

University of Georgia School of Law
SPRING SEMESTER 2013
REGISTRATION GUIDELINES AND PROCEDURES

Each rising 3L or 3L student will be assigned 65 points to allocate during the **Point Allocation Process for Spring Semester 2013** which is the morning of **November 13th until November 16th at 4:00 p.m.**

Each rising 2L or 2L student will be assigned 50 points to allocate during the **Point Allocation Process for Spring Semester 2013** which is the morning of **November 13th until November 16th at 4:00 p.m.**

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 MORE 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 reflecting your point allocations, make a copy for your records, CLICK submit.

Be sure that before submitting, you make a copy for your records.

Each student may submit ONE on-line point allocation form (which cannot be changed). The form will be available on "My GA Law" beginning **the morning of Tuesday, November 13th and must be submitted by 4:00 p.m. on Friday, November 16th.**

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

ELIGIBILITY LISTS BASED ON POINT ALLOCATION WILL BE AVAILABLE ON "My GA Law" on Tuesday, November 20th.

Course registration will begin on Tuesday, November 20 and will end on Monday, December 17, at 4:00p. Please note that the fee payment deadline is December 11 for those students registered on or before December 11.

At 4:00 p.m. on December 17, 2012, priority based on eligibility lists will EXPIRE. All students who have not registered at that point with the possible exception of relatively small courses where extraordinary amounts of points were allocated will be treated as if they had not participated in the point allocation process.

Students may register for a maximum of 17 credits. This cannot be waived.

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 Friday, December 21, 2012, the late registration/schedule adjustment period for OPEN classes will begin and will be available until Monday, January 7, 2013. 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 will be held among those who have "registered" for the course during that period.

Tuesday, January 8, 2013 (the first day of Spring Semester classes), will be a registration dead day with no registration activity.

The Drop/Add period will begin on the morning of Wednesday, January 9th, and end on Tuesday, January 15, 2013, at 4:00 p.m. ***Courses closed at the beginning of Drop/Add will remain closed.***

The fee payment deadline is Tuesday, January 15, 2013 for those students registering on or after December 11. Fees must be paid in full by January 15 to avoid a \$50 late fee.

Please be sure your schedule is correct prior to January 15. Following that date, students must have the appropriate professor complete a form to add or drop a class. ***If it is necessary to add a class after this date, you must submit a written petition to our office citing reasons the add was not completed during the regular drop/add period. If it is necessary to drop a class after this date, you must submit a written petition to our office citing reasons the drop was not completed during the regular drop/add period.***

Students may withdraw without penalty from a course until the midpoint of the semester. ***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 **December 17 registration deadline**.

A flag must be removed by the appropriate university official before you can register. Failure to remove a flag before December 17 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.

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