

**Course Preparation Checklist
Fall 2026**

Task	Steps
JUNE	
<p>The online Curriculum Guide is published. This is how students will begin considering classes and exploring instructors in advance of pre-registration.</p>	
Edit course description	<p>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 or by contacting the Office of Registration Services at registrar@law.columbia.edu.</p>
Familiarize yourself with CourseWorks	<p>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.</p>
Publish textbook information	<p>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 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.</p>
JULY	
<p>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.</p>	
Review and edit your faculty profile website	<p>All instructors have a faculty profile on Columbia Law School's Faculty Directory website. In advance of the semester, review your profile and work with support staff to ensure it is up to date and accurate. Adjunct faculty members should contact adjunctsupport@law.columbia.edu for</p>

	assistance.
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.
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 faculty support or adjunct support 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 adjunctsupport@law.columbia.edu . Course packs will be sold by the Columbia University Bookstore.
AUGUST	
LL.M. Classes in <i>Introduction to American Law</i> and <i>LL.M. Legal Research & Writing</i> begin on August 19. 1L classes in <i>Legal Methods I</i> and <i>Legal Practice Workshop I</i> begin on August 27.	
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 .
Prepare your CourseWorks site	Prepare your CourseWorks site for the start of the semester. Upload syllabi, readings, slides, etc. and configure assignments as appropriate. Faculty support staff have been trained on the use of CourseWorks and can assist with posting materials on the course website throughout the semester. For adjunct faculty members, please contact adjunctsupport@law.columbia.edu for assistance.
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 Student 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.
Attend New and Visiting Faculty Orientation	Prior to each semester, the Law School holds an orientation for new full-time, visiting, and adjunct faculty. 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.
Verify class location	The Office of Registration Services finalizes classroom assignments less than one week in advance of the start of classes. Log into LawNet to confirm your classroom assignment.
SEPTEMBER	
The Fall 2026 semester starts on Tuesday, September 8; the two-week Add/Drop period begins.	
View course enrollment and waitlist	Log into LawNet to view the current list of registered and waitlisted students for your course. Waitlist placements are determined automatically during the Add/Drop period. Inquiries regarding manual waitlist selection must be directed to the Office of Registration Services at registrar@law.columbia.edu .
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. Consult the Faculty Resources website for the full policy and guidance on hiring TAs and RAs.
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. Contact support staff for assistance with printing seating charts.