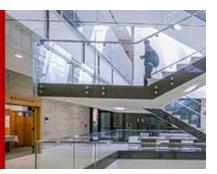
# StanfordLawSchool Office of the Registrar



## In this memo:

How to View Law Lottery Results in Axess Spring 2023-2024 Study List in Axess Financial Aid Recipients Class Schedule Grids and Course Descriptions Stanford Non-Law Courses (Not Applicable for 1L Students) Credit for Stanford Non-Law Course Petition - Deadline: April 5, 2024 (Not Applicable for 1L Students) Units No Course Time Conflicts Enrollment Holds Academic Calendar and Registration Deadlines Textbook Lists Class Assignments

# How to View Law Lottery Results in Axess

Results for Spring 2023-2024 Pre-Registration in Lottery-Limited Enrollment Courses are available for viewing in Axess.

1. Login to Axess. You will be required to enter your SUNet ID and password.



2. Click on My Academics, Enroll in Classes, and then click on Law Lottery.

3. View results under "Limited Enrollment Selections"

Key to Codes in "Status" column:

#### Pre-Enrolled – Admitted to course

Waitlist (#) – You are that number (position) on the class waitlist Course - Denied admission to the course because you were admitted to a different section of same course higher on your list of choices (e.g., Negotiation). Denied – Denied status can result from having reached your maximum of two lottery

placements.

#### Important: Attend or Inform Policy

All students who have been admitted to a lottery class or are on the waiting list for the class must attend all sessions of the class during the Add/Drop Period (first three weeks of the term) or inform the instructor in advance of your continued interest. Failure to "attend or inform" may lead to you being dropped from the course or waiting list

If you are on the waitlist or you want to add a lottery class, you must attend the first class to see if space is available in the class. If you obtain the instructor's permission to add the class, you should inform the SLS Registrar's Office by sending an email to registrar@law.stanford.edu. Please include the course number, course title and instructor name in your email. Once your email is received, you will be sent a permission number to enroll in the class in Axess. Please allow one to two business days for processing your request. Requests to enroll in a lottery class (with instructor permission) must be submitted to the SLS Registrar's Office by the Final Study List deadline.

Please note that courses with substantial over-enrollment at the outset often end up with space available. You should by all means go to the first class, even if you have not yet secured a place in a lottery class. It is not unusual for interested students to get into a lottery class.

# Spring 2023-2024 Study List in Axess

**Law Lottery Results:** If applicable, your Lottery-Limited Enrollment courses with the "Pre-Enrolled" status will be moved to your spring study list in Axess prior to the start of the term.

**Open Enrollment Courses** do NOT appear under the Law Lottery results in Axess. You may add open enrollment courses directly to your spring study list in Axess.

**Important Note:** You should add the open enrollment courses that interest you as soon as possible. Although you may change your open enrollment courses at the outset of each term, this information is useful for such administrative purposes as ordering books.

## How Do I Enroll through SimpleEnroll? How do I enroll in a class with Enroll (Alternate)? How To Use Course Swap

**Consent of Instructor** courses do NOT appear under the Law Lottery results in Axess. If you submitted a <u>Consent of Instructor Form</u>, you can check the status of the application on the <u>SLS Registrar website</u>. After logging in, see the list of "Policy Practicum" applications or click the "Consent Courses" tab to view consent applications. Students admitted to a consent course or a policy practicum will receive an email with a permission number to enroll in the class in Axess.

**Clinic Courses** (*not applicable for 1L students*) do NOT appear under the Law Lottery results in Axess. If you are admitted to a clinic, you will receive an email from the Law School Registrar's Office. We will let you know when you will be able to add the course to your study list in Axess. The email notification will be sent prior to the start of the term.

**Externship Courses** (*not applicable for 1L students*) do NOT appear under the Law Lottery results in Axess. If you are admitted to an externship, you will receive an email from the Law School Registrar's Office. We will let you know when you will be able to add the course to your study list in Axess. The email notification will be sent prior to the start of the term.

**First-Year JD Students:** In Spring Quarter, you will automatically be enrolled in Property (4 units) and Federal Litigation in a Global Context (2 units).

In addition to the above required courses, you must take at least 3 units but no more than 8 units of electives in Spring Quarter. There is no 1L prescribed electives list in Spring. However, Directed Research, Directed Professional Writing, Senior Thesis, and Research Track are not available to first-year students and first-year students may not take courses outside the law school with the exception that first-year JD students may take an Athletics-Physical Education course or a music lessons course but it will not count toward residency or graduation. Please also note that some SLS courses may have special enrollment prerequisites and/or restrictions. See course descriptions for details. First-year students may take no more than 14 quarter units in the Spring Quarter.

# **Financial Aid Recipients**

You must register for at least nine (9) units of courses by **March 22, 2024.** This is to ensure that you have full-time status on the first day of class. If not, your financial aid will be

delayed and you will not be able to receive your refund disbursements until your study list in Axess shows full-time status.

**Class Schedule Grids and Course Descriptions** 

Law Class Schedule Grids & Course Updates Course Schedules and Descriptions

# Stanford Non-Law Courses (Not Applicable for 1L Students)

A list of Stanford University courses approved for Law School credit without a petition is available on the SLS website. Click Menu, Education, Courses, and then click <u>SLS</u> <u>Approved Non-Law Courses</u>.

If a student wishes to enroll in a course for Law School credit that is not pre-approved for Law School credit, the student may petition to take that course (see below).

Some University courses may have special enrollment instructions and restrictions. See course description in Explore Courses (https://explorecourses.stanford.edu/) or department contact for detailed course information.

# Credit for Stanford Non-Law Course Petition - Deadline: April 5, 2024 (Not Applicable for 1L Students)

If a student wishes to enroll in a class that has not been designated by the Dean or the Dean's delegate pursuant to the foregoing section, the student may petition to take that class. In the petition, the student must show that the class bears a close and significant relationship to the student's academic or career plans. This petition must be filed with the

Registrar, and it must be filed by the Friday of the first week of the quarter. For Spring quarter, all petitions must be filed no later than April 5, 2024.

Given this deadline, students must petition if they may want to take a particular class outside the law school, even if they are not sure that they will ultimately choose to enroll or remain in the course. This early action is necessary so students will be able to learn the determination of the Petitions Committee—and whether law school credit will be awarded or withheld within the add-drop deadline. Late petitions will be denied.

<u>Credit for Stanford Non-Law Course Petition</u> forms are available on the SLS Registrar's Office website.

Some University courses may have special enrollment instructions and restrictions. See course description in <u>Explore Courses</u> or <u>academic department contact</u> for detailed course information.

#### Units

Students must be registered for **no fewer than 9 quarter units applicable toward their degree program** and no more than 14 quarter units total in spring quarter.

JSD students must be registered for TGR (LAW 802).

## No Course Time Conflicts

Students may NOT register for courses that overlap in time, no matter how small the overlap.

## **Enrollment Holds**

Students with enrollment holds (enforced by the University Registrar's Office) in Axess will not be officially registered in their spring classes. All holds should be cleared prior to first day of instruction. Once you clear the hold and you no longer see the hold displayed in Axess, please notify the Law School Registrar's Office by email

(registrar@law.stanford.edu) that the hold has been cleared. After receiving your notice, we will add (if applicable) your Lottery-Limited Enrollment classes to your spring study list.

# Academic Calendar and Registration Deadlines

The first day of Spring Quarter classes is **Monday**, **April 1**, **2024**. For additional dates and registration deadlines, see calendar & deadlines at https://law.stanford.edu/education/courses/calendar-deadlines/.

JD, JSM & LLM Students: Monday, April 1, 2024 at 5:00 p.m. is the deadline to enroll in classes and create a study list without incurring a \$200 late fee. Students must be "at status" by this deadline. This means that by 5:00 p.m. on the first day of classes, JD, JSM, & LLM students must be enrolled in no fewer than 9 units.

**JSD Students:** Monday, April 1, 2024 at 5:00 p.m. is the deadline to enroll in classes and create a study list without incurring a \$200 late fee. Students must be "at status" by this deadline. This means that by 5:00 p.m. on the first day of classes, JSD students must be enrolled in TGR (Law 802).

Note: Students on an approved special registration status must be enrolled in no fewer than the minimum units applicable to that status. Students not planning to register in courses at Stanford must obtain an approved leave of absence, in advance, for the term (s) they will not be registered. The granting of a leave of absence is at the discretion of the Law School and subject to review by the Office of the University Registrar.

**Textbook Lists** 

2023-2024 Spring Textbook List

## **Class Assignments**

Class assignments may be posted via the Canvas system prior to the start of the term. See Canvas at https://law.stanford.edu/i-am-a-current-student/.

#### Back to top ↑

#### **Contact Us**

Office of the Registrar Stanford Law School Crown Quadrangle 559 Nathan Abbott Way Stanford, CA 94305-8610 Tel 650 723.0994 | Fax 650 723.8234 Web: <u>law.stanford.edu/registrar</u> | Email: <u>registrar@law.stanford.edu</u>