

University of Georgia School of Law
Course Selection & Registration Guide for Class of 2018
Compiled by Student Affairs Office
2017-2018

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STEP 1 MARCH 20 – APRIL 11: Assess what you have completed and what you have left to complete. Make sure you are aware of and on-track to complete all graduation requirements.

1. Login to Athena (athena.uga.edu) and look at your unofficial transcript.

- i. Log into Athena
- ii. Choose “Student”
- iii. Choose “Student Records”
- iv. Click on “Unofficial Transcript”
- v. Click “Transcript Level” and select “Law” in the drop down box and then click “Submit”. You will then see your unofficial transcript.
- vi. Take note of which courses and how many credit hours you have already completed.

2. Check the law school graduation requirements, listed in full in the [Student Handbook>General Requirements for the Juris Doctor Degree](#).

- a. 88 credit hours, 6 full-time semesters, and 2.0 GPA minimum required to graduate (unless you are enrolled in a dual degree program – then reference the requirements of your specific dual degree program).
 - i. 12 hours minimum per regular semester (exception – students who will graduate at the conclusion of that semester may take a minimum of 10 credit hours)
 - ii. 18 credit hours maximum per fall and spring semester, 8 credit hours maximum per summer semester (summer semesters do not count towards the 6 full-time semesters required to graduate)
- b. All current students must complete the following coursework to graduate:
 - i. Required Courses
 1. All required first year courses
 2. Property
 3. Constitutional Law I
 4. The Law & Ethics of Lawyering
 - ii. Writing Requirement
 1. A list of courses that meet the Advanced Writing Requirement for the upcoming academic year can be found on the [Course Schedules & Updates page](#) under the heading “Class of 2018 Advanced Writing Requirement and Practical Skills List”.
 2. The Advanced Writing Requirement can also be met through work on a journal or through independent research with a professor. For more information, see the [Student Handbook >Advanced Writing Requirement](#).
 3. You can submit proof that you have completed your advanced writing requirement in two ways.
 - a. You can upload a copy of your paper to the My Georgia Law portal by selecting the “Writing Requirement” tab from the top menu.
 - i. Note that students who have already submitted their writing requirement via the My Georgia Law portal will no longer see the “Writing Requirement” tab in their portal.
 - b. You can submit a signed copy of the [Advanced Writing Requirement form](#) along with a copy of your paper (either dropped off in hard copy to Hirsch 109 or emailed to Micah Hale at micahale@uga.edu).

iii. Practical Skills Requirement

1. A full list of courses that meet the practical skills requirement can be found in the [Student Handbook > Practical Skills Requirement](#) and also on the [Course Schedules & Updates page](#) under the heading “Class of 2018 Advanced Writing Requirement and Practical Skills List”.

3. Other items to consider before moving forward to Step 2:

a. Supervised Research and Independent Project Limits

- i. A student may not receive more than 4 hours total credit toward the JD degree for any combination of Supervised Research and Independent Project. No more than 2 hours credit for Supervised Research or Independent Project or any combination thereof can be earned in any semester without permission of the Associate Dean for Academic Affairs.
- ii. See [Supervised Research and Independent Projects](#) for more information.

b. Clinical Hour Limits

- i. No student may apply more than 16 hours of credit toward the JD degree in any combination of clinical courses. For a full list of courses that are considered clinical courses, see the [Student Handbook > Clinic Hour Limitation](#).
- ii. The seminar portion of clinical courses does not count towards the 16 hour clinic hour limitation. For more information on clinical hours v. seminar hours, contact the clinic director(s).

c. Courses Outside the Law School

- i. Students may take up to 6 credit hours of graduate-level courses outside of the Law School that can be applied to the JD degree. See the [Student Handbook > Courses Outside the Law School](#).
- ii. Registration for these courses requires permission of the Associate Dean for Academic Affairs, as well as the pertinent professor and graduate department officials.
- iii. Must demonstrate the relevance of the course to their legal education and/or career plans.
- iv. Grade of C or better must be earned to receive credit towards the JD degree. For purposes of Law School GPA calculation, any grade of C or better will be reflected as an “S” on the transcript and thus will not be included in the student’s GPA calculation.
- v. Deadline to apply to take a Fall 2017 course outside of the Law School is Wednesday, July 26th 2017 at 4:00pm.

d. Distance Learning Hours Limit

- i. No more than a total of 15 distance learning credit hours may be counted toward the JD degree.

e. Dual Degree Programs

- i. Dual degree students should check-in with the Law School registrar, Dr. Paula McBride, as well as an administrator of their other degree program at least once an academic year to ensure they are on-track to graduate with their dual degree on time.
- ii. For more information on dual degree programs, see: <http://law.uga.edu/dual-degrees> as well as the [Student Handbook > Dual Degrees](#).

STEP 2 MARCH 20 - APRIL 11: Review the schedule of courses for the *entire* upcoming academic year and compile a draft schedule.

- 1. Summer 2017, Fall 2017, and Spring 2018 schedules and exam schedules are available online, here: <http://law.uga.edu/class-schedules-registration>. Please note that documents labelled “Class Schedule” will show classes in a weekly grid, and those labelled “Course List” will list all courses offered that semester in a list format.**
 - a. Course descriptions can be found here: <http://www.law.uga.edu/course-offerings>
 - b. Faculty bios can be found here: <http://law.uga.edu/faculty-profiles>
 - c. Registration Guidelines and Dates can be found here: <http://www.law.uga.edu/class-schedules-registration> for each semester under the “Registration Dates” and “Registration Guidelines” links.

- 2. Please note that not all courses are offered every semester and some courses conflict, which is why it is important to plan for the entire academic year rather than just for the upcoming fall!**

- 3. Remember to consult exam schedules as well as the course schedules. Review the rules of exam conflicts/rescheduling in full in the [Student Handbook> Examinations](#).**
 - a. Students may seek to reschedule an exam because of a conflict with another exam. Such a conflict exists only when a student has two exams scheduled on the same calendar day (not within 24 hours of each other). In such a situation, the student may seek to reschedule one exam to another time.

- 4. Many summer school courses are now available via distance learning option, which means you do not have to be in the Athens-area to take summer courses. Review the summer schedule, listed on this page: <http://law.uga.edu/class-schedules-registration> to view your summer options.**
 - a. Remember that summer courses require the payment of tuition, and that scholarships do not apply to summer enrollment.
 - b. Financial aid may be available for students who enroll in three or more credit hours during the summer term. Contact the [Financial Aid Office](#) for more information.

- 5. You have already considered graduation requirements in Step 1. Once you look at the schedule to see which courses are being offered in the upcoming academic year, you will also want to consider:**
 - a. Prerequisites
 - i. Make sure you look at course descriptions here: <http://www.law.uga.edu/course-offerings> to determine if a course has prerequisites or co-requisites. Also make sure to check the “Notes” column of the semester’s corresponding Course List.
 1. In some cases, prerequisites or co-requisites can be waived by the course’s professor. You can find the form to request a waiver here: <http://law.uga.edu/registrar> under the heading “Forms”.
 2. Note that Criminal Procedure I *is not* a prerequisite for Criminal Procedure II.
 - b. Your Academic and Professional Interests
 - i. Review Course Concentrations
 1. You are not required to complete any specific course concentration. They are helpful to reference if you are interested in a particular area of law, as the corresponding concentration will represent the majority of classes offered in that area of law.

2. Course concentrations are listed here: <http://www.law.uga.edu/course-offerings>. Choose the concentration you are interested in from the Course Concentrations menu, and then click the red “Search for Courses” button to view that concentration’s courses.
3. Course concentrations are listed for:
 - a. Alternative Dispute Resolution
 - b. Business and Commercial Law
 - c. Communication and Media Law
 - d. Constitutional Law
 - e. Criminal Law and Procedure
 - f. Environmental and Land Use Law
 - g. Estate Planning
 - h. Family Law
 - i. General Legal Interest
 - j. Government, Public Policy, and Regulation
 - k. Health Law and Policy
 - l. Human Rights and Civil Liberties
 - m. Intellectual Property and Technology Law
 - n. International and Comparative Law
 - o. Labor and Employment Law
 - p. Legal Research, Writing, and Drafting
 - q. Litigation (Civil), Practice and Procedure
 - r. Practical Skills
 - s. Public Interest
 - t. Sports & Entertainment Law
 - u. Tax Law
- ii. Review the “Faculty Insights for Choosing Courses” videos
 1. To help you decide which courses to take, various Georgia Law faculty members offer their insights in the video format, here: <http://www.law.uga.edu/faculty-insights-choosing-courses>. Some provide advice about choosing courses to prepare for a particular practice area (including courses in other areas of law that may be critical to such a practice), while others provide more general advice about the kinds of considerations that should factor into course selection. Video titles include:
 - i. *A Framework for Selecting Courses* with Professor Randy Beck
 - ii. *Making the Most of Your 2L and 3L Years* with Professor Andrea Dennis
 - iii. *Intellectual Property Law* with Professor Joe Miller
 - iv. *Corporate & Transactional Law* with Professor Carol Morgan
 - v. *Public Interest Law* with Professor Alex Scherr
 - vi. *Health Care Law* with Professor Elizabeth Leonard
 - vii. *Environmental Law* with Professor Peter Appel
 - viii. *Estate Planning* with Professor Lisa Milot
 - ix. *Criminal Law* with Professor Russell Gabriel
 - x. *Tax Law* with Professor Camilla Watson
- c. “Core” Curriculum
 - i. The following courses are considered a “core” part of the upper-level curriculum by the faculty, these classes are not required, but most students take them before graduating:

1. Constitutional Law II, JURI 4190
 2. Corporations, JURI 4210
 3. Evidence, JURI 4250
 4. Federal Income Tax, JURI 5120
 5. Trusts & Estates I, JURI 4280
- d. The MPRE and the Bar Examination*
- i. Students who plan to take and pass a state bar examination should keep this in mind when choosing courses.
 - a. The Multistate Professional Responsibility Examination (MPRE) is required by all but three US jurisdictions (Maryland, Wisconsin, and Puerto Rico).
 - b. Many students find completing Law & the Ethics of Lawyering prior to taking the MPRE exam helpful preparation.
 - c. You can find upcoming MPRE dates on the [NCBE website](#).
 - ii. The Georgia Bar Exam currently tests two sets of subjects:
 1. Multistate Bar Exam (MBE) Subjects: Constitutional Law, Contracts/Sales, Criminal Law/Procedure, Evidence, Federal Civil Procedure, Real Property, Torts.
 2. Georgia Essay Subjects: Business Organizations, Commercial Paper, Family Law, Federal Practice and Procedure, Georgia Practice and Procedure, Non-Monetary Remedies, Professional Ethics, Trusts, Wills and Estates, plus all MBE subjects.
 - iii. Many students report that taking courses that cover content tested by the bar examination was helpful to them in their preparation for the bar exam.
 - iv. Experts are fairly split on whether taking bar exam subjects while in law school predicts performance on the bar examination. See this article if you are interested in more information on this topic: 45 Brandeis L.J. 269 Brandeis Law Journal Winter, 2007 A BAR REVIEW FOR LAW SCHOOLS: GETTING STUDENTS ON BOARD TO PASS THEIR BAR EXAMS
- e. Supervised Research and Independent Projects
- i. Supervised Research and Independent projects can be a great way to deeply explore a special academic interest.
 1. For a description of supervised research and independent project, see the [Student Handbook>Supervised Research and Independent Project](#).
 2. A full-time faculty member must agree to supervise your research or independent project. Forms are required, available in the Registrar's office (Hirsch 109) or on this webpage: <http://law.uga.edu/registrar> under "Forms".
 3. Make sure to request that a professor supervise your research or independent project prior to the beginning of that semester – for Fall 2017, that is August 15th.
 4. Deadline to submit signed paperwork for supervised research or independent project is the end of the drop/add period for that semester – for Fall 2017 that is August 21st. This deadline is a University (not Law School) deadline and is strictly enforced.
 5. Remember – no more than 2 hours total allowed during any one semester, and no more than 4 hours total counted towards the JD degree.
- f. Semesters In Practice and Externships
- i. Two Semester in Practice programs are available through the law school. Plan ahead to participate in these great opportunities, more info available in the [Student Handbook>Special Educational Opportunities](#) and at the links below:
 1. Atlanta Semester in Practice: <http://law.uga.edu/atlanta-semester-practice>

2. DC Semester in Practice: <http://www.law.uga.edu/dc-semester-practice-program>
- ii. Externship opportunities may require you to be away from campus and/or limit your ability to take certain courses due to scheduling conflicts. If you are completing an externship during the upcoming academic year, be aware of the commitments related to that externship and be sure keep that in mind when selecting courses.
- iii. Make sure you complete the appropriate Student Practice Rule paperwork if applicable. See the [Student Handbook>Student Practice Rule](#) for more information.

**All information provided regarding the MPRE and Bar Examination is subject to change. Check the website(s) of individual state bars for the most up-to-date and accurate information.*

Make sure to save your draft schedules for Summer 2017, Fall 2017, and Spring 2018 in a safe place for future reference!

STEP 3 MARCH 20 – MAY 22: Register for Summer courses in Athena (if applicable).

- 1. If after completing Step 2 you have decided to enroll in Summer 2017 courses, register for them in Athena before Monday, May 22nd (first day of Summer 2017 course meetings).**
 - a. Before registering, review the information listed here <http://law.uga.edu/class-schedules-registration> under Summer 2017 “Class Schedule & Registration Guidelines” Make sure to note the CRN numbers of the summer courses you want to add.
 - b. When registering for a clinical course please note that there are 2 relevant CRN numbers. One for the in-class portion of the course, and one for your clinical hours. You need to register for both portions with the correct CRN. Also note that in-class hours and clinical hours must be equal. For example, you cannot register for 2 hours of in-class credit and 4 of clinical credit, you must register for 3 in-class hours and 3 clinical hours. However many hours you choose to take in your clinic, they must be split equally!
 - c. Check the “Course Schedules and Updates” page here: <http://law.uga.edu/2015-2016-course-and-schedule-updates>. This is where any changes or updates to the schedule are listed. It is very important to check this page before registering for classes, as sometimes updates and adjustments may affect your draft schedule.
 - d. Refer to [Step 5, 3\) Login to Athena and Register for Classes](#) for full instructions on how to correctly add courses in Athena.

- 2. There is no point allocation or other course selection process for summer courses. Summer courses typically do not fill, hence there is no need for such a process. In the event that a summer course becomes over-enrolled, students will be contacted by the Law Registrar, Dr. Paula McBride (mcbride1@uga.edu) with more information.**

STEP 4 APRIL 12 – APRIL 14: Allocate Points for Fall Courses in the My Georgia Law Portal.

The Point Allocation Period begins 9:00am on Wednesday, April 12th and ends at 4:00pm on Friday, April 14th.


The timing of your point allocation within the designated period is unimportant. No advantage is gained by allocating first. However, you must make your point allocations before the 4:00 deadline on Friday, April 14th.

1. **Each rising 2L (class of 2019) will receive 50 points to allocate; each rising 3L (class of 2018) will receive 65 points to allocate.** Points are not transferrable to other students nor can they be “saved” for another registration period. Students can bid points on up to 5 courses. You cannot bid “0” points on a course, so please do not list course for which you are not making an allocation – this confuses the software and there is no advantage gained by bidding “0” points. Courses that do not fill during point allocation (the majority of courses) will be available to add during the Registration Period, explained in further detail in [Step 5: Register for Fall Courses in Athena](#).
 - a. You do not need to allocate points for any course for which you have been given permission to participate in through application and/or alternate selection process. I.e. courses related to Moot Court/Mock Trial, clinics for which you received a spot through an application process, Semester in Practice Courses if you applied and were accepted to a Semester in Practice program, etc. If you have questions regarding whether or not you need to allocate points for a course, contact Alex Sklut (asklut@uga.edu) in the Student Affairs Office.
2. **Best resources to consult when considering how to allocate your points:**
 - a. Point allocation from previous semesters
 - i. [Point allocation from the previous Fall \(Fall 2016\)](#)
 - ii. Point allocation from previous semesters going all the way back to 2009 are available on this page: <http://law.uga.edu/class-schedules-registration>
 1. Note that the number of points any given course will require for eligibility can vary widely from year-to-year.
 - b. Peer Mentors and advice of other upper-class students
 - i. Students who have been through the point allocation process before have great advice about how to allocate points. Reach out to your Peer Mentor and your upper-class friends for tips on how to best allocate your points.
 - c. Rule of thumb – bid the most points on small classes and classes that you are most interested in taking. It is easy to get wrapped up in the strategy of point allocation – consult the resources listed, use your good judgment, and let the chips fall as they may.
3. **Point allocation takes place in My Georgia Law between 9:00am Wednesday, April 12th and 4:00pm Friday, April 14th. Follow the instructions below carefully. Once you submit your point allocation in My Georgia Law it is final and cannot be changed!**


Please note that the all screenshots shown are only examples. They do not reflect correct information regarding course availability or true point allocation results.

4. Login to the [My Georgia Law portal](#) between 9:00am Wednesday, April 12th and 4:00pm Friday April, 14th and allocate your points.

UNIVERSITY OF GEORGIA
Help Desk Systems Status



CENTRAL AUTHENTICATION SERVICE (CAS)



Enter your UGA MyID and Password

Your UGA MyID

Password

Log in

Forgot your password? [↗](#)

UGA's Single Sign-on for Web Services

CAS provides a common login experience for users accessing UGA web services with their MyID credentials through a one-time login.

A number of UGA web services will soon switch to using CAS for logging in with their MyIDs.

Your CAS login will be active for the next 30 minutes. To end your session, log out of the web application or close your web browser.

You should see a **green address bar** with University of Georgia and a lock in your web browser. This is an additional security measure to ensure you are visiting the actual UGA CAS website. If you do not see this, do not type your MyID and password.

- a. Click the "Point Allocation" tab in the top menu.



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Twitter [®]



UGA School of Law @UGASchoolofLaw

Our graduates comprise largest majority of new partners at largest #Atlanta firms according to @DailyReport bit.ly/2nw02kk



Upcoming Events [®]

- 2017 Russell Moot Court Competition
Thursday, March 16, 2017 6:00 pm to 8:00 pm
- Georgia Law Alumni/Alumnae Weekend
Friday, March 17, 2017 12:00 am to 12:00 am
- Career Discussion for LL.M. Students and Others Interested in International Law
Friday, March 17, 2017 12:30 pm to 1:20 pm
- Career Advice from Georgia Law Alumni/Alumnae
Friday, March 17, 2017 12:30 pm to 1:30 pm
- Alumni/Alumnae Panel
Friday, March 17, 2017 2:30 pm to 4:00 pm

MORE »

b. Select the courses that you wish to allocate points for from the drop-down menu.

POINT ALLOCATION

Fall 2017 - Test Student - current 1L

Please review the [Registration Guidelines and Procedures](#) for instructions.

See also: [Point Allocation History for Fall Semester 2016](#)

JURI 4210 : 28129 - Corporations - Sachs	<input type="text"/>
---	<input type="text"/>
JURI 4085 : 28106 - Advanced Legal Research - Cahill / Burnett	<input type="text"/>
JURI 4085 : 28107 - Advanced Legal Research - Watson / Joyner	<input type="text"/>
JURI 4087 : 36834 - Business Law Research - Striepe	<input type="text"/>
JURI 4088 : 41814 - Writing for Judicial Clerkship - Schewedler	<input type="text"/>
JURI 4090 : 39745 - Property (Upper) - Milot	<input type="text"/>
JURI 4180 : 39746 - Constitutional Law I (Upper) - Sawyer	<input type="text"/>
JURI 4190E : 41590 - Constitutional Law II - Levin	<input type="text"/>
JURI 4210 : 28129 - Corporations - Sachs	<input type="text"/>
JURI 4211 : 28130 - Business Negotiations - Morgan	<input type="text"/>
JURI 4215 : 28131 - Anatomy of an M&A Deal - Wilson	<input type="text"/>
JURI 4225 : 39724 - Business Reorganization in Bankruptcy - Levengood	<input type="text"/>
JURI 4250 : 28229 - Evidence - Dennis	<input type="text"/>
JURI 4280 : 28232 - Trusts & Estates I - Hall	<input type="text"/>
JURI 4300 : 28565 - The Law and Ethics of Lawyering - Brown	<input type="text"/>
JURI 4300 : 39725 - The Law and Ethics of Lawyering - Hall	<input type="text"/>
JURI 4320 : 36904 - Administrative Law - Barnett	<input type="text"/>
JURI 4360 : 36907 - Bankruptcy - Baradaran	<input type="text"/>
JURI 4384 : 36908 - Accounting & Finance for Lawyers - Chapman / Kelly	<input type="text"/>
JURI 4430 : 36912 - Copyright Law - Shipley	<input type="text"/>

c. Assign points and click "Submit".

POINT ALLOCATION

Fall 2017 - Test Student - current 1L

Please review the [Registration Guidelines and Procedures](#) for instructions.

See also: [Point Allocation History for Fall Semester 2016](#)

JURI 4210 : 28129 - Corporations - Sachs	▼	12
JURI 4250 : 28229 - Evidence - Dennis	▼	14
JURI 4360 : 36907 - Bankruptcy - Baradaran	▼	6
JURI 5622 : 39851 - Public Health Law - Khan	▼	8
JURI 4430 : 36912 - Copyright Law - Shipley	▼	10

Points Remaining (click number to update):

d. Print the confirmation page or take a screen shot and save it. If a tech error takes place, this is the only way for you to prove that you allocated points and how many for each course. Check and make sure that CRN numbers, JURI numbers, course names, and professor names are correct. All of this information can be found on the Course List, listed at <http://law.uga.edu/class-schedules-registration> under Fall 2017 "Course List".

Home Point Allocation Writing Requirement Career Development ▼ Student Directory Academics ▼ Student Services ▼ Links ▼

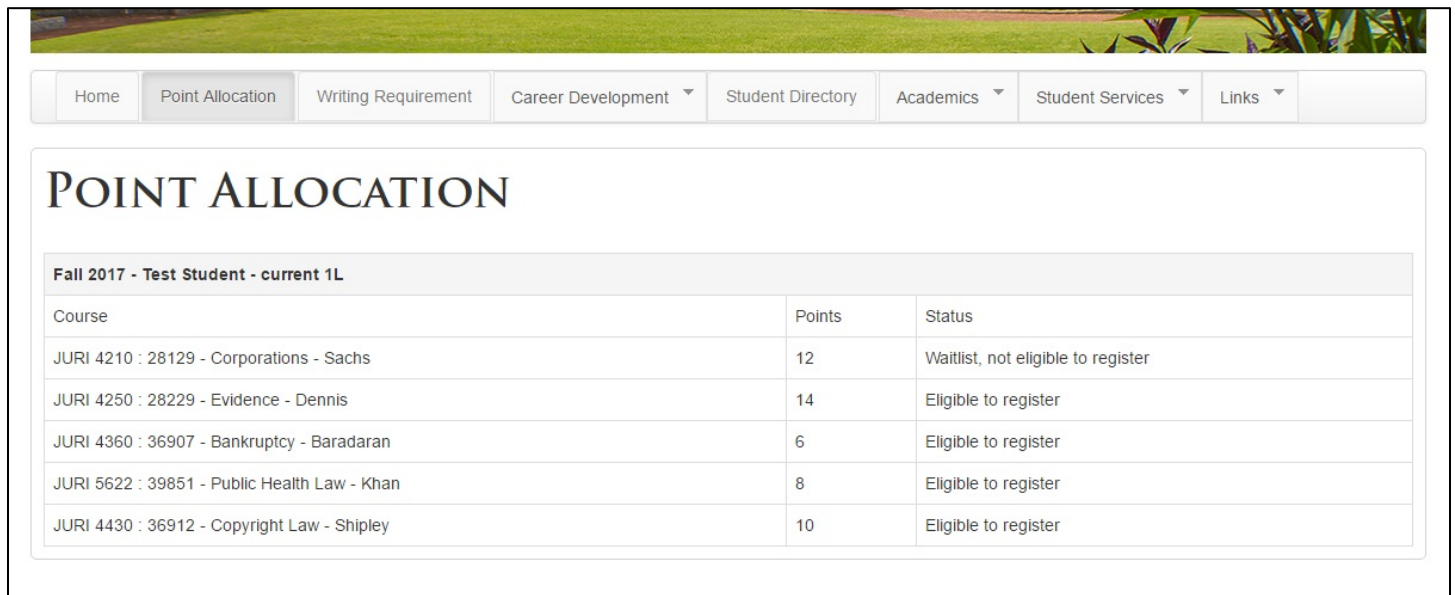
POINT ALLOCATION

Fall 2017 - Test Student - current 1L

Thank you. Your point allocation has been submitted.

Course	Points
JURI 4210 : 28129 - Corporations - Sachs	12
JURI 4250 : 28229 - Evidence - Dennis	14
JURI 4360 : 36907 - Bankruptcy - Baradaran	6
JURI 5622 : 39851 - Public Health Law - Khan	8
JURI 4430 : 36912 - Copyright Law - Shipley	10

e. Log back in to My Georgia Law view your results once point allocation results are available.



Fall 2017 - Test Student - current 1L		
Course	Points	Status
JURI 4210 : 28129 - Corporations - Sachs	12	Waitlist, not eligible to register
JURI 4250 : 28229 - Evidence - Dennis	14	Eligible to register
JURI 4360 : 36907 - Bankruptcy - Baradaran	6	Eligible to register
JURI 5622 : 39851 - Public Health Law - Khan	8	Eligible to register
JURI 4430 : 36912 - Copyright Law - Shipley	10	Eligible to register

5. **Point allocation results will become available in My Georgia Law sometime during the week of April 17th-21st. An announcement will be sent to the Class of 2019 list serv when point allocation results are available. You can view your Point Allocation results by clicking on the “Point Allocation Results” link in the top menu.**
- a. When you view your point allocation results, one of three results will show:
 - i. “Eligible to Register” – means you allocated enough points to “win” a spot in that class. You are permitted to register for that class in Athena (details on how to register for courses in Athena presented in [Step 5: Register for Fall Classes in Athena](#)).
 - ii. “Waitlist, not eligible to register” – means you did not allocate enough points to “win” a spot in this class, and are not allowed to register for it in [Athena](#), but you allocated enough points to be placed on a waitlist. Waitlist priority is based upon how many points a student bid on the course during point allocation. Waitlists are maintained through the Drop/Add period (explained in more detail in [Step 6: Late Registration and Drop/Add](#)). If a spot becomes available to a student on the waitlist, the Law Registrar (Dr. Paula McBride) will contact the student via their UGA e-mail address, and that student has 24 hours to confirm that they would like to register for the course for which they were previously waitlisted. If a student fails to respond to that e-mail, the spot will be offered to the student who is next on the waitlist. Do not harass Dr. McBride regarding waitlists – she will contact you. Unless you hear from Dr. McBride and confirm within 24 hours, do not register for this course in Athena. Professors cannot override the waitlist.
 1. Waitlists are maintained throughout the drop/add period, which runs through the first week of Fall 2017 classes. Please note that students are pulled off waitlists based off the amount of points they bid on the class during point allocation – it is not a “first-come, first served” situation in Athena. You may contact the Law Registrar, Dr. Paula McBride (mcbride1@uga.edu) and request to be added to a waitlist for a class for which you did not bid points, but you will be added to the bottom of that course’s waitlist.
 - iii. “Not eligible to register” – means you did not allocated enough points to “win” a spot in this class nor did you allocate enough points to be placed on a waitlist.
6. **At this point, assess what courses you have permission to register for (“Eligible to register”) and those you do not (“Waitlist, not eligible to register” or “Not eligible to register”).**

- a. Many of you will now need to go back and revise your draft schedules for Summer 2017, Fall 2017, and Spring 2018 from Step 2 based on point allocation results. Although students are often pulled off of waitlists, do not assume that you will receive a spot in a course for which you were waitlisted – go ahead and make an alternative schedule.
- b. Make your new draft schedule by reviewing the updated Course List, which will be posted here: <http://law.uga.edu/class-schedules-registration> soon after point allocation results are released. The final columns of that document will be updated to reflect availability.
 - i. Classes that are listed as “Closed” or “Permission Only” on the updated Course List have either filled during point allocation or require special permission to register. They are not available for registration in Athena.
 - ii. Classes that are listed as “OPEN” on the updated Course List are available for you to register for in Athena. The Course List will include information on how many open spots their currently are in a course. If you need to revise your draft schedule after point allocation, these are the classes you should consider adding to your schedule.
 1. If you attempt to add a course listed as “OPEN” and cannot add the class because it has overfilled, contact the Law Registrar, Dr. Paula McBride at mcbride1@uga.edu, and she make adjustments that will allow you to register.
 2. If a class that was listed as “OPEN” going into the Registration period ends up overfilling during the Registration period, you will be contacted by the Law Registrar, Dr. Paula McBride, if you are required to drop the class. Open spots are not awarded on a first come, first served basis – if students will be required to drop the class, those who added the open class but did not bid points will be entered into a lottery for the open spots. If lotteries will take place, they will take place soon after the Registration period ends and then again soon after the Late Registration period ends. These type of lotteries are rare.

STEP 5 APRIL 20-MAY 19: Register for Fall Courses in Athena

Now that you have your point allocation results and a revised draft schedule, it is time to register for classes in [Athena](#)! Registration takes place April 20th-May 19th. If you do not register for your classes in Athena prior to May 19th eligibility based on point allocation expires. No exceptions.

- 1) Gather all of the CRN numbers for the courses on your updated draft schedule. These will be available in the Summer 2017 Class Schedule & Registration Guidelines and the Fall 2017 Course List, both posted on this page: <http://law.uga.edu/class-schedules-registration> under “Summer 2017” and “Fall 2017” respectively.
 - a. When registering for a clinical course please note that there are 2 relevant CRN numbers. One for the in-class portion of the course, and one for your clinical hours. You need to register for both portions with the correct CRN. Also note that in-class hours and clinical hours must be equal. For example, you cannot register for 2 hours of in-class credit and 4 of clinical credit, you must register for 3 in-class hours and 3 clinical hours. However many hours you choose to take in your clinic, they must be split equally!
- 2) Check the “Course Schedules and Updates” page here: <http://law.uga.edu/2015-2016-course-and-schedule-updates>. This is where any changes or updates to the schedule are listed. It is very important to check this page before registering for classes, as sometimes updates and adjustments may affect your draft schedule.
- 3) Login to Athena and Register for Classes.
 - a. Go to www.athena.uga.edu between April 20th and May 19th. This webpage will appear. Click on the “Login to Athena” tab.

Athena Homepage - Mozilla Firefox

Athena Homepage

https://sis-srb-prod.uga.edu/PROD/twblkwbis.P_GenMenu?name=homepage

ATHENA

Sign In Help

Login to Athena
Login with your MyID and Password to view your information

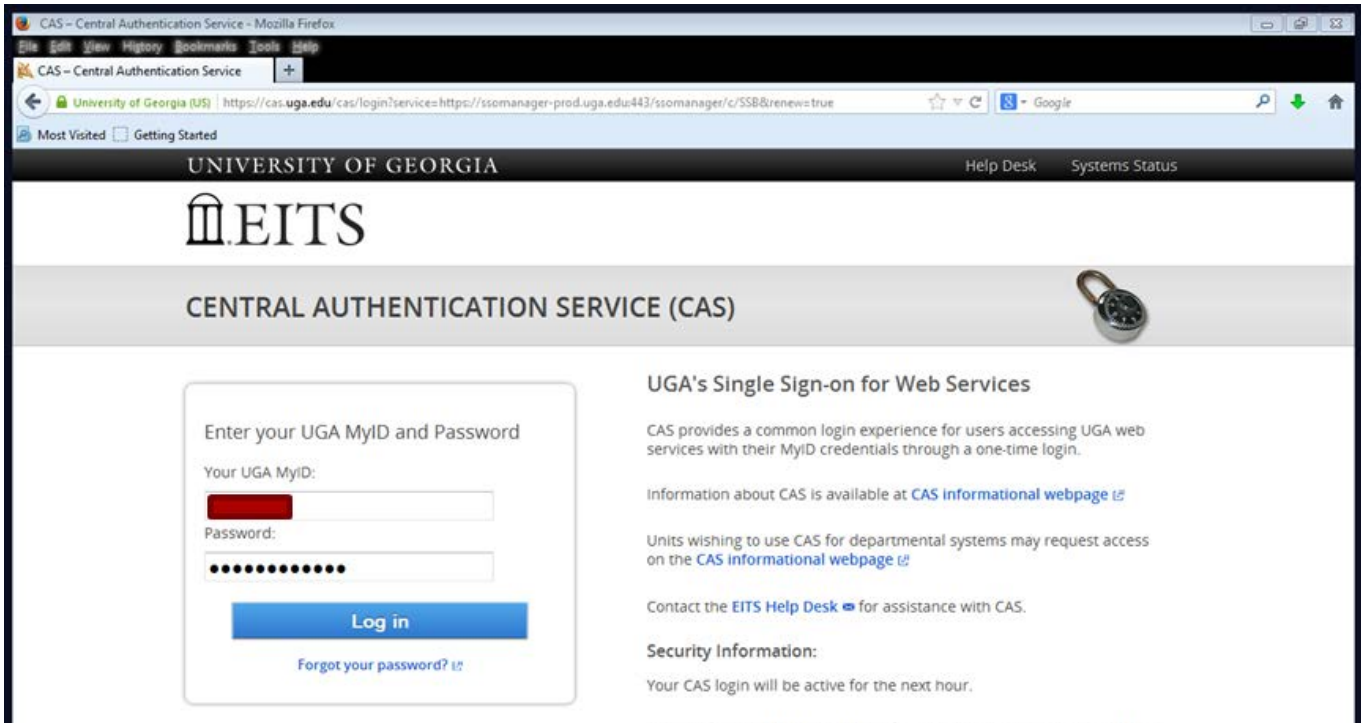
Office of Student Financial Aid
Visit the Financial Aid Website
NOTE: 2014-2015 Financial Aid Awards will be reflected on your Student Account by July 31.

Class Schedule
View the current schedule of classes.

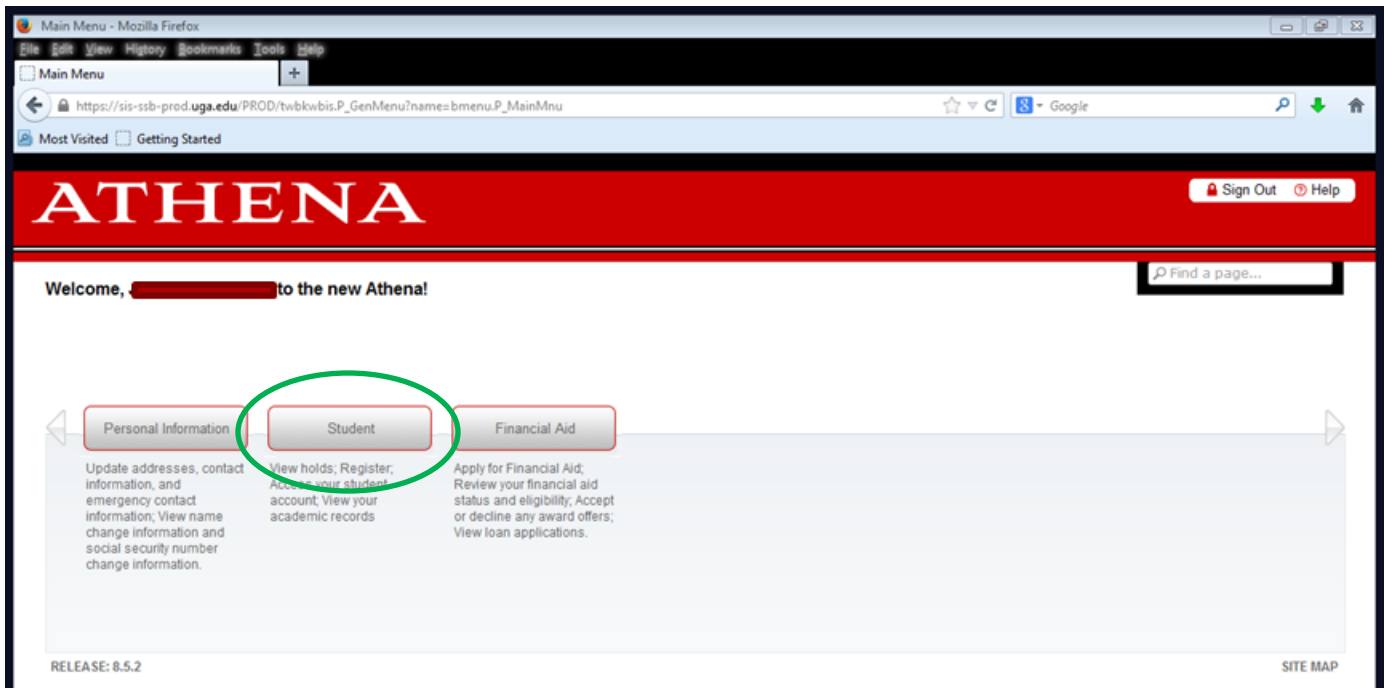
Course Catalog
View course information, including course description.

Former UGA Undergrad Application
Former Undergraduates may apply for admission for Fall 2014 starting May 20th.

- b. You will be directed to the screen below, where you will enter your UGA MyID (same as the beginning part of your email address) and password (same as your UGA email password), then click “Login”.

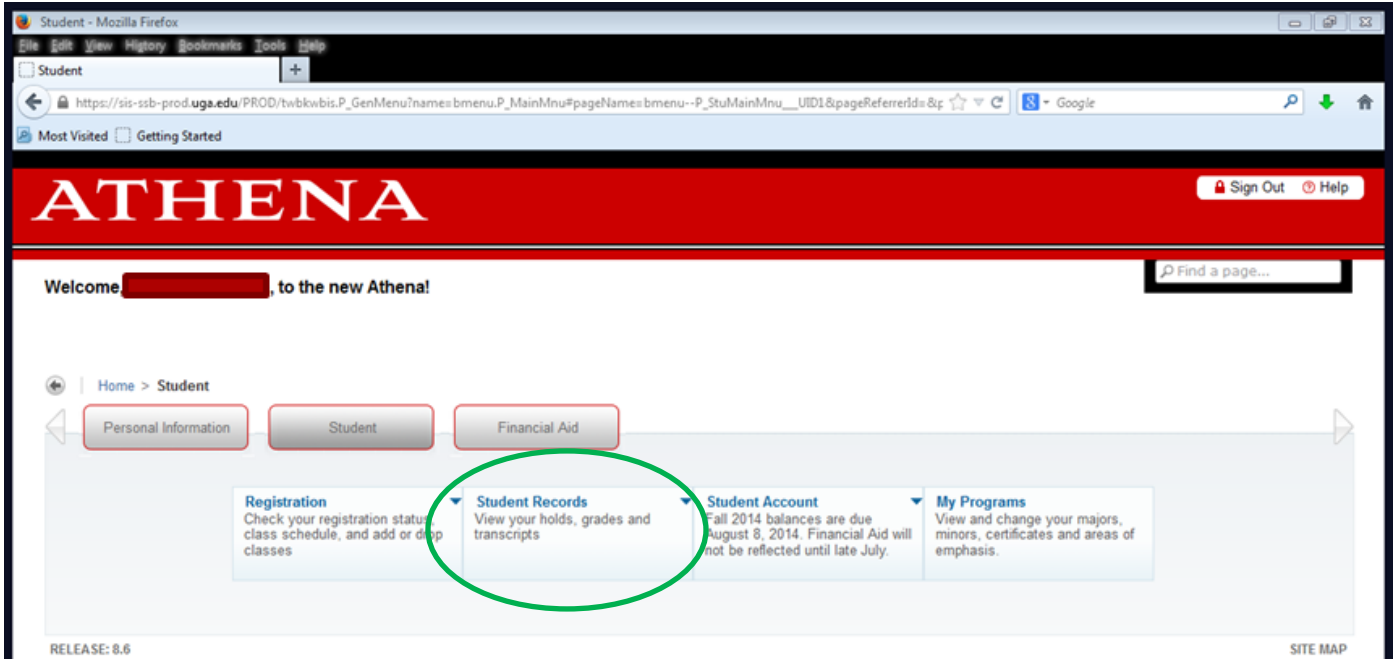


- c. The next screen should be the Athena homepage. Click on the “Student” tab to register for your classes.

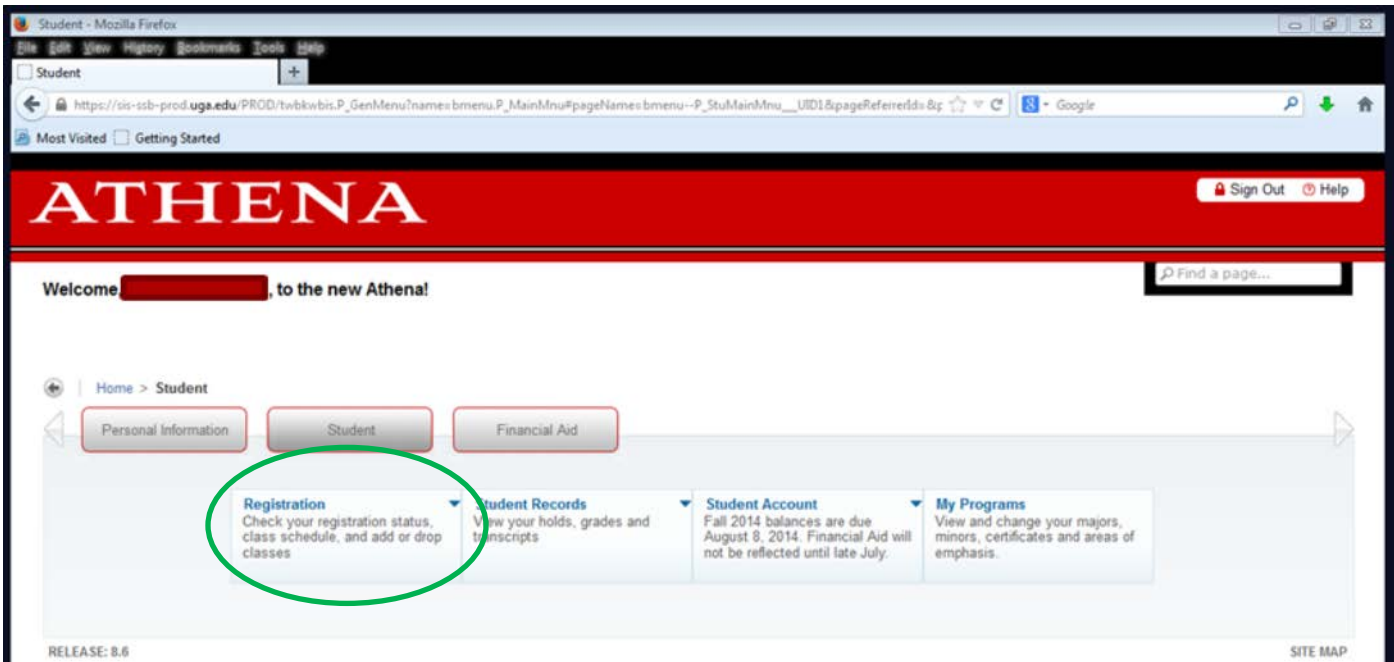


- d. Check for “Flags”. Registration eligibility via Athena may be affected by the entry of a “flag” on your record by a campus office resulting from your failure to fulfill an obligation (e.g., failure to pay a parking ticket or other University-related fine or bill). You should investigate whether you have any such flags well in advance of the May 19th registration deadline. A flag must be removed by the appropriate University official before you can register. Failure to remove a flag by May 19th may result in the

forfeiture of any registration priority earned in the Point Allocation Process. You can check for flags by clicking on the “Student Records” tab in the main Student menu.



e. Click on the “Registration” tab.



f. Click on the "Select Term" tab.

Registration - Athena

Home > Student > Registration

Personal Information | Student | Financial Aid

Registration
Check your registration status, class schedule, and add or drop classes

- Select Term
- Change Class Options
- Registration Status
- Waive/Add Optional Fees

Student Records
View your holds, grades and transcripts

- Add or Drop Classes
- Week at a Glance
- Active Registration

Student Account
Fall 2014 balances are due August 8, 2014. Financial Aid will not be reflected until late July.

- Look Up Classes
- Student Detail Schedule
- Registration History

My Programs
View and change your majors, minors, certificates and areas of emphasis.

RELEASE: 8.6 SITE MAP

g. Select the appropriate term and click "Submit".

Select Term or Date Range - Athena

Home > Student > Registration > Look Up Classes

Search by Term:

None

Submit Reset

RELEASE: 8.5.2.1 SITE MAP

h. Then click on the “Add or Drop Classes” tab in the main Registration menu.

The screenshot shows a web browser window with the URL https://sis-ssb-prod.uga.edu/PROD/twbbkwbis.P_GenMenu?name=bmenu.P_MainMnu#pageName=bmenu--P_RegMnu__UED0&pageReferrerId=bmenu. The browser title is "Registration - Mozilla Firefox".

The page header features the "ATHENA" logo in white on a red background. To the right of the logo are "Sign Out" and "Help" links. Below the header, a welcome message reads "Welcome [redacted], to the new Athena!". A search bar contains the text "Find a page...".

The main content area has a breadcrumb trail: "Home > Student > Registration". Below this are three tabs: "Personal Information", "Student", and "Financial Aid". The "Student" tab is selected and expanded, showing a menu with the following items:

- Registration: Check your registration status, class schedule, and add or drop classes
 - Select Term
 - Change Class Options
 - Registration Status
 - Waive/Add Optional Fees
- Student Records: View your holds, grades and transcripts
 - Add or Drop Classes** (circled in green)
 - Week of a Class
 - Active Registration
- Student Account: Fall 2014 balances are due August 8, 2014. Financial Aid will not be reflected until late July.
- My Programs: View and change your majors, minors, certificates and areas of emphasis.
 - Look Up Classes
 - Student Detail Schedule
 - Registration History

At the bottom left of the page, it says "RELEASE: 8.6". At the bottom right, it says "SITE MAP".

- i. Then enter the CRN numbers of each class you want to add for that term in the boxes at the bottom of the screen under the “Add Classes Worksheet” header, then click “Submit Changes”. **DO NOT SEARCH COURSES BY JURI NUMBER, ENTER CRN NUMBERS.** Searching by JURI number can easily result in an incorrect registration! Graduate Level students (LLM and MSL) have different CRN numbers than JD students. If you search and add courses relying only on JURI numbers, you may end up in the wrong course level.
- j. When registering for a clinical course please note that there are 2 relevant CRN numbers. One for the in-class portion of the course, and one for your clinical hours. You need to register for both portions with the correct CRN. Also note that in-class hours and clinical hours must be equal. For example, you cannot register for 2 hours of in-class credit and 4 of clinical credit, you must register for 3 in-class hours and 3 clinical hours. However many hours you choose to take in your clinic, they must be split equally!

ATHENA Sign Out Help

Personal Information Student Financial Aid Faculty Services Find a page...

Add or Drop Classes 810170242 Paula McBride Fall 2014 Aug 06, 2014 03:50 pm

Home > Student > Registration > Change Class Options > Add or Drop Classes

To add a class, enter the Course Reference Number (CRN) in the Add Classes section.
 To drop a class, use the options available in the Action pull-down list.
 To view available classes and their CRNs, use the class search button below.
 CRNs of co-requisite courses must be entered in the worksheet at the same time. IMPORTANT NOTE: Once you drop a co-requisite, for example, a lab to match a lecture, Athena will also drop the corresponding co-requisite course. There is no guarantee in this case you will get into the lecture again.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Course Materials
Web Registered on Aug 04, 2014	None	82452	EADU	9000	0	Doctoral	3.000	Satisfactory/Unsatisfactory	Doctoral Research	List

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Aug 06, 2014 03:50 pm

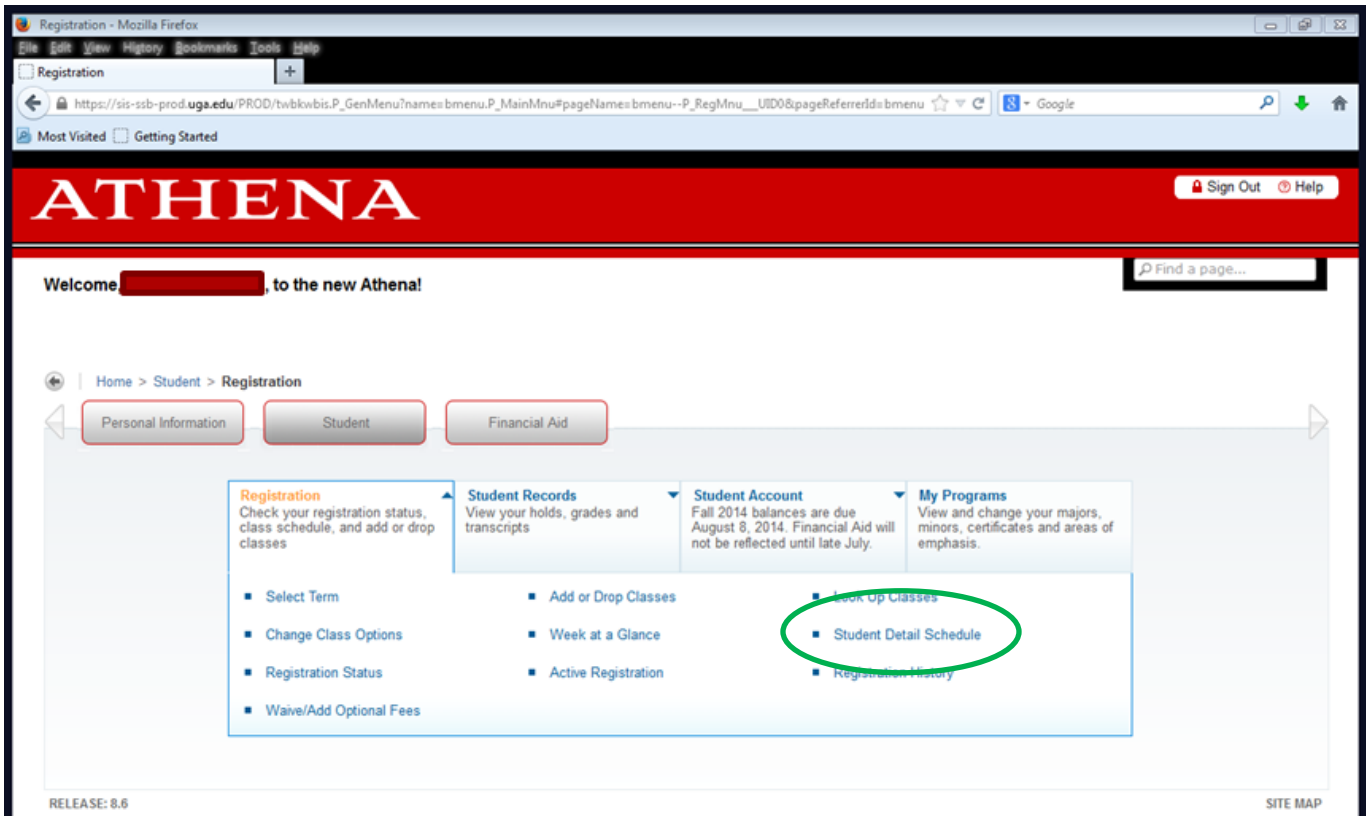
Add Classes Worksheet

Submit Changes Class Search Reset

View Holds Change Class Options Work at a Glance Look Up Classes UGA Bulletin

- k. You can continue to drop and add courses on the above screen at any time during the Registration, Late Registration, and Drop/Add periods.
 - i. If you are attempting to add an “OPEN” class and you receive an error indicating the course is full, contact the Law Registrar, Dr. Paula McBride (mcbride1@uga.edu) for assistance.
 - iii. If you are required to drop a course due to over enrollment, you will be contacted by the Law Registrar, Dr. Paula McBride (mcbride1@uga.edu). Open spots are not awarded on a first come, first served basis. In the instance of over enrollment, those who added the “OPEN” class but did not bid points will be entered into a lottery for the limited number of available seats.
 1. If lotteries will take place, they will take place soon after the Registration period ends and then again soon after the Late Registration period ends.
 2. These type of lotteries are rare.
 - iv. Please rely on the information listed in the Course List regarding spots available in a course rather than the information reflected in Athena. Information regarding availability in Athena is not always up-to-date.

- I. Once you have completed adding classes, go back to the Registration menu under the Student tab and click on the “Student Detail Schedule” link and double check that your schedule is correct. Print this page or take a screen shot for your records. If there is a tech error, this is the only way to prove which classes you registered for.



**IF YOU DO NOT REGISTER FOR CLASSES IN [ATHENA](#) BY MAY 19th, ELIGIBILITY BASED ON POINT ALLOCATION WILL END.
Make sure to register before May 19th!**

STEP 6 MAY 25-AUGUST 22: Late Registration and Drop/Add

1. **Late registration begins on May 24th. If you failed to register during Registration, or wish to adjust your course registrations at this time, make sure you refer to the updated Course List to be posted here: <http://law.uga.edu/class-schedules-registration> soon after Registration ends. It will list which classes are still open after Registration. Only those classes listed as “OPEN” on the updated Course List are available to be added in [Athena](#) during Late Registration.**
 - a. Follow the instructions from [Step 6: Add Fall Courses in Athena](#) to add available courses in Athena.
 - b. Again make sure to check the Course Schedules and Updates page: <http://law.uga.edu/2015-2016-course-and-schedule-updates>
 - c. If you attempt to add a course listed as “OPEN” and cannot add the class because it has overfilled, contact the Law Registrar, Dr. Paula McBride at mcbride1@uga.edu, and she make adjustments that will allow you to register.
 - d. If a class that was listed as “OPEN” going into the Late Registration period ends up overfilling during the Late Registration period, you will be contacted by the Law Registrar, Dr. Paula McBride, if you are required to drop the class. Open spots are not awarded on a first come, first served basis – if students will be required to drop the class, those who added the open class during the Late Registration period but did not bid points will be entered into a lottery for the open spots. If lotteries will take place, they will take place soon after the Late Registration period ends. These type of lotteries are rare.
 - e. Please rely on the information listed in the updated Course List regarding spots available in a course rather than the information reflected in Athena. Information regarding availability in Athena is not always correct.

2. **Drop/Add begins on the first day of Fall 2017 classes – August 15th. You may drop and add classes in Athena during this time. Again, make sure to check the Course Schedules and Updates page: <http://law.uga.edu/2015-2016-course-and-schedule-updates>**
 - a. Only those courses listed as “OPEN” on the updated Course List when the Drop/Add period begins can be added at this time.
 - b. Drop/Add ends on August 21st. Your schedule is then final.

3. **At this point, go back and look at your draft schedule for Spring 2018 and adjust based on your final schedule for Fall 2017. Save your revised draft Spring 2018 schedule in a safe place so you can refer back to it.**