

Course Preparation Checklist Spring 2026

Task	Steps
NOVEMBER	
Students begin pre-registration. During pre-registration, students select their classes and instructors in order of preference in advance of the course selection lottery. The Office of Registration Services will run a lottery to determine class assignments based on preferences expressed during the pre-registration process. After assignments are made, provisional class rosters, wait lists, and seating charts will become available in LawNet.	
Familiarize yourself with Law School policies and procedures	Visit the Faculty Resources website to familiarize yourself with the relevant Law School policies and procedures related to teaching, grading, etc.
Edit course description	To assist students in their course selection, it is critical that instructors provide an overview of the course content and evaluation method. These course descriptions are published in the Curriculum Guide . Faculty are offered the opportunity to review and edit their course descriptions through LawNet .
Publish textbook information	Federal law requires textbook information to be made available to students in advance of pre-registration. Required and recommended textbook information should be posted to Canvas, known at Columbia as CourseWorks . All faculty support staff have been trained on how to enter required and recommended textbook information for each semester's courses in CourseWorks; see instructions here . NOTE: Textbooks entered into CourseWorks will be automatically transmitted to the Columbia University Bookstore for ordering.
Review and edit your faculty profile website	Upload your headshot, short biography, and CV (optional) to Columbia Law School's online Faculty Directory . For assistance, please reach out to your faculty coordinator or Madison Winston . Adjunct faculty should contact Caitlin Lewis .
Familiarize yourself with CourseWorks	Begin to familiarize yourself with CourseWorks, Columbia's learning management system powered by Canvas. Login using your UNI and password to see your course(s) and explore the system's tools, features, and settings. You can learn more here .

DECEMBER	
Secure copyright permissions	All copyrighted material, whether it be posted to CourseWorks, printed in course packs, or handed out in class, must be cleared prior to use. If you plan to utilize copyrighted materials in your course, please contact Caitlin Lewis for assistance.
Create and order course packs (optional)	Work with your faculty coordinator if you wish to make a course pack (reader) available to students. Adjunct faculty should email a single print-ready PDF file to Caitlin Lewis . Course packs will be sold by the Columbia University Bookstore.
Request textbooks to be placed on reserve at the Law Library	If you would like to add any books, treatises, or other materials to the Law Library's course reserves, please fill out the Columbia Law Library Course Reserves Request Form .
Determine A/V and recording needs	If you wish to have your class sessions recorded, or if you have been instructed to do so by the Office of Registration Services, which manages student disability accommodations, please contact avrequest@law.columbia.edu . The Instructional and Event Technology team also supports classroom technology, including built-in computers, projectors, etc. Faculty coordinators or adjunct support staff can assist with this.
Prepare your CourseWorks site	Prepare your CourseWorks site for the start of the semester. Upload relevant documents to the course website, configure assignments as appropriate. Your faculty coordinator has been trained on the use of CourseWorks and can assist you in getting started as well as in posting materials on the course website throughout the semester. For adjunct faculty members, please contact Caitlin Lewis for assistance.
JANUARY	
Attend New and Visiting Faculty Orientation	Prior to each semester, the Law School holds an orientation for new and visiting faculty who teach. The orientation provides an overview of various resources and administrative offices at Columbia Law School. Visiting faculty who have taught at Columbia before are not required to attend, but are welcome to do so if they wish. Contact Madison Winston for more information.
Secure teaching and/or research assistants	Faculty often choose to hire teaching assistants to help with classroom support. Full-time faculty can also elect to hire research assistants to help with a range of research-related tasks for a defined project or period of time. TAs and RAs can either receive course credit or can be paid. Consult the Faculty Resources website for the

	full policy and guidance on hiring teaching assistants.
Verify class location	The Office of Registration Services posts classroom assignments less than one week in advance of the start of classes. Log into LawNet to view your classroom assignment.
Communicate with your class	Prior to the first day of class, use the Mailtool in CourseWorks to communicate with your class.
Create seating charts	If a seating chart is available for the classroom you will be teaching in, you have the option to create an electronic seating chart in LawNet.