

University of Georgia School of Law
Comprehensive Point Allocation and Registration Guide
Compiled by Student Affairs Office
Spring 2017

Table of Contents

Now – November 9	<u>STEP 1: 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.</u>
Now – November 9	<u>STEP 2: Review the schedule of courses and compile a draft schedule for Spring 2017.</u>
November 9-11	<u>STEP 3: Allocate Points for Spring 2017.</u>
November 18-December 2	<u>STEP 4: Register for Classes in Athena.</u>
December 5-January 16	<u>STEP 5: Late Registration and Drop/Add.</u>

STEP 1 NOW-NOVEMBER 9th: Assess what you have completed and what you have left to complete for your degree. 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

 - b. **All current 2L and 3L students must complete these courses to graduate:**
 - i. 1L Curriculum
 - ii. Advanced Writing Requirement
 1. A full list of those courses being offered in Spring 2017 that fulfill the advanced writing requirement can be found here: <http://www.law.uga.edu/class-schedules-registration> under Spring 2016 "Advanced Writing Requirement List".
 2. 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](#).
 - 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](#). Students entering law school prior to the Fall 2016 semester must successfully complete 3 practical skills credit hours.
 - iv. The Law & Ethics of Lawyering, JURI 4300
 - v. Constitutional Law I, JURI 4180 (if not completed in the 1L year)
 - vi. Property, JURI 4090 (if not completed in the 1L year)

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.

 - 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 Spring 2017 course outside of the Law School is Friday, December 16th 2016 at 4:00pm.
- d. Dual Degree Programs
 - i. Dual degree students should check-in with Shannon Hinson 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 NOW-NOVEMBER 9th: Review the schedule of courses for Spring 2017 and compile a draft schedule.

1. Spring 2017 course schedules and exam schedules are available online, here: <http://law.uga.edu/class-schedules-registration> under the header “Spring 2017”.
 - a. Course descriptions can be found here: <http://www.law.uga.edu/course-offerings>
 - b. Professor 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. 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.
3. 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.
 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”.
 - 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 (Property is prerequisite)

d. Courses Tested on the Bar Examination

- i. Multistate Bar Exam (MBE) Subjects: Constitutional Law, Contracts/Sales, Criminal Law/Procedure, Evidence, Federal Civil Procedure, Real Property, Torts.
- ii. 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. Experts are fairly split on whether taking bar exam subjects 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 Spring 2017, that is January 10th.
 - 4. Deadline to submit signed paperwork for supervised research or independent project is the end of the drop/add period for that semester – for Spring 2017 that is January 16th.
 - 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 Abroad/In Practice and Externships

- i. 3 semester-long 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>
 - 3. Georgia Law at Oxford: <http://www.law.uga.edu/georgia-law-oxford>
- ii. Externship opportunities may also 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.

g. The Advice of Others

- i. Students are encouraged to speak with professors for advice.
- ii. Career Development Office counselors are also available to give guidance from a career development perspective. Make an appointment to meet with a Career Development Counselor in Symplicity: <https://law-uga-csm.symplicity.com/students/>.

Make sure to save your draft schedule in a safe place for future reference!

STEP 3 NOVEMBER 9th – NOVEMBER 11th Allocate Points for Spring 2017

The Point Allocation Period begins on Wednesday November 9th at 9:00 am and ends on Friday, November 11th at 4:00 pm.

1. 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, November 11th.**
2. **Each 2L will receive 50 points to allocate; each 3L 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 Early Registration Period, explained in further detail in Step 5.
3. **Best resources to consult when considering how to allocate your points:**
 - a. Point allocation from previous semesters
 - i. Point allocation from the previous Spring:
 - 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 wildly from year-to-year, so this resource should not be relied upon as an accurate gauge of how many points a certain course will require.
 - b. Rule of thumb – bid the most points on classes that you need for graduation and those 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.
4. **Point allocation takes place in My Georgia Law between November 9th at 9:00am and November 11th at 4:00pm. Follow the instructions below carefully. Once you submit your point allocation in My Georgia Law it is final and cannot be changed!**
5. Login to My Georgia Law: <https://portal.law.uga.edu/> between Wednesday November 9th at 9:00am and Friday November 11th at 4:00pm and allocate your points.
 - a. Click the “Point Allocation” Link, listed in the menu to the right side of the screen.
 - b. Select the courses that you wish to allocate points for from the drop-down menu. You may select up to 5 courses.
 - c. Assign points. 2L students get 50 points to allocate, 3L students get 65 points to allocate.
 - d. Press “Submit”
 - e. 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 JURI numbers, course names, and professor names are correct.
6. **Point allocation results will become available in My Georgia Law before November 15th. You will be alerted via email to your UGA e-mail address when they are ready. You can view your Point Allocation results by clicking on the “Point Allocation Results” link in the menu to the right.**
 - a. When you view your point allocation results, one of three results will show:

- i. “Won Bid” – 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).
 - ii. “Alternate” – 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 5). If a spot becomes available to a student on the waitlist, the 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.
 - iii. “Lost Bid” – 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.
7. At this point, assess what courses you have permission to register for (“Won Bid”) and those you do not (“Alternate” or “Lost Bid”).
 - a. **You may need to go back and revise your draft schedule based on point allocation results. Do not assume that you will receive a spot in a course for which you were waitlisted – go ahead and make a new draft schedule.**
 - b. **Make your new draft schedule by reviewing the Early Registration Schedule, which will be posted here: <http://law.uga.edu/class-schedules-registration> soon after point allocation results are released.**
 - i. Classes that are listed as “Closed” or “Permission Only” on the Early Registration Schedule 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 Early Registration Schedule are available for you to register for in Athena. If you need to revise your draft schedule after point allocation, these are the classes you should consider adding to your schedule.

STEP 4 NOVEMBER 18th – DECEMBER 2nd: Register for Classes 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 November 18th – December 2nd. If you do not register for your classes in Athena prior to December 2nd, eligibility based on point allocation expires. No exceptions.

- 1) **Gather all of the CRN numbers for the courses from your Spring 2017 draft schedule. These will be available in the Spring 2017 Early Registration posted on this page: <http://law.uga.edu/class-schedules-registration> under “Spring 2017”.**
 - 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 between November 18th and December 2nd.**
 - a. Once logged in to the Athena home page, click the “Student” tab.
 - b. **Check for “Flags”.**
 - i. 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 December 2nd registration deadline. A flag must be removed by the appropriate University official before you can register. Failure to remove a flag by December 2nd may result in the forfeiture of any registration priority earned in the Point Allocation Process.
 - c. **Add Classes.**
 - i. Click on the “Registration” tab then the “Add or Drop Classes” tab.
 - ii. Select the appropriate term, Spring 2017, then click “Submit”.
 - iii. Then type in the CRNs for each class you wish to add in the boxes. Then click the “Submit Changes” button.
 - iv. This is the screen on which you can drop classes and add additional ones throughout the end of drop/add.
 - v. Remember – you may register for a maximum of 18 credit hours.
- 4) **Once you have completed adding the 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 DECEMBER 2nd, ELIGIBILITY BASED ON POINT ALLOCATION WILL END. Make sure to register before December 2nd!

STEP 5 DECEMBER 5th – JANUARY 16th: Late Registration and Drop/Add

1. Late registration begins on December 5th. If you failed to register during early registration, or wish to adjust your schedule, make sure you refer to the Late Registration Schedule to be posted here: <http://law.uga.edu/class-schedules-registration> soon after Early Registration ends. Please refer only to the Late Registration Schedule at this point. It will list which classes are still open after Early Registration. Only those classes listed as “Open” on the Late Registration Schedule are available to be added in Athena during late registration.
 - a. Follow the instructions from Step 5 to add open 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>
2. Drop/Add begins on the first day of Spring 2017 classes – January 10th. 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>
3. Drop/Add ends on January 16th. Your schedule is final at this time.