

Fall Semester 2011 Registration Guidelines and Procedures

Each rising 3L or 3L student will be assigned 65 points to allocate during the **Point Allocation Process for Fall Semester 2011** which is **April 19-22**.

Each rising 2L or 2L student will be assigned 50 points to allocate during the **Point Allocation Process for Fall Semester 2011** which is **April 19-22**.

A student may allocate all points on one course or among a group of courses. **Points are not transferable to other students nor can they be 'saved' for another period.**

YOU MAY ALLOCATE POINTS FOR NO GREATER THAN 5 CLASSES.

The Point Allocation Form for Rising 2Ls and Rising 3Ls will be available on the Student Resources portion of the Law School web page. Fill out your form according to your choices; **print a copy for your records**; CLICK submit.

***BE SURE THE COURSE/CALL NUMBERS ON YOUR FORM ARE CORRECT.
It is very important that before submitting, you print a copy for your records.***

Each student may submit ONE on-line point allocation form (which cannot be changed). The form will be available beginning **Tuesday morning, April 19 and must be submitted by 8:00 a.m. on Friday, April 22.**

ELIGIBILITY LISTS BASED ON POINT ALLOCATION SUBMISSIONS WILL BE AVAILABLE ON Tuesday, April 26. Early course registration will begin on Wednesday, April 27 and end on Friday, May 27 at 4:00 p.m.

At 4:00 p.m. on Friday, May 27, priority based on eligibility lists will EXPIRE. Thereafter, students who have not registered will be treated as if they had not participated in the point allocation process.

Students may register for a maximum of 17 credits. Prior permission from the Associate Dean is necessary to exceed the normal credit limit and course loads will be reduced to meet the standard.

Professorial permission to register for a closed class **WILL NOT BE PERMITTED**. That is, professors may not arrange for a student to be enrolled in a class outside of the normal registration process. Student class rolls are monitored and compared with eligibility lists. **Students ineligible to**

register for a course will be dropped.

Beginning Tuesday, August 9, the late registration/schedule adjustment period for OPEN classes will begin and will be available until Monday, August 15, 2011 at 4:00 p.m. The Law School registration system **DOES NOT** operate on a first-come, first-served basis. Thus, if a course is open at the beginning of a registration period and then is oversubscribed during that period, a lottery, if necessary will be held among those who registered for open seats.

Tuesday, August 16, 2011 (the first day of classes), will be a registration dead day with no registration activity.

The Drop/Add period will begin the morning of Wednesday, August 17, 2011, and end at 4:00 p.m. on Monday, August 22.

Courses closed at the beginning of Drop/Add will remain closed for the semester.

Schedules should be correct before August 22, including adding Independent Project or Supervised Research. **Proposals for dropping or adding courses after the drop-add period may not be approved.** A student's petition to do so may be considered.

Students may withdraw without penalty from a course until the withdrawal deadline (**Thursday, October 20, 2011**). ***After that date, withdrawal without penalty from a course is not permitted except for reasons of health.***

Be aware that registration eligibility via OASIS may be affected by entry of a 'flag' against your record by a campus office asserting you have failed to fulfill an obligation, i.e., a parking ticket, Law Library or Main Library fine, health center bill, etc. You should investigate whether you have any such outstanding flag well in advance of the **May 27th registration deadline**.

A flag must be removed by the appropriate university official before you can register. Failure to remove a flag before May 27, 2011 may mean that any registration priority earned under the Point Allocation Process will be forfeited. You may (and should) check for outstanding flags on OASIS.

BE SURE THE COURSE/CALL NUMBERS ON YOUR FORM ARE CORRECT.

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