STANFORD LAW SCHOOL
Office of the Registrar
Non-Law Student Course Add Request Form
(Autumn Quarter 2015-2016)

- A qualified student at Stanford University may petition to take a course at the Law School with the consent of the instructor. See detailed registration instructions on the reverse side of this form.
- Return this form to the Law School Registrar’s Office, Room 100, Crown Quadrangle, 559 Nathan Abbott Way, Stanford CA 94305-8610. You will receive an email from the Law School Registrar’s Office to confirm your enrollment in the class.
- Please contact us at 650.723.0994 or email registrar@law.stanford.edu if you have any questions.

STUDENT INFORMATION:

Last Name: ___________________________ First Name: ___________________________

Graduate Undergraduate - Department and Degree: _________________________________

ID#__________ Phone_________________ E-Mail___________________________

COURSE INFORMATION:

Below, list the course you are petitioning to add and obtain an approval signature (or approval email) from the instructor of the course.

Term: Autumn Quarter 2015-2016 - Course No. & Section: __________________________

Course Title: ___________________________ Units: ___________________________

Instructor Name (please print): ___________________________

➢ Student Signature ___________________________ Date _________________

INSTRUCTOR APPROVAL:

Obtain the instructor’s signature of approval below. An email from the instructor may be attached to this form in place of the signature.

See registration instructions on the back of this form.

➢ Instructor Signature ___________________________ Date _________________

For Office Use Only 01/13: __________ Approved __________ Denied __________ Deferred
For important Law School enrollment deadlines, see the Law School Academic Calendar at [http://www.law.stanford.edu/calendar](http://www.law.stanford.edu/calendar). Many law courses are open to qualified graduate students in other departments of Stanford University with the consent of the instructor. Some law courses have special enrollment instructions and restrictions.

You can view detailed course descriptions on the Stanford Law School, Office of the Registrar web site at [http://www.law.stanford.edu/courses/schedules/20152016/Autumn](http://www.law.stanford.edu/courses/schedules/20152016/Autumn). The course descriptions will include days, times, and location prior to the start of the term. Non-Law students may not enroll in the first-year required courses.

**HOW TO REGISTER FOR A LAW COURSE:**

1. Review the course listings at [http://www.law.stanford.edu/courses/schedules/20152016/Autumn](http://www.law.stanford.edu/courses/schedules/20152016/Autumn). Some courses have limited enrollment. Law students receive preference in these types of courses. Thus, there are fewer vacancies for Non-Law students.

2. Obtain the instructor's approval to enroll in the course, complete the reverse side of this form and submit the completed form with an approval signature from the instructor to the Office of the Law School Registrar in room 100 or submit by fax to 650.723.8234. The form must be submitted by the appropriate enrollment deadlines.

3. You will receive an email from the Law School Registrar’s Office. We will let you know whether we have been able to add the course to your study list in Axess. The email notification may take several days. In the meantime, keep attending the course.

4. Courses are offered for the number of units that are listed in the course description. A course that is listed in the course description as being offered for three units can only be taken for three units. “Unit shaving” is not allowed. Courses offered for a range of units (e.g., 2 or 3) can be taken for the number of units chosen by the student from the range listed in the course description.

If you have any questions, please contact the Office of the Law School Registrar at (650) 723-0994 or email registrar@law.stanford.edu.