

# University of Georgia School of Law

## Registration Guide

### Fall 2019

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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](#) and look at your unofficial transcript.
  - a. [How to Access your Unofficial Transcript in Athena](#)
  
2. Check your unofficial transcript against graduation requirements, listed in full in the [Student Handbook, Part 1, General Requirements for the Juris Doctor Degree](#).
  - a. 88 credit hours, 6 full-time semesters, and 2.0 GPA minimum required for JD
    - i. Credit hour requirement varies for dual degree programs – dual degree students should reference the credit hour requirements of their dual degree program.
  - b. Required Coursework:
    - i. First Year Courses
    - ii. The Law & Ethics of Lawyering
    - iii. Writing Requirements
      1. 2L Writing Requirement
        - a. Students must complete a 2L Writing Requirement qualifying course in SU19, FA19, or SP20.
        - b. 2L Writing Requirement courses are assigned through the 2L Writing Requirement selection process.
          - i. Complete the 2L Writing Requirement selection process between 9:00am on Wednesday, April 3 and 4:00pm Friday, April 5.
          - ii. See [Complete 2L Writing Requirement Selection](#) for full instructions.
        - c. View the list of 2L Writing Requirement Qualifying Courses in the [Student Handbook, Part 1, Upper Level Writing Requirements \(F16 or later\)](#).
        - d. 2L Writing Requirement course qualifying info also on Course List and sent via email.
      2. Capstone Writing Requirement
        - a. Students must complete at least one Capstone Writing Requirement qualifying course to graduate.
          - i. Capstone Writing Requirement qualifying courses require an analytical writing project of at least 20 double-spaced pages.
          - ii. Students must upload their completed Capstone Writing Requirement qualifying project to the My Georgia Law portal under the “Capstone Writing Requirement” tab in the top menu in order to fulfill the requirement.
          - iii. View the list of Capstone Qualifying Courses in the [Student Handbook, Part 1, Upper Level Writing Requirements \(F16 or later\)](#).
          - iv. Capstone course qualifying info also on Course List.
  - iv. Practical Skills Requirement
    1. A minimum of 6 credit hours of practical skills requirement coursework must be completed to graduate.
      - a. View the list of Practical Skills qualifying courses in the [Student Handbook, Part 1, Practical Skills Requirement](#).

2. 2L Writing Requirement courses satisfy the 2L Writing Requirement only, and *cannot be "double-counted"* as practical skills hours if the course is also listed as practical skills.
3. Capstone Writing Requirement courses *can be "double counted"* as practical skills hours if the course is also listed as practical skills.

**STEP 2: Review the schedule of courses and compile a draft schedule. Consider all schedules – Summer, Fall and Spring!**

1. **Summer 2019, Fall 2019, and Spring 2020 class schedules and exam schedules are available on the [Class Schedules & Registration page](#).**
  - a. “Class Schedule” = weekly grid
  - b. “Course List” = list format (includes CRN numbers)
  - c. [Exam Conflicts and Exam Rescheduling](#)
  - d. [Course Descriptions](#) (includes pre-requisite information)
    - i. The course’s professor may sometimes waive prerequisites or co-requisites. Contact professors directly to request a waiver.
  - e. [Faculty Profiles](#)
  
2. **Credit Hours**
  - a. Fall 2019 & Spring 2020: Min = 12, Max = 18
  - b. Summer 2019: Min = 1, Min for Financial Aid = 3, Max = 8
  
3. **Many Summer 2019 Courses Available Online**
  - a. Summer courses require the payment of tuition; scholarships do not apply in summer.
  - b. Financial aid may be available for students who enroll in three or more credit hours during the summer term. Complete the [Summer Financial Aid Request](#) if you want to receive student loans for summer. Contact the [Financial Aid Office](#) for more information.
  - c. [Distance Hour Credits Hour Limitation](#)
  
4. **[Course Concentrations](#)**
  - a. You are not required to complete any specific course concentration. They are a helpful 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.
  - b. Choose the concentration you are interested in from the menu; then click “Search for Courses”.
  
5. **[Faculty Insights for Choosing Courses Videos](#)**
  
6. **The MPRE and the Bar Examination\***
  - a. Many students report that completing Law & the Ethics of Lawyering *prior* to taking the MPRE exam is helpful.
    - i. You can find upcoming MPRE dates on the [NCBE website](#).
  - b. [Subjects Test on the Georgia Bar Exam](#), see Part B, Section 6
  
7. **[Supervised Research and Independent Projects](#)**
  - a. [Supervised Research Form](#)
  - b. [Independent Project Form](#)
  
8. **[Clinics, Externships, & Experiential Learning Programs](#)**

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

**Register for Summer Courses (if applicable).**

- 1. If after completing Step 2 you have decided to enroll in Summer 2019 courses, register for them in Athena before Monday, May 20 (first day of Summer 2019 course meetings).**
  - a. Before registering, review the information listed under Summer 2019 “Class Schedule & Registration Guidelines” on the [Class Schedules & Registration page](#).
  - b. Refer to [Register for Classes in Athena](#) 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 are assigned on a first-come, first-served basis.**
  - a. Summer courses typically do not fill.
  - b. In the event that a summer course becomes over-enrolled, the Law Registrar, Dr. Paula McBride ([mcbride1@uga.edu](mailto:mcbride1@uga.edu)) will contact enrolled students with more information.

**Complete 2L Writing Requirement Selection.** To view all 2L Writing Requirement qualifying courses view the View the list of 2L Writing Requirement Qualifying Courses in the [Student Handbook, Part 1, Upper Level Writing Requirements \(F16 or later\)](#). 2L Writing Requirement course qualifying info also on Course List and sent via email.

### Summer 2019 2L Writing Requirement Courses

- a. Students who are enrolled in a Summer 2019 2L Writing Requirement qualifying course prior completing 2L Writing Requirement Selection should indicate that when completing the selection.
- b. Students who are considering taking a Summer 2019 2L Writing Requirement course, but are not yet registered, should complete the 2L Writing Requirement selection process in full.
  - i. You are still able to register for a Summer 2019 2L Writing Requirement course after 2L Writing Requirement selection.
- c. Any student who completes their 2L Writing Requirement during the Summer 2019 semester will be required to drop any Fall 2019 or Spring 2020 2L Writing Requirement qualifying course to which they were assigned. Students may take only one 2L Writing Requirement course offered during their 2L year, including Summer 2019.

### 2. How to Complete the 2L Writing Requirement Selection Process

- a. **The 2L Writing Requirement Selection period begins at 9:00am on Wednesday, April 3 and ends at 4:00pm Friday, April 5.**
- b. Students must complete the 2L Writing Requirement Selection process before the 4:00pm deadline on Friday, April 5. Those who do not complete the process will be assigned a Fall 2019 or Spring 2020 2L Writing Requirement qualifying course without consideration of their preferences.
- c. The timing of your 2L Writing Requirement Selection within the designated period is unimportant. Completing the selection process “first” garners no advantage.
- d. Login in to the [My Georgia Law portal](#) from a laptop or desktop computer, and click on the 2L Writing Requirement Selections tab in the top menu.

*Please note that the all screenshots shown are only examples. They do not reflect correct information regarding course availability or 2L Writing Requirement Selection Results.*

- e. Review the options at the top of this screen and mark the options that apply to you.

The screenshot shows a web form titled "2L Writing Requirement Selection". At the top, there are two tabs: "View" and "Results". Below the tabs, a message states: "A full list of 2L Writing Requirement qualifying courses can be found here:". The form contains three questions, each with radio button options for "Yes" and "No".

- Question 1: "I am enrolled in a Summer 2017 2L Writing Requirement qualifying course. \*". The "No" option is selected.
- Question 2: "I plan to be off the Athens campus in the Fall 2017 semester participating in a Semester in Practice or internship/externship program. \*". The "No" option is selected.
- Question 3: "I plan to be off the Athens campus in the Spring 2018 semester participating in a Semester in Practice or other internship/externship program. \*". The "Yes" option is selected.

- i. Students that indicate they are registered for a Summer 2017/2018 2L Writing Requirement Course will then click “Submit” and complete the 2L Writing Requirement selection process.

## 2L Writing Requirement Selection

View Results

A full list of 2L Writing Requirement qualifying courses can be found here:

I am enrolled in a Summer 2017 2L Writing Requirement qualifying course. \*


Yes

No

Submit

- f. Then, drag and drop the course names to arrange them from your most preferred at the top to your least preferred at the bottom. After you complete the ranking, click Submit.

Drag & drop courses to list in order from most to least preferred

 \* Changes made in this table will not be saved until the form is submitted.

|  |
|--|
| + FA 2017 - Document Drafting: Survey*                               |
| + FA 2017 - Document Drafting: Litigation (online)                   |
| + SP 2018 - Document Drafting: Contracts*                            |
| + FA 2017 - Writing for Judicial Clerkships*                         |
| + SP 2018 - Document Drafting: Motions*                              |
| + FA 2017 - Document Drafting: Special Topics in Estate Planning*    |
| + FA 2017 - Appellate Advocacy                                       |
| + FA 2017 - Internal Investigations                                  |
| + SP 2018 - Contract Drafting for Startups and New Ventures (online) |
| + SP 2018 - Document Drafting: Compromise & Settlement               |
| + SP 2018 - Document Drafting: Employment Documents                  |

Submit

- g. You should see a screen similar to the one below. Take a screen shot and save it for your records. If you have any trouble with this process, please contact the Law School's IT Department at [lawit@listserv@uga.edu](mailto:lawit@listserv@uga.edu) or 706-542-0895.

## Submission #11

View Edit Delete

Download PDF Previous submission Next submission

### Submission information

Form: [2L Writing Requirement Selection](#)  
Submitted by asklut  
Fri, 2017-03-17 12:01  
172.19.88.116

I am enrolled in a Summer 2017 2L Writing Requirement qualifying course. No

I plan to be off the Athens campus in the Fall 2017 semester participating in a Semester in Practice or internship/externship program. No

I plan to be off the Athens campus in the Spring 2018 semester participating in a Semester in Practice or other internship/externship program. No

Drag & drop courses to list in order from most to least preferred

|  |
|--|
| FA 2017 - Document Drafting: Survey                                |
| FA 2017 - Document Drafting: Litigation (online)                   |
| SP 2018 - Document Drafting: Contracts                             |
| FA 2017 - Writing for Judicial Clerkships                          |
| SP 2018 - Document Drafting: Motions                               |
| FA 2017 - Document Drafting: Special Topics in Estate Planning     |
| FA 2017 - Appellate Advocacy                                       |
| FA 2017 - Internal Investigations                                  |
| SP 2018 - Contract Drafting for Startups and New Ventures (online) |
| SP 2018 - Document Drafting: Compromise & Settlement               |
| SP 2018 - Document Drafting: Employment Documents                  |

- h. Log into the [My Georgia Law portal](#) to view the results of the 2L Writing Requirement selection process once they are available.
- i. Results will become available on or before 5:00pm Wednesday, April 10. An announcement will be sent via list serv when results are available.
  - i. Depending on the results of the 2L Writing Requirement selection process, you may need to go back and adjust your draft schedule.
  - j. Any student who experiences a change in circumstance that *requires* adjusting their 2L Writing Requirement course assignment should contact Paula McBride ([mcbride1@uga.edu](mailto:mcbride1@uga.edu)).



## Complete Fall Point Allocation.

The Point Allocation Period begins at 9:00am Wednesday April 10 and ends at 4:00pm Friday, April 12.

The timing of your point allocation within the designated period is unimportant. No advantage to allocating first. However, you must make your point allocations before the 4:00 deadline on Friday, April 12.

1. **Class of 2021 receives 50 points to allocate. Class of 2020 receives 65 points to allocate.**
  - a. Points are not transferrable to other students nor can they be saved for another registration period.
  - b. You can bid points on up to 5 courses.
  - c. You cannot bid “0” points on a course.
  - d. You do not need to allocate points for your assigned 2L Writing Requirement.
  - e. 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.
  
2. **Best resources to consult when considering how to allocate your points:**
  - a. Historical Point Allocation Information
    - i. Point allocation from the previous Fall (Fall 2018), listed on [the Class Schedules & Registration](#) page under “Fall 2019”.
    - ii. [Point allocation back to 2009](#)
    - iii. The number of points any given course will require for permission to enroll vary from year-to-year. PREVIOUS POINT ALLOCATION INFORMATION A GUIDE – NOT A GUARANTEE!
  - b. Peer Mentors and advice of other upper-class students
  - c. Rule of thumb – bid the most points on small classes, high-demand classes, and classes that you are most interested in taking. It is easy to become 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. **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 10 and 4:00pm Friday April 12 and allocate your points.**
  - a. Click the “Point Allocation” tab in the top menu.



- 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"/> |
| <b>JURI 4210 : 28129 - Corporations - Sachs</b>                        | <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     | <input type="text" value="12"/> |
| JURI 4250 : 28229 - Evidence - Dennis        | <input type="text" value="14"/> |
| JURI 4360 : 36907 - Bankruptcy - Baradaran   | <input type="text" value="6"/>  |
| JURI 5622 : 39851 - Public Health Law - Khan | <input type="text" value="8"/>  |
| JURI 4430 : 36912 - Copyright Law - Shipley  | <input type="text" value="10"/> |

**Points Remaining** (click number to update):

- d. **Print the confirmation page or take a screen shot and save it.** Check and make sure that CRN numbers, JURI numbers, course names, and professor names are correct.

|      |                  |                     |                      |                   |             |                    |         |
|------|------------------|---------------------|----------------------|-------------------|-------------|--------------------|---------|
| Home | Point Allocation | Writing Requirement | Career Development ▾ | Student Directory | Academics ▾ | Student Services ▾ | Links ▾ |
|------|------------------|---------------------|----------------------|-------------------|-------------|--------------------|---------|

## POINT ALLOCATION

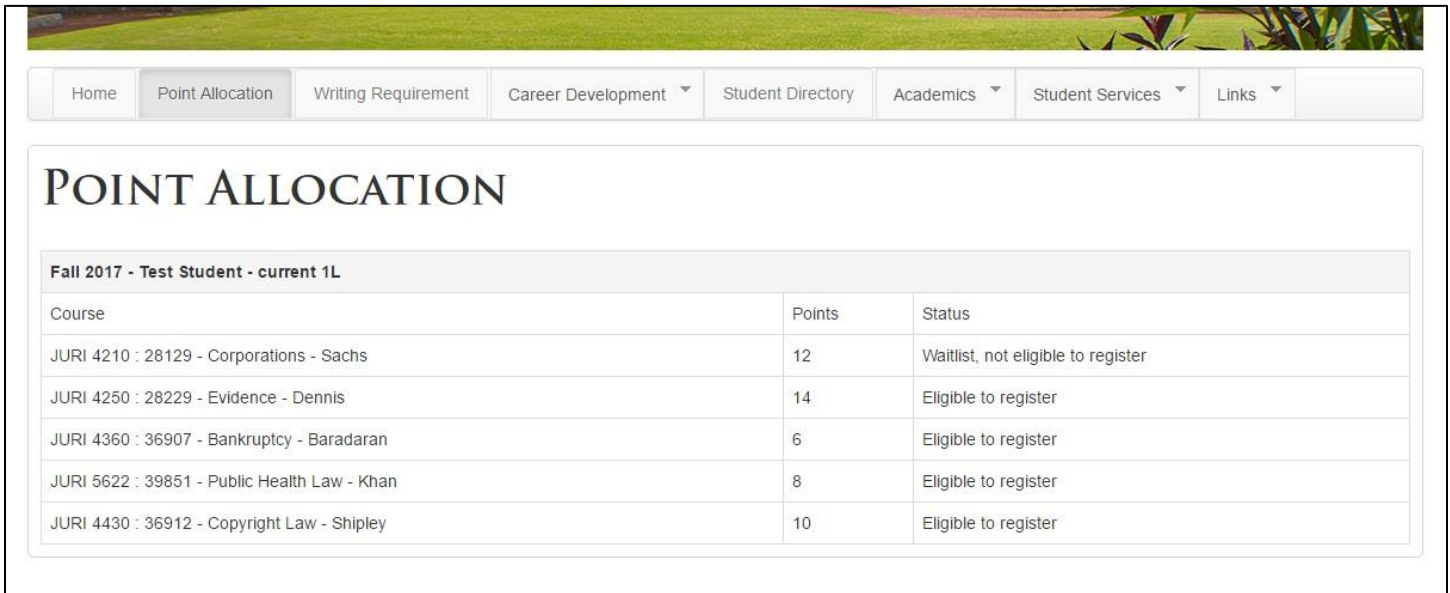
**Fall 2017 - Test Student - current 1L**

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     |

## View Point Allocation Results and Open Classes

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



| 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               |

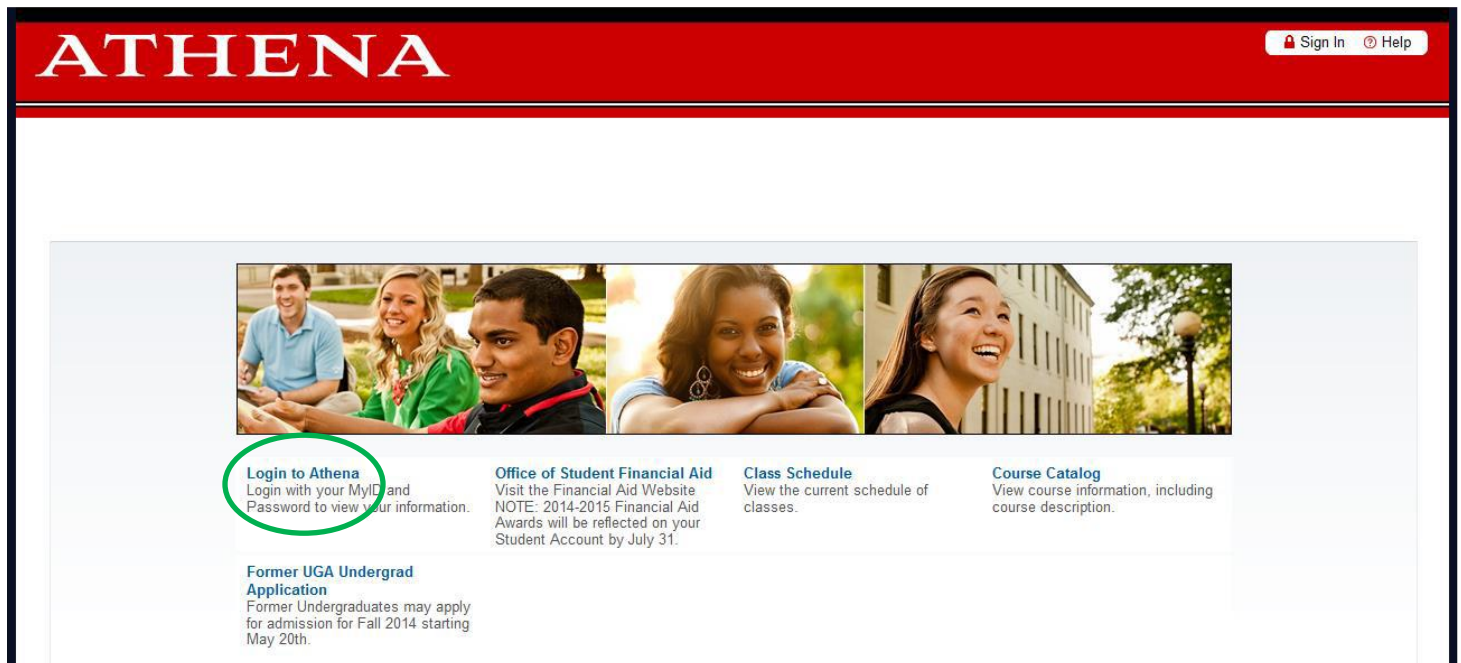
- Point allocation results will become available in the My Georgia Law Portal on or before April 18. An announcement will be sent via list serv when results are available. Click the “Point Allocation” tab in the top menu.**
  - When you view your point allocation results, one of three results will show:
    - “Eligible to Register” = you allocated enough points to “win” a spot in that class. You are permitted to enroll in that class during Registration.
    - “Waitlist, not eligible to register” = you did not allocate enough points to “win” a spot in this class. You are not permitted to enroll in that class during Registration. You are on the waitlist.
    - “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.
- “OPEN” classes are classes that did not fill during point allocation. YOU MAY ADD ANY “OPEN” CLASS DURING REGISTRATION, REGARDLESS IF YOU ALLOCATED POINTS TO THE “OPEN” CLASS.**
  - Look at the Course List for info on which classes are “OPEN”. Course List on [the Class Schedules and Registration page](#). The last column lists:
    - “Closed” or “Permission Only” = either filled during point allocation or require special permission to register.
    - “OPEN” = you can add that class during registration without any additional permissions during registration
      - Most students do not “Win Bid” on every class for which they allocate points. Use “OPEN” classes to replace those courses for which you are not eligible to register for through point allocation.

## Register for Fall Courses.

Registration begins Friday April 19 and ends at 4:00pm Friday, May 3.

**The timing of your registration within the designated period is unimportant. No advantage to registering first. However, you must register before the 4:00 deadline on Friday, May 3. If you do not register for your classes in Athena prior to the deadline eligibility based on point allocation expires. No exceptions.**

1. **Gather CRN numbers for the courses you plan to register for from the** relevant Course List, listed on the [Class Schedules & Registration page](#).
  - a. CLINICAL COURSES HAVE 2 RELEVANT CRN NUMBERS. One for lecture/seminar portion of the course, and one for the clinical/work placement portion. YOU MUST REGISTER FOR BOTH CRNS. YOU MUST REGISTER EQUALLY FOR BOTH CRNS.
    - i. For example, you cannot register for 2 hours of the lecture/seminar CRN and 3 of the clinical/work placement CRN - you must register for 2.5 and 2.5. Total number of hours will vary, but no matter how many hours, THEY MUST BE SPLIT EQUALLY.
2. Check the [Course Schedules and Updates page](#) for changes/updates to the schedule you may have missed.
3. **Login to Athena and Register for Classes.**
  - a. Go to [www.athena.uga.edu](http://www.athena.uga.edu). Click "Login to Athena".



The screenshot shows the top portion of the Athena website. At the top is a red banner with the word "ATHENA" in white serif font on the left and "Sign In" and "Help" icons on the right. Below the banner is a white navigation area. A horizontal banner image shows three smiling students. Below the image are four navigation links: "Login to Athena" (circled in green), "Office of Student Financial Aid", "Class Schedule", and "Course Catalog". Below these links is a section for "Former UGA Undergrad Application".

**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.

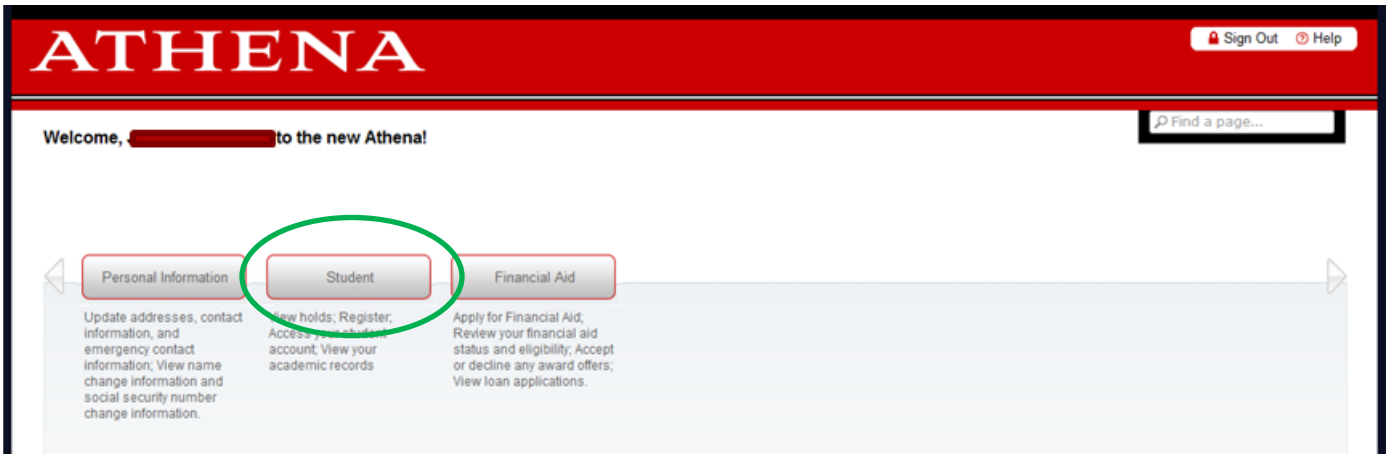
**Class Schedule**  
View the current schedule of classes.

**Course Catalog**  
View course information, including course description.

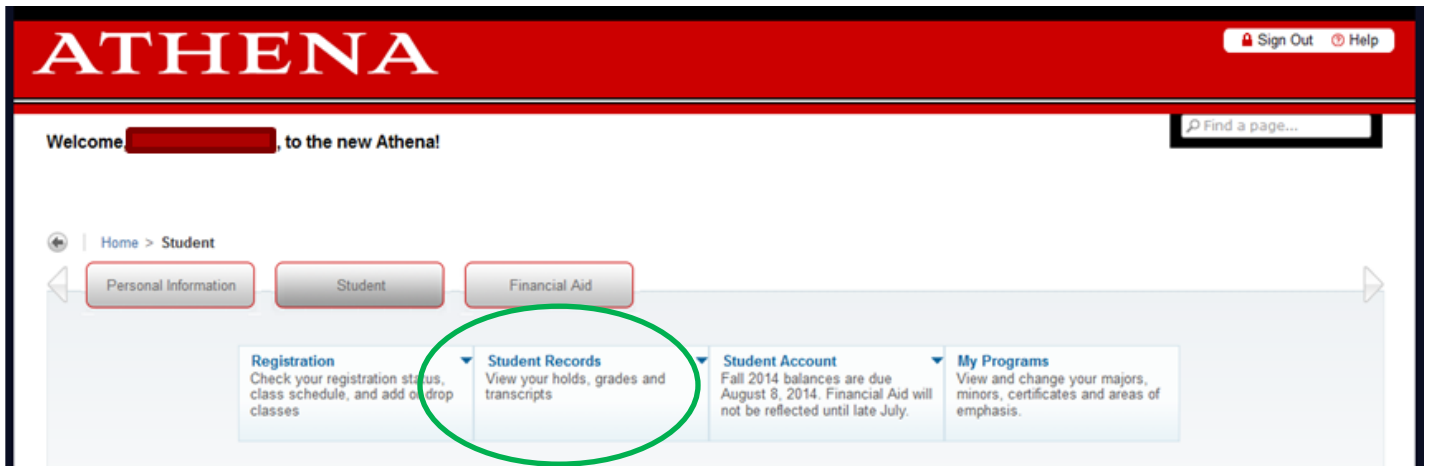
**Former UGA Undergrad Application**  
Former Undergraduates may apply for admission for Fall 2014 starting May 20th.

- a. Enter your UGA MyID (same as the beginning part of your email address) and password (same as your UGA email password) and login.

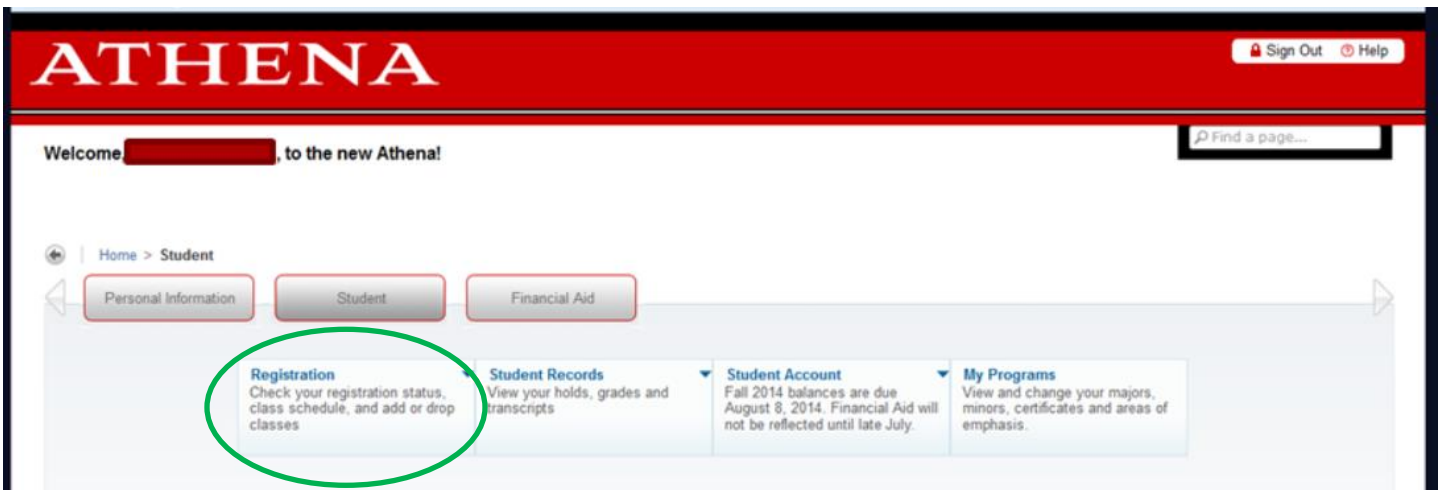
b. Click "Student".



c. Check for "Flags". Flags result from failure to fulfill an obligation (e.g., failure to pay a parking ticket or other University-related fine or bill). A flag must be removed by the appropriate University official before you can register. You can check for flags by clicking on the "Student Records" tab in the main Student menu.



d. Click "Registration".



e. Click "Select Term".

The screenshot shows the ATHENA website header with the logo and "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...". A breadcrumb trail shows "Home > Student > Registration". Below this, three tabs are visible: "Personal Information", "Student", and "Financial Aid". The "Student" tab is active. A menu is displayed with four main categories: "Registration", "Student Records", "Student Account", and "My Programs". The "Registration" category is expanded, showing a list of options: "Select Term", "Change Class Options", "Registration Status", and "Waive/Add Optional Fees". The "Select Term" option is circled in green.

f. Select the appropriate term; click "Submit".

The screenshot shows the "Select Term or Date Range" page on the ATHENA website. The header and breadcrumb trail are the same as in the previous screenshot. The page title is "Select Term or Date Range". Below the title, a search bar contains the text "Find a page...". A dropdown menu labeled "Search by Term:" is open, showing "None" as the selected option. Below the dropdown are "Submit" and "Reset" buttons. The "None" option in the dropdown menu is circled in green.

g. Click "Add or Drop Classes" in the Registration menu.

The screenshot shows the ATHENA website registration menu, similar to the first screenshot. The "Registration" category is expanded, and the "Add or Drop Classes" option is circled in green.

- h. 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, click “Submit Changes”. **DO NOT SEARCH COURSES BY JURI NUMBER, ENTER CRN NUMBERS.** Searching by JURI number can easily result in an incorrect registration!

**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

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 Week at a Glance Look Up Classes UGA Bulletin

- i. You can continue to drop and add courses on the above screen at any time during the Registration, Schedule Adjustment, and Drop/Add periods.
- If you are attempting to add an “OPEN” class and you receive an error message, contact the Law Registrar, Dr. Paula McBride ([mcbride1@uga.edu](mailto:mcbride1@uga.edu)) for assistance.
  - Rely on the information listed in the Course List regarding # spots available in a class, not Athena. Information in Athena regarding spots available in a course is not always up to date.
- j. When you are done adding classes, go back to the Registration menu. Click “Student Detail Schedule” to double check that your schedule is correct. Print this page or take a screen shot for your records.

**ATHENA** Sign Out Help

Welcome [redacted], to the new Athena! Find a page...

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

**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.

- Add or Drop Classes
- Week at a Glance
- Active Registration
- Look Up Classes
- Student Detail Schedule
- Registration History



## Schedule Adjustment and Drop/Add

### 1. Schedule Adjustment: May 8 – August 19

- a. If you failed to register during Registration, or want to make adjustments after Registration, you make adjustments at this time.
- b. Make sure to check the updated Course List on the [Class Schedules & Registration page](#) and the [Course Schedules & Updates Page](#) before attempting to make any adjustments.
- c. Only those courses listed as “OPEN” on the updated Course List when Schedule Adjustment begins can be added.
  - i. If you attempt to add a course listed as “OPEN” and you receive an error message, contact the Law Registrar, Dr. Paula McBride at [mcbride1@uga.edu](mailto:mcbride1@uga.edu).
- d. 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 up to date.

### 2. Drop/Add: August 19 – August 26

- a. You may drop classes and add OPEN classes just as you would during Schedule adjustment.
- b. Your schedule is final after August 26.

## Waitlists and Lotteries.

- 1. Waitlist priority is based upon points bid. You are automatically added to the waitlist for classes for which you bid points but did not “Win Bid” during Point Allocation. Waitlists are maintained for courses which fill during point allocation until the end of Drop/Add.**
  - a. If a spot becomes available in a closed course, the Law Registrar (Dr. Paula McBride) will contact the next student on the waitlist at 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.
  - b. If a student fails to respond to that e-mail or the student responds declining a spot in the course, the spot will be offered to the student who is next on the waitlist.
  - c. Waitlists are run manually by the Law Registrar, and are not run automatically through Athena.
  - d. Do not harass Dr. McBride regarding waitlists – she will contact you.
  - e. Professor permission does not override a waitlist.
  - f. Contact the Law Registrar, Dr. Paula McBride ([mcbride1@uga.edu](mailto:mcbride1@uga.edu)) and request to be added to a waitlist for a closed course that you did not bid points on. You will be added to the bottom of that course’s waitlist.
  
- 2. Lotteries happen when a course that was “OPEN” going into Registration, Schedule Adjustment, or Drop/Add overfills during that period. Lotteries are rare.**
  - a. Students who bid points on a course and added that course during Registration are not included in lotteries – they are guaranteed a spot in the course.
  - b. If a lottery has to take place, it will happen soon after the Registration Period and/or Schedule Adjustment period ends.
  - c. If you are required to drop a class you will be contacted by the Law Registrar, Dr. Paula McBride.