15-hours to accept waitlist offers.
- Waitlist processing will pause in early December for the fall exam period and will resume after winter break.

For more information on add/drop and waitlist processing, please see our [Registration Information](#) page.

Registration Reminders:

For successful registration:

- ✓ Note all dates and deadlines
- ✓ Utilize all available resources
- ✓ Complete and submit preferences in Helios
- ✓ **Must always select “Submit” to save changes**



Submit

Do you have additional Questions?

Read the [Frequently Asked Questions for 1L Registration](#)

Contact us at Office of the Registrar

➤ registrar@law.harvard.edu

➤ WCC, Suite 4007

➤ 617.495.4612

Caroline McCallum, *Registration & Exams Administrator*

➤ cmccallum@law.harvard.edu

Megan Markov, *Associate Registrar for Enrollment and Technology*

➤ mmarkov@law.harvard.edu